

MONTGOMERY COUNTY PUBLIC SCHOOLS
Systemwide Safety Programs
Division of Facilities Management

Automated External Defibrillator (AED) Program Guidelines

PURPOSE

To provide guidance and requirements for the management and administration of a systemwide Automated External Defibrillator (AED) Program for Montgomery County Public Schools (MCPS).


Information about the MCPS AED Program is available at:

<https://www.montgomeryschoolsmd.org/departments/facilities/safety/aed/>.

AED OPERATION


AEDs shall be available at all MCPS schools and school-sponsored athletic events for use when a person is suspected of experiencing sudden cardiac arrest (SCA).

- SCA is defined as the sudden cessation of cardiac activity such that the victim becomes unresponsive with no normal breathing and has no signs of circulation (movement, coughing, and pulse). SCA can occur when electrical impulses of the heart malfunction, causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, which can result in death. The most effective treatment for this condition is cardiopulmonary resuscitation (CPR) and the administration of an electrical shock to the heart by an AED.
- AEDs are portable devices designed to treat people experiencing sudden cardiac arrest. They analyze the victim's heart rhythm and can deliver an electrical shock (defibrillation) to restore a normal heart rhythm. AEDs are designed to be safe and easy to use by bystanders.
- An AED should be retrieved whenever any person displays symptoms indicating possible sudden cardiac arrest. Whenever responding to an unresponsive or injured person, the scene should first be evaluated for potential hazards to ensure it is safe to provide assistance. Hazards can include:
 - Exposed, energized electrical equipment and/or wet surfaces that are potentially energized by exposed electrical equipment.
 - Hazardous chemicals or drugs.
 - Confined spaces, such as sewer pits and vaults, manholes, silos, storage bins, and tanks. Confined spaces can contain hazardous gases, low oxygen conditions, or other hazards that can cause death. Only individuals who are properly trained and equipped to identify and control potential hazards are permitted to enter a confined space.
 - Slippery or unstable walking surfaces, fall hazards, and falling objects.
 - Hazardous environmental conditions, including extreme temperatures or hazardous air contaminants (such as sewer gas, carbon monoxide, or leaking refrigerant gases).
 - Uncontrolled machinery or vehicles.
 - Workplace violence, which might involve people at the scene.

- An AED should be opened and the pads applied to the victim if the following symptoms are observed:
 - Victim is unresponsive.
 - Victim is not breathing, is gasping, or is breathing ineffectively.
 - Victim has no signs of circulation, such as movement, coughing, or having a pulse.
- After the AED pads are applied to the chest, the AED will automatically read the victim's heart rhythm. If it detects a shockable rhythm, the AED will charge to the appropriate energy level and provide a voice prompt advising everyone to stand clear of the victim. The AED will instruct the AED operator to push the red shock button  to deliver a shock. After shocking the victim, the AED will continue to read the heart rhythm and instruct the AED operator to deliver another shock, administer CPR, and/or stand by.
- If an AED fails to operate during an emergency event, continue to provide CPR until another AED is brought to the victim or EMS arrives. Notify [Systemwide Safety Programs](#) immediately following the event.
- AED pads should not be applied to anyone who is responsive and breathing effectively.

Treatment of Children (1 to 8 Years Old or Weight Under 55 Pounds):

For victims in these categories, adjust AED use according to the information below:

- **LIFEPAK EXPRESS AED:** replace the adult electrodes (chest pads) with the AED Infant/Child Reduced Energy Defibrillation Electrodes (chest pads), which are in a pouch attached to the AED case.
- **LIFEPAK CR2 AED:** press the child mode button  on the AED, which reduces defibrillation energy.

POINT OF CONTACT

Peter Park, team leader, Systemwide Safety Programs is the MCPS AED Program coordinator and can be reached at 240-740-7752 (office), 301-370-2141 (cell), or via e-mail at Peter_Park@mcpsmd.org.

The school-based AED contact is the athletic trainer, athletics specialist, athletic coordinator, security team leader, principal, or other designated staff member. The AED contact for non-school facilities is designated by the facility administrator.

