

MISSOULA COUNTY
AUTOMATED EXTERNAL DEFIBRILLATOR
& CARDIOPULMONARY RESUSCITATION PROGRAM

- I. **Purpose.** This policy establishes guidelines for the operation of Missoula County's automated external defibrillator (AED) and cardiopulmonary resuscitation program (CPR) program, which exists to train County employees in the emergency treatment of individuals who experience sudden cardiac arrest, and incorporates an AED Written Plan that conforms to guidelines issued by the Montana Department of Public Health and Human Services (Attachment A).
- II. **Scope.** This policy applies to all Missoula County employees working in those Missoula County facilities identified in the AED Written Plan as being the location of one or more AED units.
- III. **Administration.** The head of the Department of Emergency Services is responsible for the administration of this policy. The authority to administer this policy includes maintaining currency on all attachments to the policy.
- IV. **References.** This s program is conducted in accordance with 50-6-501 M.C.A., and other applicable Montana statutes and Administrative Rules. (See Attachment D.)
- V. **Policy.** It is the Policy of Missoula County to acquire Automated External Defibrillator units, to place those units in strategic locations within County buildings, and on a voluntary basis to provide County employees with training in the use of those units as part of a training and certification program in Cardiopulmonary Resuscitation (CPR).
- VI. **Definitions:**
 - A. **Automated external defibrillator (AED):** A medical device used during cardiac arrest that will analyze a victim's cardiac rhythm, charge to a pre-determined energy level, and when prompted by the operator, deliver a shock through adhesive pads placed on the victim's chest.
 - B. **Cardiopulmonary Resuscitation (CPR):** A lifesaving technique utilizing chest compressions and artificial ventilation.
 - C. **Medical Director:** A physician licensed to practice medicine in the State of Montana who provides off-line medical supervision regarding emergency medical service, including the application of CPR and AEDs. The Medical Director directs the regular review and update of this policy and the CPR/AED program when

needed. The Medical Director also enforces the policies within this program and assures compliance with federal, state and local policies and procedures.

- D. CPR/AED Team Member:** Any county employee who successfully completes all necessary training requirements for certification in CPR/AED use, including familiarization with this Policy and all of its attachments. Membership on the Team is voluntary, and members must have the ability to leave their workstation at a moment's notice in the event of a cardiac emergency. Team members are trained and authorized to use AED units.

VII. Mandated Program Requirements.

- A. Written Plan.** The County's CPR/AED program shall be administered and operate in accordance with a written plan developed under guidance from the Montana Department of Public Health and Human Services (DPHHS). That written plan is found in Attachment A to this Policy.
- B. EMS, 9-1-1 Notification.** In accordance with DPHHS guidelines, local emergency medical service (EMS) providers and the Missoula County 9-1-1 Center shall be appropriately notified of this program's existence. (See Attachment B.)
- C. Medical Director Notification.** The Program's medical director shall be notified each time an AED is used, again in accordance with DPHHS requirements. (See Attachment C.)
- D. Manufacturer's Guidelines.** Manufacturer's guidelines for maintenance and use of AED units shall be maintained by both the Missoula County Department of Emergency Services and Department of Facilities Management.
- E. Authorized CPR/AED Users.** A list of CPR/AED Team members is maintained in Attachment E.
- F. CPR/AED Team Member Training & Certification.**
 - a. Training, certification and re-certification shall be provided by qualified trainers, and completed in a manner that conforms to standards established by the American Heart Association.
 - b. Training records shall reside in the employee's established file in Human Resources.
 - c. The Cardiac Response Team roster shall be reviewed annually by the AED coordinator. That review will include scheduling re-certifications, removal of members who do not re-certify, and recruitment and training of new members.

Attachment A
Missoula County
AED PROGRAM WRITTEN PLAN

Missoula County has established an AED Program.

Person in charge of the program and contact info is:

Chris Lounsbury, 200 W. Broadway, Missoula, MT 59802;

Office: 406-258-4758

Email: clounsbury@co.missoula.mt.us

The AEDs are located at:

1. MISSOULA COUNTY COURTHOUSE, 200 W. BROADWAY.
 - A. Reception Desk, Sheriff's Office, 3rd. floor of Courthouse Annex
 - B. Reception Desk, Commissioners Office, 2nd floor of Courthouse Annex
 - C. Reception Desk, Clerk of District Court, 2nd floor of Historic Courthouse
 - D. 9-1-1 Center, basement of Courthouse Annex
2. MISSOULA COUNTY ROAD DEPARTMENT, 6089 Training Drive, Missoula, MT
 - A. At the information desk in the administrative building.

