**Automatic External Defibrillator (AED) Policy and Procedures**

**PURPOSE:**

To formulate a comprehensive plan for a successful statewide Automatic External Defibrillator (AED) program. The objective is to provide a written list delineating action items, anticipated outcomes, and strategies related to uniformity, training, education, distribution, reporting, and sustainability.

Each EMS Regional Office (Grantee), in coordination with the Alabama Council of Emergency Medical Services, Inc. (ACEMS) (Grantor), GoRescue, and ZOLL, received its allocation of AED3 Units for distribution to the Sub-Grantee First Responder Agencies (SGFRA) assigned to its designated Region. Each Regional Office will be responsible for distributing those units, providing education and training to the First Responder Agency representative, and AED Usage Reporting. See the AED Policy and Procedure Flow Chart (Click here) for more information on each parties responsibilities.

**PROCEDURES:**

1. **Deployment**

Upon receiving 850 AED3 units from ZOLL Corporation through its authorized sales agent GoRescue Brands, the Alabama Council on EMS (ACEMS) promptly formulated a deployment plan. Developed in collaboration with Regional Members, this plan confirmed the allocation of AED3 units to First Responder Agencies, specifying the number for each Sub-Grantee. Coordinating with ZOLL and GoRescue Brands, the 850 units were deployed to Alabama's Six EMS Regional Agencies for education, training, and subsequent distribution to Sub-Grantee First Responder Agencies.

1. **Distribution**
   1. For initial distribution of units, each EMS Regional Office will coordinate with ACEMS and the ZOLL national training team, a date and time for training and education on the AED3 unit, AED Usage Reporting, and Equipment Accountability.
   2. Each EMS Regional Office will verify with GoRescue that the SGFRA has paid its match payment. If a match payment has not been paid, the EMS Regional Office will notify the SGFRA to bring the appropriate payment to the education/training session.
   3. Prior to the beginning of the education/training session, match payments will be verified and/or processed as the SGFRA signs into the session, and the designated units will be given to that SGFRA representative.
   4. The SGFRA representative will sign a hand receipt that is provide by the Region for their allocated units. They will receive a copy of the receipt and the Region will keep the original on-file.

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1. **Education/Training Session**
   1. Date and Time established as previously stated.
   2. The initial training session(s) for the Region will be conducted by the ZOLL national training person. GoRescue representatives will attend also.
   3. The education/training session will review the following:
      1. AED3 Unit Operation:
         1. Operational use
         2. Unit capabilities
         3. Unit Functions
      2. AED3 Technology
         1. Wi-Fi connectivity for optimal performance
         2. Data storage for up to 30 days
         3. On-scene download via thumb/flash drive
      3. AED365 GoRescue
         1. 24/7/365 capabilities
         2. Daily System Checks
         3. Unit readiness and reporting
      4. Wi-Fi Connectivity
         1. Required to Achieve--
            1. Zoll Cloud data access
            2. AED365 Features/Functions
         2. Connection options
      5. Toll Free AED Usage Call Center
         1. Number to call after event
         2. Information to provide operator
      6. Train-the-Trainer Materials
         1. Materials from ZOLL National Training Team
         2. Con-Ed number for the Training
         3. Rosters to document SGFRA training

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**Education and Training Session continued**

* + 1. Care and Maintenance
       1. Information provided by ZOLL and GoRescue
       2. Pad replacement process
       3. Battery Care, Life
       4. Use of Zoll Training Kits (i.e. battery, pads)
    2. Event Reporting
       1. AED Usage Center
       2. EMS Region
    3. Equipment Monitoring
       1. Online Software
       2. Contact with EMS Regional Office
    4. Equipment Accountability
       1. SGFRA responsibilities for secure storage
       2. Connectivity
       3. Report Usage

1. **AED EXECUTIVE SUMMARY** (Click here)
2. **ZOLL AED3 – PRODUCT and INSTRUCTIONAL INFORMATION**

Product information regarding the AED3 unit will be given to the SGFRA representative at the education/training session. This training material will be posted on each EMS Regional Website for additional accessibility. Here are the following materials:

* 1. ZOLL AED3 For Public Access [AED 3 Defibrillator for Public Access - ZOLL Medical](https://www.zoll.com/products/aeds/aeds-for-public-access/zoll-aed-3-for-public-access)
  2. Step – by- Step Demo [ZOLL AED3 ® - Product Demo Video - ZOLL Medical](https://www.zoll.com/products/aeds/aeds-for-public-access/zoll-aed-3-for-public-access/step-by-step-demo)
  3. Rescue Net Event Summary [ZOLL AED3 ® - Product Demo Video - ZOLL Medical](https://www.zoll.com/products/aeds/aeds-for-public-access/zoll-aed-3-for-public-access/step-by-step-demo)

1. **GoRescue – AED365 Information and Instructional Resource**

GoRescue Brands (AED365) <https://aed365.com/>

1. **ACEMS – AED UCC**

Event Usage Process and Procedure (Click here)

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