AED LOCATIONS

All MCPS schools have at least two AEDs. Most AEDs are located in hallway wall-mounted cabinets. AED cabinets may not be locked or obstructed. They must be readily visible and accessible whenever the building is occupied by school staff, students, or the public.

- High schools have AEDs in wall-mounted cabinets in the halls by the main office; the main gymnasium; and at a location near the stadium, such as the ticket stand or concession booth. High schools have additional AEDs distributed to the athletic trainers for use at athletics games and practices.
- Middle schools and elementary schools have AEDs in wall-mounted cabinets in the halls by the main office and the main gymnasium. Middle schools have additional AEDs distributed to the athletic coordinators for use at athletics games and practices.

- For schools where the main office and main gymnasium are in close proximity, the AED that would typically be located by the main gymnasium is relocated to a secondary location for better distribution of the AEDs within the building. Secondary locations can include the halls by the media center, auxiliary gymnasium, health office, or cafeteria.
- Special schools and alternative program facilities have AEDs in wall-mounted cabinets located where deemed most appropriate, typically in the hall by the main office or health office.
- Schools with swimming pools have an AED in a wall-mounted cabinet in the hall outside the pool room.
- Some schools have additional wall-mounted AEDs in locations deemed most appropriate.
- Non-school facilities in the MCPS AED Program have AEDs in wall-mounted cabinets located where deemed most appropriate.

TRAINING

In order to meet state-mandated training requirements, MCPS provides designated employees with American Heart Association or American Red Cross CPR/AED training. Retraining is required every two years to maintain certification.

Treatment of SCA victims can cause exposures to body fluids and bloodborne pathogens. All school-based employees, and designated central office and operations employees, are required to complete annual online bloodborne pathogens training. All employees who are required to complete bloodborne pathogens training are also offered hepatitis B vaccination free of charge.

RESPONSIBILITIES

School Principals:

- Ensure school staff are aware of the AEDs and their locations.
- Ensure school staff conduct and record monthly AED inspections and all AEDs are in a good state of readiness.
 - For secondary schools, security staff are responsible for inspecting wall-mounted AEDs. Athletics staff (athletic coordinators at middle schools and athletic trainers at high schools) are responsible for inspecting AEDs issued for athletics use.
 - Elementary school AEDs should be inspected by employees designated by principals.
- Ensure at least two school employees (not health room staff) are certified in CPR/AED and First Aid. At least one certified employee must be onsite during the school day. At least one certified employee must be available at all school-sponsored athletics and intramural practices and games.
- Promptly notify Systemwide Safety Programs of any suspected cardiac arrest event at the school, even if an AED was not used.
- Promptly notify Systemwide Safety Programs whenever AED pads are placed on anyone for any reason.
- Promptly contact Systemwide Safety Programs if an AED is missing, damaged, or appears to require service.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

Facility Administrators for Non-School Facilities in the MCPS AED Program:

- Ensure facility staff are aware of the AEDs and their locations.
- Ensure facility staff conduct and record monthly AED inspections and all AEDs are in a good state of readiness. Designate employees who will perform the AED inspections.
- Ensure at least two facility employees are certified in CPR/AED. At least one certified individual must be available onsite during the work day.
- Promptly notify Systemwide Safety Programs of any suspected cardiac arrest event at the facility, even if an AED was not used.
- Promptly notify Systemwide Safety Programs whenever AED pads are placed on anyone for any reason.
- Promptly contact Systemwide Safety Programs if an AED is missing, damaged, or appears to require service.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

School/Facility Security:

- Complete CPR/AED/first aid/bleeding control training and maintain training certifications.
- Conduct and record monthly inspections for wall-mounted AEDs.
- Promptly notify Systemwide Safety Programs of any suspected cardiac arrest event at the school/facility, even if an AED was not used.
- Promptly notify Systemwide Safety Programs whenever AED pads are placed on anyone for any reason.
- Promptly contact Systemwide Safety Programs if an AED is missing, damaged, or appears to require service.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

High School Athletics Specialists, Athletic Trainers, and Middle School Athletic Coordinators:

- Ensure athletics staff conduct and record monthly inspections for all AEDs issued for athletics use.
 - Athletic trainers are responsible for conducting AED inspections for high school athletics AEDs and submitting copies of the inspection forms monthly to Systemwide Safety Programs and the Athletics Health and Safety Coordinator.
 - Athletic coordinators are responsible for conducting AED inspections for middle school athletics AEDs, and they should coordinate with school administration to ensure inspections are conducted during summer months.
- Ensure all athletics employees complete CPR/AED training and hold current training certifications prior to participating in athletics games or practices.
 - Training for high school athletics staff is conducted by athletic trainers.
 - Training for middle school athletics staff is conducted by MCPS' AED contractor, coordinated by Systemwide Safety Programs:
<https://www.montgomeryschoolsmd.org/departments/facilities/safety/aed/#CPRTrg>.
- Ensure athletics AEDs are secured during off seasons when they are not used for athletics events.

- Promptly notify Systemwide Safety Programs of any suspected cardiac arrest event associated with an athletics game or practice, even if an AED was not used.
- Promptly notify Systemwide Safety Programs whenever an athletics AED is used or the pads are placed on anyone for any reason.
- Promptly contact Systemwide Safety Programs if an athletics AED is missing, damaged, or appears to require service.
- Ensure athletics AEDs are made available for annual inspection and servicing by MCPS' AED contractor, upon notification by Systemwide Safety Programs.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

Intramural Coordinators:

- Ensure all intramural personnel complete CPR/AED training and hold current training certifications prior to participating in intramural events. Training is conducted by MCPS' AED contractor, coordinated by Systemwide Safety Programs:
<https://www.montgomeryschoolsmd.org/departments/facilities/safety/aed/#CPRTrg>.
- Promptly notify Systemwide Safety Programs of any suspected cardiac arrest event associated with intramural activities, even if an AED was not used.
- Promptly notify Systemwide Safety Programs if an AED is used during an intramural activity or the pads are placed on anyone for any reason.
- Promptly contact Systemwide Safety Programs if they are aware of an AED that is missing, damaged, or appears to require service.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

Department of Athletics, Division of School Leadership:

- Work with athletics specialists, athletic trainers, and athletic coordinators to ensure athletics staff complete required CPR/AED training and are familiar with MCPS AED Program guidelines and requirements.
- Work with athletics specialists, athletic trainers, and athletic coordinators to ensure athletics staff conduct and record monthly inspections for athletics AEDs.
- Work with athletics specialists, athletic trainers, and athletic coordinators to ensure CPR/AED-trained athletics staff and an AED are available for all school-sponsored athletics practices and games.
- Work with Systemwide Safety Programs to schedule CPR/AED training for middle school athletics staff.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

Physical Education and Health, Division of Teaching and Learning:

- Work with intramural coordinators to ensure intramural staff complete required CPR/AED training and are familiar with MCPS AED Program guidelines and requirements.

- Work with intramural coordinators to ensure CPR/AED-trained intramural staff and an AED are available for all intramural events.
- Work with Systemwide Safety Programs to schedule CPR/AED training for intramural staff.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

Department of Planning and Construction, Division of Facilities Management:

- Ensure AEDs are relocated appropriately, where needed, as a result of construction projects.
- Contact Systemwide Safety Programs if information or assistance is needed related to AED locations and AED Program requirements.

Division of Safety and Emergency Management:

- Ensure all security employees complete required CPR/AED/first aid/bleeding control training and maintain training certifications.
- Ensure all security employees are familiar with MCPS AED Program guidelines and requirements.
- Ensure security employees conduct and record monthly inspections for wall-mounted AEDs at secondary schools.
- Work with Systemwide Safety Programs to schedule CPR/AED/first aid/bleeding control training for security staff.
- Contact Systemwide Safety Programs if information or assistance is needed related to the AED Program.