The AED will be used:

1. Within the boundaries of the Missoula County Courthouse and adjacent property at 200 W. Broadway, Missoula, MT 59802;
2. Within the boundaries of the Missoula County Road Department and adjacent property at 6089 Training Drive, Missoula, MT.

The AED will be transported to the scene of a cardiac arrest by a member of the Missoula County CPR/AED Team, or any individual directed by a Team Member to obtain or deliver an AED unit.

A list of individuals currently trained and authorized to use the AED (CPR/AED Team Members) is included with this written plan as Attachment E.

Anytime the AED is removed from its location, 911 will be called and an ambulance will be requested to respond to the location to which the AED has been deployed. The 911 dispatcher will be advised of all information available related to the ambulance request. In the event that 911 is notified of a potential cardiac emergency prior to deployment of an AED, the 911 dispatcher will alert employees of the need for the AED as follows:

1. **In or around the Courthouse by means of the building's public address system, alerting trained employees of the need to respond;**
2. **In or around the Road Department informing the caller that an AED is located at the information desk in the administrative building, and subsequently notifying phoning the information desk to advise of the emergency.**
3. **In all cases, deployment of an AED shall not be accomplished in a way that impedes 9-1-1 in dispatching the appropriate emergency medical responder(s).**

Medical supervision of the AED program will be conducted by Dr. Gregory J. Moore, MD FACEP FAWM, Barrett Hospital and Health Care, 90 Hwy. 91 South, Dillon, MT, 59725.

Dr. Moore will supervise the AED program off-line in retrospective quality assurance and quality improvement and continuing education and practice sessions.

The AED will be maintained, tested, and operated in conformance with the manufacturer's recommendations of best practice.

Written records will be kept of all maintenance and testing performed on the AED. These records will be kept on-file by the Missoula County Facilities Maintenance Department.

In addition to records for maintenance and testing of the AED, written records of initial and continuing training of CPR/AED Team Members will be kept for each employee as part of his/her personnel file.

Required reports of AED use (Attachment C) will be made to the medical supervisor either electronically or in person within 24 hours of the occurrence of the event. Required components of the written reports that must be sent to the DPHHS will be mailed within 48 hours of the occurrence of the event. Reporting will be accomplished by the person in charge of the program, or a designated person within the Missoula County Department of Emergency Services. Copies of all reports will be maintained by the Missoula County Department Emergency Services.

ATTACHMENT B

EMS AND PSAP NOTIFICATION FORM

In accordance with A.R.M. Section 37.104.604, entities wishing to use or allow the use of an AED shall provide the following information to each licensed emergency medical service and public safety answering point (911, local emergency dispatch center) in the area where the AED is located.

Name of Entity Establishing AED Program:

Missoula County

Business Address, Physical Address, and Telephone Number of Entity:

200 W. Broadway, Missoula, MT 59802 (406) 721-5700

Name, Address, and Phone Number of the Individual Responsible for On-Site Management of the AED Program:

Chris Lounsbury, 200 W. Broadway, Missoula, MT 59802 (406) 721-5700

Starting Date of the AED Program: February 1, 2009

Physical location of the AED:

1. MISSOULA COUNTY COURTHOUSE, 200 W. BROADWAY.
 - A. Information Desk, 1st floor of Courthouse Annex
 - B. Reception Desk, Commissioners Office, 2nd floor of Courthouse Annex
 - C. Reception Desk, Clerk of District Court, 2nd floor of Historic Courthouse
 - D. 9-1-1 Center, basement of Courthouse Annex
2. MISSOULA COUNTY ROAD DEPARTMENT, 6089 Training Drive, Missoula, MT
 - A. At receptionist desk in administrative building.

Form provided to the following EMS and PSAPs:

Missoula Emergency Services
1200 W. Broadway
Missoula, MT 59801

Missoula City Fire Department
625 E. Pine St.
Missoula, MT 59802

Missoula County 9-1-1
200 W. Broadway
Missoula, MT 59802

Missoula Rural Fire District
2521 South Avenue West
Missoula, MT 59804

ATTACHMENT C

AED USE REPORT

(To Be Completed Each Time an AED is Attached to a Patient)

DATE OF INCIDENT: _____

ENTITY RESPONSIBLE FOR AED: _____

Pulse After Shocking:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, Was Pulse Sustained:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Patient Transported:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Patient Age: _____	Patient Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Location of Cardiac Arrest: _____			
Estimated Time of Cardiac Arrest: _____ (use 24 hour time)			
CPR Initiated Prior to Application of AED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Cardiac Arrest Witnessed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Time First Shock Delivered: _____ (use 24 hour time)			
Total Number of Shocks and Joules Delivered:	/	/	
	/	/	
	/	/	
	/	/	
	/	/	
	/	/	

INSTRUCTIONS:

1. Make one copy of this report, provide to Medical Supervisor.
2. Send one copy to EMS & Trauma Systems, PO Box 202951, Helena MT 59620

Copy as needed for other record keeping requirements.

