



# SAN BENITO COUNTY

HEALTH & HUMAN SERVICES AGENCY

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*Healthy People in Healthy Communities*

## Public Access/Layperson Defibrillator Program Implementation Guidelines

### I. Purpose:

This is a guidance document to assist businesses and organizations to implement Public Access/layperson Automated External Defibrillator (PAD) programs within the County. Using automated external defibrillators (AED) for out-of-hospital cardiac arrests has been proven to increase survival rates. The San Benito County EMS Agency supports the use of public access AEDs within the County, and these guidelines are intended to facilitate the proliferation of AED programs.

### II. Authority:

- A. California Statutes Pertaining to Automated External Defibrillators effective January 1, 2006. [Click Here](#) to read these sections.
- B. California Code of Regulations Title 22, Division 9, Chapter 1.8 Sections 100031 through 100043, as revised February 12, 2003. [Click Here](#) to read these sections.
- C. Effective July 1, 2007, all health clubs and health studios in California are required to have an automated external defibrillator (AED) program in place as required in the California Health and Safety Code, Section 104113. [Click Here](#) for a brochure that explains this requirement.

### III. Requirements of Business/Organization:

- A. Become familiar and comply with California AED regulations and statutes, referenced above.
- B. Complete a ***Notification of New Public Access Defibrillator Site*** [form](#) listing each AED unit being acquired in the County. Submit the form by mail or Fax to:
  - San Benito County EMS Agency  
1111 San Felipe Road, Suite 102  
Hollister, California 95023
  - Fax: (831) 636-4037

**PUBLIC HEALTH SERVICES**  
439 Fourth Street  
Hollister, CA 95023  
831-637-5367

**MEDICAL THERAPY UNIT**  
761 South Street  
Hollister, CA 95023  
831-637-1989

**ENVIRONMENTAL HEALTH SERVICES**  
1111 San Felipe Road, Ste 101  
Hollister, CA 95023  
831-636-4035

**HEALTH EDUCATION PROGRAMS**  
1111 San Felipe Road, Ste 102  
Hollister, CA 95023  
831-636-4011

**EMERGENCY MEDICAL SERVICES**  
1111 San Felipe Road, Ste 102  
Hollister, CA 95023  
831-636-4066

- C. Submit a new *Notification of New Public Access Defibrillator Site* [form](#) if any of the information becomes outdated (i.e., the AED is moved to a different location, a new AED is purchased, etc.)
- D. Every time an AED is used, complete the *Notification of AED Use* [form](#), and submit via Fax to San Benito County EMS Agency (831) 636-4037, within 24 hours of use.

#### **IV. Implementation Checklist**

Listed below are key elements taken from the California AED regulations and statutes. These elements are placed in this checklist format to assist in implementing public access/layperson AED programs within the County.

Notify the County EMS Agency of the existence, location, and type of every AED within the county. The business or organization responsible for the device must, at the time the device is acquired and placed, notify EMS. A form for this notification is available [here](#).

Expected AED users/rescuers must complete a training course in cardiopulmonary resuscitation (CPR) and in use of the AED device. The training curriculum must comply with regulations adopted by the California Emergency Medical Services Authority, the standards of the American Heart Association, or the American Red Cross. The training shall include a written and skills examination.

Any AED training course for non-licensed or non-certified personnel (laypersons) shall have a physician medical director.

A California licensed physician and/or surgeon must be involved in developing an internal emergency response system plan for the site of the AED. The physician/surgeon is responsible for ensuring the business' or organization's AED program complies with State regulations and requirements for training, notification, and maintenance. The internal emergency response system plan will include the procedures to be followed in the event of an emergency that may involve the use of an AED. The plan must also include provisions for immediate notification of 911 and immediate notification of AED-trained on-site personnel, upon discovery of the emergency.

The business/organization in possession of the AED must comply with all regulations governing the training, use, and placement of the device.

The AED must be maintained and regularly tested according to the manufacturer's operation and maintenance guidelines, the American Red Cross, and American Heart Association. Maintenance and testing must also comply with any applicable rules and regulations set forth by the US Food and Drug Administration and any other applicable authority.

The AED must be checked for readiness at least once every 30 days and after each use. Records of these periodic checks shall be maintained by the business/organization in possession of the device.

A mechanism shall exist to ensure that any person rendering emergency care or using the AED activate the emergency medical services system (911) immediately. Further, the business/ organization in possession of the AED is responsible for reporting any use of the AED to the physician medical director and to San Benito County EMS. A report form to notify EMS is available [here](#).

A mechanism shall exist that assures the continued competency of the expected AED users/ rescuers employed by the business/organization in possession of the AED. Such mechanism shall include periodic training and skills proficiency demonstrations sufficient to maintain competency.

For every AED unit acquired up to five units, no less than one employee per AED unit shall complete a training course in CPR and AED. After the first five AED units are acquired, for each additional five AED units acquired, one additional employee shall be trained beginning with the first additional AED unit acquired. The business/organization in possession of the AED shall have trained employees available to respond to a cardiac emergency during normal operating hours.

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