Systemwide Safety Programs, Division of Facilities Management:

- Manage and oversee the MCPS AED Program. Ensure districtwide compliance with state public access defibrillator program requirements, including recordkeeping and mandatory reporting of all AED uses and suspected cardiac events.
- Work with Department of Athletics, Physical Education and Health, Division of Safety and Emergency Management, and individual schools/facilities to coordinate staff CPR/AED and first aid training.
- Coordinate annual AED inspections and servicing by the MCPS AED contractor.
- Coordinate AED repairs and replacement, as needed.
- Maintain an inventory of MCPS AEDs, and acquire additional AEDs, as needed. Determine appropriate locations for all MCPS AEDs and authorize relocations, as needed.
- Create, periodically review, and update the written MCPS AED Program Guidelines.
- Conduct an annual review of the MCPS AED Program. Identify any deficiencies and program needs, and determine necessary corrective action and program improvements.
- Oversee the district's AED contractor.

EQUIPMENT

MCPS-Approved AEDs and accessories:

- Physio-Control LIFEPAK CR2¹, LIFEPAK EXPRESS², and LIFEPAK CR Plus AEDs are approved for MCPS use.
- An AED should be brought to all medical emergencies involving an unresponsive person or a serious injury at a school or non-school facility in the MCPS AED Program.
- Each AED has one set of defibrillation electrodes (chest pads) connected to the device and one spare set of electrodes with the AED.
- LIFEPAK EXPRESS and LIFEPAK CR Plus AEDs have a reduced energy infant/child electrode kit.
- One resuscitation kit is included with each AED. This kit contains latex-free nitrile gloves, one razor, one set of trauma shears, and one facemask barrier device. One pediatric CPR mask, in a separate pouch, is also provided with each AED.



LIFEPAK EXPRESS AED



LIFEPAK CR2

EQUIPMENT MAINTENANCE

All equipment and accessories necessary for support of medical emergency response, including AEDs, shall be maintained in a good state of readiness. Specific requirements include:

- School/facility administration is responsible for ensuring AEDs are inspected monthly and AED-related problems are promptly reported to Systemwide Safety Programs.
- School/facility administration shall be informed of changes in availability of emergency response equipment. If equipment is temporarily withdrawn from service, school/facility administration shall be informed and notified when equipment will be returned to service.
- School/facility administration is responsible for informing OSET members and other affected employees of changes in availability of emergency medical equipment.

¹ LIFEPAK CR2 operator manual is available at:

<https://www.montgomeryschoolsmd.org/uploadedFiles/departments/facilities/safety/Lifepak%20CR2%20AED%20Manual.pdf>

² LIFEPAK EXPRESS operator manual is available at:

<https://www.montgomeryschoolsmd.org/uploadedFiles/departments/facilities/safety/050616%20AED%20Manual%20for%20RescueOne.pdf>

- Following use of emergency response equipment, all equipment shall be discarded or cleaned and/or decontaminated as needed. If contamination potentially includes body fluids, the equipment shall be disinfected consistent with [MCPS Bloodborne Pathogens Exposure Control Guidelines](#)³.

Routine Maintenance:

- Systemwide Safety Programs will coordinate annual service and inspection for all MCPS AEDs by the district's AED contractor. Systemwide Safety Programs will notify school/facility administration, athletics specialists, athletic trainers, athletic coordinators, security team leaders, and middle school security assistants of upcoming AED service and inspection visits. The AED contractor or Systemwide Safety Programs will contact schools/facilities to schedule the visits.
- For high school athletics AEDs, the school's athletic trainer shall perform monthly AED inspections. The inspections shall be recorded using the [AED Monthly Inspection Form](#) and the forms shall be stored with the AEDs. Copies of the forms shall be submitted to Systemwide Safety Programs and the Athletics Health and Safety Coordinator each month.
- For middle school athletics AEDs, the athletic coordinator or designee shall perform monthly AED inspections. The inspections shall be recorded using the [AED Monthly Inspection Form](#) and the forms shall be stored with the AEDs.
- For wall-mounted AEDs at secondary schools, school-based security staff shall perform monthly AED inspections. The inspections shall be recorded using the [AED Monthly Inspection Form](#) and the forms shall be stored with the AED.
- Inspection instructions can be found at the Systemwide Safety Programs website for:
 - LIFEPAK EXPRESS AEDs:
<https://www.montgomeryschoolsmd.org/uploadedFiles/departments/facilities/safety/AED%20Monthly%20Inspection%20Tips%20-%20Lifepak%20Express%20current.pdf>
 - LIFEPAK CR2 AEDs:
[https://www.montgomeryschoolsmd.org/uploadedFiles/departments/facilities/safety/AED%20Monthly%20Inspection%20Tips%20-%20Lifepak%20CR2%20current\(1\).pdf](https://www.montgomeryschoolsmd.org/uploadedFiles/departments/facilities/safety/AED%20Monthly%20Inspection%20Tips%20-%20Lifepak%20CR2%20current(1).pdf)
- If an AED's readiness indicator does not indicate the AED is ready to use, the school/facility AED contact or school/facility administration must promptly contact Peter Park, team leader, Systemwide Safety Programs, at 240-740-7752 or Peter_Park@mcpsmd.org.
 - The readiness indicator for LIFEPAK EXPRESS and LIFEPAK CR Plus AEDs is an LCD display that will show 'OK' when the AED is ready to use. If a battery or wrench icon is visible, service is required.
 - The readiness indicator for LIFEPAK CR2 AEDs is a green LED in the front cover that flashes every six seconds.