ATTACHMENT D

APPLICABLE STATE OF MONTANA ADMINISTRATIVE RULES AND STATUTES

EMERGENCY MEDICAL SERVICES 37.104.601

Subchapter 6

Automated External Defibrillators (AED)

37.104.601 DEFINITIONS The following definitions apply to this chapter, in addition to the definitions contained in 50-6-501, MCA:

(1) "Automated external defibrillators (AED) training program" means a course of instruction approved by the department which provides the initial education in the use of the AED and which has requirements for continued assurance of the competency of individuals in using an AED.

(2) "CPR" means cardiopulmonary resuscitation.

(3) "Medical supervisor" means a physician, physician assistant, registered nurse, or nurse practitioner licensed in Montana who completes a training program provided by the department and who agrees to provide medical supervision to an approved AED program. (History: 50-6-503, MCA; IMP, 50-6-501, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

Rules 37.104.602 and 37.104.603 reserved

NEXT PAGE IS 37-25705

ADMINISTRATIVE RULES OF MONTANA	3/31/08	37-25703
EMERGENCY MEDICAL SERVICES		37.104.604

37.104.604 WRITTEN PLAN (1) An entity wishing to use or allow the use of an AED shall develop, update as changes are made, and adhere to a written plan that:

(a) for a stationary location specifies the physical address where the AED will be located;

(b) for a mobile location specifies the geographic area in which the AED will be used and specifies how the AED will be transported to the scene of a cardiac arrest;

(c) includes the names of the individuals currently authorized to use the AED;

(d) describes how the AED use will be coordinated with each licensed emergency medical service providing coverage in the area where the AED is located, including how emergency medical services will be activated every time that an AED is attached to a patient;

(e) specifies the name, telephone number(s), and address of the Montana licensed medical supervisor who will be providing medical supervision to the AED program and how the medical supervisor, or the medical supervisor's designee, will supervise the AED program;

(f) specifies the name, telephone number(s), and address of the medical supervisor's designee, if any, who will assist the medical supervisor in supervising the AED program;

(g) specifies the maintenance procedures for the AED, including how it will be maintained, tested, and operated according to the manufacturer's guidelines;

(h) requires that written or electronic records of all maintenance and testing performed on the AED be kept;

(i) describes the records that will be maintained by the program; and

(j) describes how the required reports of AED use will be made to the medical supervisor of the AED program, or their designee, and to the department. (History: 50-6-503, MCA; IMP, 50-6-501, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

ADMINISTRATIVE RULES OF MONTANA 3/31/08 37-25705
37.104.605 DEPARTMENT OF PUBLIC HEALTH
AND HUMAN SERVICES

37.104.605 WRITTEN NOTICE (1) Prior to allowing any use of an AED, an entity must provide the following, in addition to a copy of the plan required by ARM 37.104.604, to each licensed emergency medical service and public safety answering point or emergency dispatch center in the area where the AED is located:

(a) a written notice, on a form provided by the department, that includes the following information:

(i) the name of the entity that is establishing the AED program;

(ii) the business address and telephone number, including physical location, of the entity;

(iii) the name, telephone number, and address of the individual who is responsible for the onsite management of the AED program;

(iv) the starting date of the AED program; and

(v) where the AED is physically located. (History: 50-6-503, MCA; IMP, 50-6-502, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305.)

37-25706 3/31/08 ADMINISTRATIVE RULES OF MONTANA
EMERGENCY MEDICAL SERVICES 37.104.606

37.104.606 REPORTS (1) Every time an AED is attached to a patient, its use must be reported to the medical supervisor or the medical supervisor's designee and the report must include the information required by the medical supervisor.

