

NEW CANAAN POLICE DEPARTMENT

SUBJECT: AUTOMATIC EXTERNAL DEFIBRILLATORS

**DIVISIONAL ORDER NUMBER: 98-01-01
FILE: OPS 19**

I PURPOSE/POLICY

The purpose of this divisional order is to provide the guidelines necessary to ensure the proper use of the Automatic External Defibrillators (AED's) by police personnel.

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this divisional order. It is the additional responsibility of the supervisory and command staff to ensure its compliance.

III PROCEDURES (DISPATCH)

- A.** The New Canaan Police Department is the State designated First Responder (R1) for the Town of New Canaan. As such, an officer must be dispatched to all calls involving medical assistance or the possibility of an injured person.
- B.** Dispatchers shall send an officer to the above medical calls in accordance with current dispatch procedures.
- C.** Dispatchers will ensure that an AED certified officer is sent to the following medical assist type calls, utilizing a code three response, irregardless of said officer's sector assignment;
 - 1. Chest Pain
 - 2. Shortness of breath/difficulty breathing
 - 3. Fainting
 - 4. Altered Mental Status (acting peculiarly/strangely)
 - 5. Complainant reports heart attack/heart problems
- D.** Dispatchers and shift supervisors shall retain the right to utilize officers as deemed necessary, while adhering to the preceding section (III,C). However, when all officers are busy with any emergency, and it is not possible to utilize an AED certified officer an "Emergency Rule" shall exist. The existence of such a situation shall exempt the department from its first responder commitment.

At the beginning of their shift, dispatchers/desk officers shall notify NCVAC when an AED officer is unavailable during that particular shift. Dispatchers shall also immediately notify NCVAC during call out if an AED officer is not available to respond as a result of the "emergency rule".

IV PROCEDURES (AED PERSONNEL)

- A.** AED trained and certified personnel shall use Automatic External Defibrillation as instructed and in accordance with Southwestern Connecticut Regional Guidelines. Current guidelines shall be attached to this divisional order.

- B.** Upon the arrival of NCVAC or Norwalk Hospital Paramedic personnel, officers shall follow the direction of qualified medical personnel in order to ensure a smooth transfer of patient care.

- C.** When the AED is utilized the officer shall, at the conclusion of the call;
 - 1. Return to headquarters if they are not needed for another emergency.
 - 2. Connect the AED to the designated computer and download the call information.
 - 3. Printout this information and immediately fax it to the hospital where the patient was transported to.
 - 4. Complete an incident report describing patient information and treatment given (in accordance with current reporting procedures). The printout of the AED download must be attached to the incident report. A copy of the incident report will be forwarded to the EMS Coordinator's office at the receiving hospital, or their designee, the New Canaan Paramedic or NCVAC. A note may be attached asking Records to perform this.

V EQUIPMENT

- A.** Each marked patrol vehicle will be equipped with an approved AED.

- B.** As part of their regular vehicle inspection, those officers certified in the use of an AED shall visually inspect the AED unit assigned to their respective patrol vehicle for external damage. Any damaged AED shall immediately be reported to the Commander of the Staff Services Division. If necessary, the unit shall be removed from service and a replacement AED utilized. If a replacement is unavailable, AED certified officers shall utilize another AED equipped patrol vehicle.

1. All officers shall, as part of their vehicle inspection, simply inventory patrol equipment inclusive of the AED. Should an AED be missing or appear damaged, they shall notify the Commander of Staff Services or program manager as soon as practicable.
- C. The program manager shall be responsible for checking the defibrillators on a monthly basis to assure operational readiness of the unit. Any deficiencies will be reported to the Commander of Staff Services, as outlined above.

VI TRAINING

A. Initial Certification

1. The AED certification course will be a minimum of 6 hours.
2. Only those personnel who are currently certified to the EMT or MRT level will be trained to use the AED.
3. Initial training (instructor & course) will be in accordance with regional guidelines.

B. Re-certification

1. Personnel must meet all of the requirements for initial certification.
2. Only personnel who have received initial certification with the identical equipment and protocols and whose certification has not yet expired will be eligible to re-certify.
3. Re-certification will consist of two hours annually, or as dictated by protocols.
4. Re-certification shall be in accordance with current regional guidelines.

VII QUALITY ASSURANCE

A. Objectives:

1. To provide a forum for quality assurance review of all cases when the First Responder Defibrillation skill has been utilized or has the potential for being used.
2. To assure Medical Control compliance of the First Responder-Defibrillation program.

3. To ensure that all patients receive the best care as possible and those officers acting under the AED program follow all protocols and training as directed.
- B.** In the event the sponsor hospital identifies a breach in protocol compliance, the following actions will be initiated;
1. A quality assurance review will be conducted with the officer involved.
 2. During this review, the issues surrounding the protocol or treatment breach will be reviewed with the involved officer.
 3. During the review process, authority to apply the defibrillation skill by the involved officer will be withheld.
 4. In the event the sponsor hospital is unable to review the performance to an acceptable level, the defibrillation authorization for the officer will be revoked.
 5. A board consisting of the AED program manager, an EMT-I, a representative of the sponsor hospital, and others if so ordered by the chief of police, shall conduct the review.

VIII DISTRIBUTION

This divisional order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department divisional orders through a read-only file on their individual domain of the Department's computer network. Printed copies will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

IX EFFECTIVE DATE

This divisional order is effective September 1, 1998.

Per Order,

Captain Leon Krolikowski
Commander of Operations