³ MCPS Bloodborne Pathogens Exposure Control Guidelines are available at:
<https://www2.montgomeryschoolsmd.org/siteassets/district/departments/facilities/safety/mcps-bbp-exposure-control-plan.pdf>.

MEDICAL EVENT REPORTING and POST-EVENT REVIEW

- **Internal/MCPS Post-Event Documentation:** If AED pads are applied to anyone (even for unauthorized use) or a suspected sudden cardiac arrest occurs at a school/facility equipped with an MCPS AED, the school/facility must promptly:
 - Call or email Peter Park, team leader, Systemwide Safety Programs, at 301-370-2141 (cell) or Peter_Park@mcpsmd.org.
 - Submit a serious incident report to the Office of School Support Improvement or notify the Office of District Operations.
 - Contact [CorVel](#) if the incident appears to involve a work-related injury or illness.
- **External/State Post-Event Documentation:** If a suspected sudden cardiac arrest occurs or AED pads are placed on anyone (for any reason), the state requires:
 - Completion and submission of the [Maryland Facility AED Report Form for Cardiac Arrests](#), within 48 hours. The form must be completed immediately by the person who first initiated resuscitation efforts and/or operated the AED.
 - The school/facility must immediately send the form to Systemwide Safety Programs via facsimile at 301-279-3061 or via e-mail. Systemwide Safety Programs will assist with form completion and will forward post-event forms to the state.
- Positive actions and deficiencies associated with an emergency response event will be identified and evaluated. Systemwide Safety Programs will re-evaluate and modify procedures and guidelines, as needed. Systemwide Safety Programs will maintain records for each event.

ADDITIONAL INFORMATION

- Maryland COMAR 30.06 and 13A.05.10 and the Good Samaritan immunity law from liability exclusion
- Montgomery County Code, Sec. 51-16A
- [MCPS Bloodborne Pathogens Guidance and Requirements](#)

Revised July 2025

Monthly AED Inspection – Lifepak CR2 AED

All AEDs must be inspected monthly to ensure readiness for emergency use and for state compliance

Steps for inspecting Lifepak CR2 AEDs:

1 Check the AED cabinet and carrying case

- Are the cabinet and AED carrying case in good condition (not damaged)?
- Is the cabinet visible and not obstructed?
- Does the cabinet door open and close easily?
- Does the cabinet alarm sound when the door is open?



Readiness light should be blinking green



2 Check the AED

- Does the voice prompt come on when the cover is opened?
- Is the green readiness light blinking?
- Is the pad cover with red handle in place? [Do not pull the handle unless the pads need to be placed on a patient.]
- Is there a spare set of pads in the back of the AED case?
- Are the expiration dates good for both sets of pads?



Chest pads expiration date in corner of red handle



Spare pads in back of AED case



Rescue kit pouches:

- CPR masks (adult, pediatric)
- Non-latex gloves
- Shears and razor
- Gauze pad and wipes



3 Check the Rescue Kit, Record the Inspection

- Is the rescue kit pouch clipped to the AED case?
- Does the pouch contain: CPR mask, gloves, razor, shears, gauze pad, and wipes?
- Is the pediatric CPR mask pouch clipped to the AED case?
- Is the [monthly inspection form](#) in the cabinet or case?