(2) Every time an AED is attached to a patient, the medical supervisor or the medical supervisor's designee shall provide to the department, on a form provided by the department, the following information:

(a) the name of the entity responsible for the AED;

(b) the name, address, and telephone number of the medical supervisor;

(c) the date of the call;

- (d) the age of the patient;
- (e) the gender of the patient;
- (f) location of the cardiac arrest;
- (g) estimated time of the cardiac arrest;
- (h) whether or not CPR was initiated prior to the application of the AED;
- (i) whether or not the cardiac arrest was witnessed;
- (j) the time the first shock was delivered to the patient;
- (k) the total number of shocks delivered;
- (l) whether or not there was a pulse after the shocks and whether or not the pulse was sustained; and
- (m) whether or not the patient was transported, and if so, the name of the transporting agency and the location to which the patient was transported. (History: 50-6-503, MCA; IMP, 50-6-502, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

Rules 37.104.607 through 37.104.609 reserved

NEXT PAGE IS 37-25709

ADMINISTRATIVE RULES OF MONTANA	3/31/08	37-25707
EMERGENCY MEDICAL SERVICES		37.104.610

37.104.610 TRAINING (1) In order to be authorized by an AED program plan to use an AED, an individual must:

(a) complete a cardiopulmonary resuscitation and AED training program that meets the standards of the American Heart Association and must renew this training at intervals not to exceed two years. (History: 50-6-503, MCA; IMP, 50-6-502, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

Rules 37.104.611 through 37.104.614 reserved

NEXT PAGE IS 37-25711

ADMINISTRATIVE RULES OF MONTANA	3/31/08	37-25709
EMERGENCY MEDICAL SERVICES		37.104.616

37.104.615 MEDICAL PROTOCOL (1) A medical protocol for defibrillation use must be consistent with the requirements for defibrillation set out in the "2005 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care" published in "Circulation", a journal of the American Heart Association, November 29, 2005, Volume 112, Issue 22 Supplement, and in the 2005 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care.

(2) The department adopts and incorporates by reference the guidelines for defibrillation referred to in (1), which set guidelines for proper defibrillation. A copy of the documents referred to in (1) may be obtained from the American Heart Association at http://circ.ahajournals.org/content/vol112/24_suppl/. (History: 50-6-503, MCA; IMP, 50-6-502, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

37.104.616 REQUIREMENTS OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED) (1) An AED used by an AED program must be a unit approved by the U.S. Food and Drug Administration. (History: 50-6-503, MCA; IMP, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2005 MAR p. 2681, Eff. 12/23/05.)

Subchapter 7 reserved

Montana Codes Annotated, 2001

Automated External Defibrillator Programs

50-6-501. Definitions. As used in this part, unless the context indicates otherwise, the following definitions apply:

- (1) "Automated external defibrillator" or "AED" means a medical device that:
 - (a) has received approval for marketing from the U.S. food and drug administration;
 - (b) is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and of determining, without intervention by an operator, whether defibrillation should be performed;
 - (c) upon determining that defibrillation should be performed, automatically charges and indicates that it is ready to deliver an electrical impulse to an individual's heart; and
 - (d) may be used by an operator of the device to deliver an electrical impulse to an individual's heart.
- (2) "Department" means the department of public health and human services provided for in 2-15-2201.
- (3) "Emergency medical service" means an emergency medical service as defined by 50-6-302.
- (4) "Entity" means a public agency, department, office, board, or commission or other governmental organization or a private corporation, partnership, group, or business or other private organization.
- (5) "Physician" means an individual licensed to practice medicine pursuant to Title 37, chapter 3, part 3.
- (6) "Public safety answering point" means a communications facility operated on a 24-hour basis that first receives 9-1-1 calls from persons in a 9-1-1 service area and that may, as appropriate, directly dispatch public or private safety services or transfer or relay 9-1-1 calls to appropriate public safety agencies.

History: En. Sec. 2, Ch. 335, L. 1999.

50-6-502. AED program -- requirements for AED use. In order for an entity to use or allow the use of an automated external defibrillator, the entity shall:

- (1) establish a program for the use of an AED that includes a written plan that complies with this part and rules adopted by the department pursuant to 50-6-503. The plan must specify:
 - (a) where the AED will be placed;
 - (b) the individuals who are authorized to operate the AED;

- (c) how AED use will be coordinated with an emergency medical service providing services in the area where the AED is located;
 - (d) the medical supervision that will be provided;
 - (e) the maintenance that will be performed on the AED;
 - (f) records that will be kept by the program;
 - (g) reports that will be made of AED use;
 - (h) the name, location, and telephone number of a physician, or other individual designated by the physician, designated to provide medical supervision of the AED program; and
 - (i) other matters as specified by the department;
- (2) adhere to the written plan required by subsection (1);
 - (3) ensure that before using the AED, an individual authorized to operate the AED receives appropriate training approved by the department in cardiopulmonary resuscitation and the proper use of an AED;
 - (4) maintain, test, and operate the AED according to the manufacturer's guidelines and maintain written records of all maintenance and testing performed on the AED;
 - (5) ensure that the physician or other individual designated by the physician to supervise the AED program supervises the AED program to ensure compliance with the written plan, this part, and rules adopted by the department pursuant to 50-6-503 and reviews each case in which the AED is used;
 - (6) each time an AED is used for an individual in cardiac arrest, require that an emergency medical service is summoned to provide assistance as soon as possible and that the AED use is reported to the supervising physician or the person designated by the physician and to the department as required by the written plan;
 - (7) before allowing any use of an AED, provide the following to all licensed emergency medical services and any public safety answering point or emergency dispatch center providing services to the area where the AED is located:
 - (a) a copy of the plan prepared pursuant to this section; and
 - (b) written notice, in a format prescribed by department rules, stating:
 - (i) that an AED program is established by the entity;
 - (ii) where the AED is located; and
 - (iii) how the use of the AED is to be coordinated with the local emergency medical service system; and
 - (8) comply with this part and rules adopted by the department pursuant to 50-6-503.

History: En. Sec. 3, Ch. 335, L. 1999.

50-6-503. Rulemaking. (1) The department shall adopt rules specifying the following:

- (a) the contents of the written notice required by 50-6-502(7);
- (b) reporting requirements for each use of an AED;
- (c) the contents of a plan prepared in accordance with 50-6-502 and requirements applicable to the subject matter of the plan;
- (d) training requirements in cardiopulmonary resuscitation and AED use for any individual authorized by an AED program plan to use an AED;
- (e) requirements for medical supervision of an AED program;

- (f) minimum requirements for a medical protocol for use of an AED;
 - (g) performance requirements for an AED in order for the AED to be used in an AED program; and
 - (h) a list of the AED training programs approved by the department.
- (2) The department may not adopt rules for any purpose other than those in subsection (1).

History: En. Sec. 4, Ch. 335, L. 1999.

50-6-504. Enforcement -- cessation order -- hearing -- injunction. (1) If the department receives information that an AED is being used in violation of this part or a rule adopted by the department pursuant to 50-6-503, it may send a written order to the entity responsible for use of the AED, as specified in the plan prepared pursuant to 50-6-502, ordering the entity to cease the violation immediately. The order is effective upon receipt by the entity, and the entity shall comply with the terms of the order. If the department receives information that the violation has been corrected, the department may rescind its order by sending a notice to that effect to the entity. The rescission is effective upon its receipt by the entity.

(2) The entity may request a hearing to contest an order issued by the department pursuant to subsection (1) by submitting a written request to the department within 30 days after receipt of the order. A request for a hearing does not stay the enforceability of the department's order. The hearing must be held within 30 days after the department receives the request, unless the hearings officer sets a later date for good cause. The hearing must be held pursuant to the contested case provisions of the Montana Administrative Procedure Act.

(3) Either the county attorney for the county in which the violation occurred or the department may bring an action in the district court of the county where the violation occurred or in the district court for Lewis and Clark County to enforce the department's order or to directly enjoin a violation of this part or a rule adopted pursuant to 50-6-503.

History: En. Sec. 5, Ch. 335, L. 1999.

50-6-505. Liability limitations. (1) An individual who provides emergency care or treatment by using an AED in compliance with this part and rules adopted by the department pursuant to 50-6-503 and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil liability for a personal injury that results from that care or treatment or from civil liability as a result of any act or failure to act in providing or arranging further medical treatment for the individual upon whom the AED was used unless the individual using the AED or the person providing cardiopulmonary resuscitation, as applicable, acts with gross negligence or with willful or with wanton disregard for the care of the person upon whom the AED is or may be used.

(2) The following individuals or entities are immune from civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence if applicable provisions of this part and rules adopted by the department pursuant to 50-6-503 have been met by the individual or entity:

- (a) the physician supervising the AED program or the person designated by a

physician to supervise the program, either of whom are designated in the plan prepared pursuant to 50-6-502;

(b) the entity responsible for the AED program, as designated in the plan prepared pursuant to 50-6-502;

(c) an individual providing training to others on the use of an AED.

History: En. Sec. 6, Ch. 335, L. 1999.

50-6-506. Exemptions. This part does not apply to the use of an AED by:

- (1) a patient or the patient's caretaker if use of the AED is ordered by a physician; or
- (2) a licensed health care professional, including an emergency medical technician, whose scope of practice includes the use of an AED.

History: En. Sec. 7, Ch. 335, L. 1999.