Rev. 08/17/2023

If any problems are found, contact Peter Park at Peter_Park@mcpsmd.org or 240-740-7752



Monthly AED Inspection – Lifepak Express AED

All AEDs must be inspected monthly to ensure readiness for emergency use and for state compliance

Steps for inspecting Lifepak Express AEDs:

1 Check the AED cabinet and carrying case

- Are the wall cabinet, AED, and AED case in good condition (not damaged)?
- Is the wall cabinet visible and not obstructed?
- Does the cabinet door open and close easily?
- Does the cabinet alarm sound when the door is open?



AED cover open with pads installed



2 Check the AED

- Does the voice prompt come on when the cover is opened?
- Does the readiness display show 'OK'?
- Is a set of sealed pads securely installed with red handle in place? [Do not pull the handle unless the pads need to be placed on a patient.]
- Are there two spare sets of pads (adult, pediatric)? Pads can be in the AED carrying case or attached in a pouch.
- Are the expiration dates good for all sets of pads?

'OK' Readiness display



Chest pads expiration date

Pediatric pads (for <55 lbs or <8 YO children) and spare adult pads



Rescue kit pouches:

- CPR masks (adult, pediatric)
- Non-latex gloves
- Shears and razor
- Gauze pad and wipes



3 Check the Rescue Kit, Record the Inspection

- Is the rescue kit pouch clipped to the AED?
- Does the pouch contain: CPR mask, gloves, razor, shears, gauze pad, and wipes?
- Is the pediatric CPR mask pouch clipped to the AED?
- Is the [monthly inspection form](#) in the cabinet or case?



Rev. 08/17/2023

If any problems are found, contact Peter Park at Peter_Park@mcpsmd.org or 240-740-7752



CONFIDENTIAL

For Official Use Only

M-CAPD # _____
Facility CA Form # _____
MAIS Form # _____

MARYLAND FACILITY AED REPORT FORM FOR CARDIAC ARRESTS

To be completed immediately after a cardiac arrest occurs at your facility or the facility AED is put on a patient Form should be filled out by the main caregiver at the scene & the Facility AED Operator and returned to MIEMSS **within 48 hours**

Please Return Completed Form with your AED Summary Report and copy of FDA Incident Form (if applicable) to:

Maryland Institute for Emergency Medical Services Systems (MIEMSS)

653 West Pratt Street Baltimore MD 21201 Attention: Epidemiology / M-CAPD Study

Fax: (410) 706-4366

1. Facility Name: _____

2. Incident Location: _____
Street address

<i>City</i>	<i>State</i>	<i>ZipCode</i>	<i>County</i>
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3. Date of Incident: ____/____/____
Mo. Day Yr.

4. Estimated Time of **Incident**: ____:____ a.m. /p.m. 4a. Estimated Time that **911 Call** was placed: ____:____ a.m. / p.m.
Hr. Min. Hr. Min.

5. Name of Patient: _____
First Middle Last

6. Patient Gender: Male[] Female[] 7. Estimated Age of Patient: _____ Yrs.

8. Did the patient collapse (become unresponsive, i.e., no breathing, no coughing, no movement)? Yes[] No[]

8a. If Yes, what were the Events immediately prior to the collapse (check all that apply):

Difficulty Breathing [] Chest Pain [] No Signs or Symptoms[] Drowning []
Electrical Shock [] Injury [] Unknown []

8b. Was someone present to see the person collapse? Yes[] No[]

If yes, was that person a trained AED Employee? Yes[] No[]

8c. After the collapse, at the time of Patient Assessment and just prior to the Facility AED pads being applied,

Were there signs of circulation (breathing, coughing, movement)? Yes[] No[]
Was pulse checked? Yes[] No[]
If yes, did the person have a pulse? Yes[] No[]

9. Was CPR given prior to 911 EMS arrival? Yes[] Go to #9a No[] Go to #10

9a. Estimated time CPR Started: ____:____ a.m. / p.m.
Hr. Min.

9b. Was CPR started prior to the Arrival of a Trained AED Employee? Yes[] No[]

9c. Who Started CPR? Bystander[] Trained AED Employee[]

10. Was a Facility AED brought to the patient's side prior to 911 EMS arrival? Yes[] No[]

10a. If No, Briefly describe why and skip to question 17: _____
10b. If Yes, Estimated Time (based on your watch) Facility AED at patient's side: ____:____ a.m. /p.m.
Hr. Min.

TURN OVER and COMPLETE BOTH SIDES

Maryland Facility AED Report Form for Cardiac Arrests

All facilities registering with MIEMSS for Public AED use will be required to fill out a Facility AED Report Form when:

1. A suspected Cardiac Arrest occurs at your facility whether or not the AED was applied; OR
2. Any time the Facility AED pads are put on a person (regardless of the person's medical condition). This includes the use of a Facility AED for any reason by either an authorized employee or an unauthorized person.

WHEN DOES THE REPORT NOT NEED TO BE FILLED OUT?

The report does not need to be filled out for non-cardiac related false alarms when the AED is retrieved but the pads are not applied. (Example: A customer feels ill and the AED is brought to the patient's side. The caregiver at the scene does not put the AED pads on the patient because the patient is not suspected of having a cardiac arrest.)

WHO SHOULD FILL OUT THE REPORT?

The report form should be filled out immediately after an incident occurs at your facility **by the main Facility Caregiver at the scene and the Facility AED Operator** (if a different person). The main Facility Caregiver at the scene is defined as the facility employee who begins the resuscitation process prior to the Facility AED operator arriving. In some circumstances, the Facility Caregiver and the Facility AED Operator may be the same person. If the person initiating resuscitation is not a facility employee, then the Facility AED Operator should be the person who fills out the form. The facility is not responsible for tracking down bystanders who are active in the resuscitation process. However, the report form should accurately reflect that a bystander and not a facility employee initiated the CPR process. The Facility AED Coordinator should review the report and help clarify any questions that the caregiver may have concerning the report.

WHAT IS THE TIME FRAME FOR FILLING OUT THE REPORT & SENDING IT BACK TO MIEMSS?

The report should be **filled out immediately following the incident** so that the information is still fresh in the mind of the main Facility Caregiver and the Facility AED Operator. If the caregiver has questions about the form, he/she will have 48 hours to consult with the Facility's AED Coordinator. The AED Coordinator is responsible for seeing that the report is **returned to MIEMSS within 48 hours following the incident**.

WHO WILL SEE THIS REPORT?

This is a confidential report. The AED Coordinator should keep the original copy on file at the facility and a copy should be sent to MIEMSS for quality control purposes. **It will be viewed only by the main Facility Caregiver at the incident, the Facility AED operator (if different from the main Facility Caregiver), the Facility AED Coordinator, and MIEMSS.** MIEMSS will use the report for quality assurance and research purposes only.

WHAT IS THE RESPONSIBILITY OF THE FACILITY'S AED COORDINATOR REGARDING THE REPORT FORM?

1. The Facility AED Coordinator should answer any questions the main caregiver/AED operator has when filling out the form. Any further questions should be directed to MIEMSS Office of Special Programs (410) 706-4740.

2. The Facility AED Coordinator is responsible for seeing the form is fully completed. The AED Coordinator must return to MIEMSS within 48 hours of the incident:
 - A copy of the Facility AED Report Form,
 - A copy of the AED Summary Report (internal report generated from the facility AED) and
 - A copy of the FDA Incident Form (if applicable).
3. The Facility AED Coordinator is responsible for keeping on file at the facility: the original AED Report Form, a copy of the AED Summary Report and a copy of the FDA Incident Form (if applicable). Because these are confidential reports, the facility file should be in a secure room and locked.

WHERE DO I SEND THE MIEMSS REPORTS?

The forms can be returned to MIEMSS by either Fax or Express Mail.

MIEMSS Fax: (410) 706-4366 OR Express Mail to MIEMSS: 653 West Pratt Street
Baltimore MD 21201
Attention: Epidemiology / M-CAPD Study