

**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 3 Work Environment**

**Automatic External Defibrillator Program**

**Effective date**

**Revised**

**Number: 3.11**

**January 29, 2007**

The Department of Natural Resources seeks to protect our employees, and visitors from the tragic effects of sudden cardiac death. Automatic external defibrillators (AEDs) may be located at department offices, parks and historic sites according to the requirements of this policy and the law.

**REFERENCES**

Automated external defibrillator RSMo 190.092 (Attachment A)

*Related DNR information*

- Individual program and regional office Emergency Response Plans
- Individual park and historic site Emergency Response Plans

The Division of State Park's health and safety officer can be reached at 573-751-8360

The Division of Environmental Quality/Field Services Division health and safety officer can be reached at 573-526-3322

**DEFINITIONS**

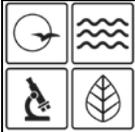
*Authorized user:* Any person who has met the standard training requirements as outlined by the American Heart Association or the American Red Cross for the use of and AED.

*Automated external defibrillator or AED:* An external defibrillator capable of cardiac rhythm analysis that will charge and, with or without further operator action, deliver a shock after electronically detecting that a “shockable rhythm” is present.

*Local designee:* An employee or employees designated by the appropriate health and safety officer to oversee issues with the AED at a specific office, park or site. This person will communicate all issues with the AED to the health and safety officer.

*Medical director:* A physician authorized by the State of Missouri to permit individuals to operate an AED and who maintains the medical control provisions of this policy.

*Health and safety officer:* Employee(s) designated by the department or division to manage health and safety risks.



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**GENERAL PROVISIONS**

In the event of a sudden cardiac death or other unresponsive victim event, only a trained authorized user shall use the AED.

The department’s health and safety officers will manage the AED program. The Division of State Park’s health and safety officer will manage its AED program. The DEQ/FSD health and safety officer will manage the program for the remainder of the department.

All AEDs within the department shall be located so as to permit access by authorized users in a timely manner in the event of a sudden cardiac event. The location of each AED and the list of authorized users will be kept on file with the appropriate health and safety officer and at each AED site. The health and safety officer will ensure that the necessary local emergency services are aware that an AED has been placed in a DNR work location.

The local designee will complete the Automated External Defibrillator Notification (Attachment B) for the site the AED is located. The local designee will ensure that the information is widely known to all staff at that work location. The notification will be updated yearly and provided to the appropriate health and safety officer.

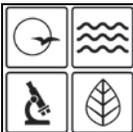
All AEDs shall be inspected monthly by a local designee to ensure the batteries are charged, and primary pads and backup pads are in place and serviceable. A monthly log sheet of inspections shall be kept with each AED, as shown in Attachment C. This log shall be sent to the appropriate health and safety officer on a quarterly basis.

**Following use of an AED**

If an AED is used, the appropriate health and safety officer will be notified via phone or e-mail. A report shall be completed and sent to the health and safety officer within 24 hours of the event. This report should convey the following information:

- Name of victim, if known
- Approximate age of victim
- Gender
- Name(s) of all staff involved with the emergency
- Name/department of responding emergency service personnel

The health and safety officer will make arrangements to have the AED data retrieved. The health and safety officer will then ensure that all data is sent to medical director for review within 72 hours of the event. The AED itself shall be serviced within 72 hours by the local



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designee after each use to ensure that the batteries are charged, pads are replaced (old pads shall be sent to the health and safety officer) and unit is in serviceable condition.

# *Missouri Revised Statutes*

## **Chapter 190 Emergency Services Section 190.092**

August 28, 2006

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### **Defibrillators, use authorized when, conditions, notice--good faith immunity from civil liability, when.**

190.092. 1. A person or entity who acquires an automated external defibrillator shall ensure that:

- (1) Expected defibrillator users receive training by the American Red Cross or American Heart Association in cardiopulmonary resuscitation and the use of automated external defibrillators, or an equivalent nationally recognized course in defibrillator use and cardiopulmonary resuscitation;
- (2) The defibrillator is maintained and tested according to the manufacturer's operational guidelines;
- (3) Any person who renders emergency care or treatment on a person in cardiac arrest by using an automated external defibrillator activates the emergency medical services system as soon as possible; and
- (4) Any person or entity that owns an automated external defibrillator that is for use outside of a health care facility shall have a physician review and approve the clinical protocol for the use of the defibrillator, review and advise regarding the training and skill maintenance of the intended users of the defibrillator and assure proper review of all situations when the defibrillator is used to render emergency care.

2. Any person or entity who acquires an automated external defibrillator shall notify the emergency communications district or the ambulance dispatch center of the primary provider of emergency medical services where the automated external defibrillator is to be located.

3. Any person who has had appropriate training, including a course in cardiopulmonary resuscitation, has demonstrated a proficiency in the use of an automated external defibrillator, and who gratuitously and in good faith renders emergency care when medically appropriate by use of or provision of an automated external defibrillator, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment, where the person acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances. The person or entity who provides appropriate training to the person using an automated external defibrillator, the person or entity responsible for the site where the automated external defibrillator is located, and the licensed physician who reviews and approves the clinical protocol shall likewise not be held liable for civil damages resulting from the use of an automated external defibrillator, provided that all other requirements of this section have been met. Nothing in this section shall affect any claims brought pursuant to chapter 537 or 538, RSMo.

4. The provisions of this section shall apply in all counties within the state and any city not within a county.

(L. 1998 H.B. 1668 § 190.375, A.L. 2002 S.B. 1107, A.L. 2004 H.B. 1195)



## Attachment B

### Automated External Defibrillator (AED) Notification

The Missouri Department of Natural Resources has an automated external defibrillator (AED). This unit is used only when it is suspected that someone is experiencing a heart attack.

The unit is located \_\_\_\_\_ (Insert location). When not in use, this unit is to remain at this location. At no time is any unauthorized, untrained person to remove the unit from this location.

**The AED is to be used by trained personnel only.** A list of those people is below. These people have been trained how to use the units. If necessary, these people will use the machine to aid the victim before EMS personnel arrive. Please keep a list of these names and their extensions by your phone.

AED trained personnel should be summoned in the event that an individual experiences symptoms of a heart attack or loses consciousness while on the office premises. The first trained personnel contacted will pick up the AED on their way to the incident location. Below is the procedure to follow:

- Immediately call 911 or local emergency number. Give specific directions to our location. If there are other people in the area assign two of them to go to the door to wait for EMS personnel. One should be outside to flag down the responding units and let them in the building. The other person should be inside the door to direct the units to the actual incident location. Provide any information you may have about the victim or situation to emergency personnel or the 911 Operator.
- Contact or have another employee contact **two** of the AED trained personnel and inform them of the situation. In the event you don't get the first person you call, continue trying to call the others on the list until you reach someone. **Make sure you inform them of the actual location of the incident.** Don't hang up until they do as they may give you further instructions.
- If you are by yourself and you had to leave the individual to get assistance, immediately return to that person to monitor their condition until trained personnel arrive.
- **DO NOT MOVE THE PERSON.** Depending on the location of the person, furniture may have to be moved. If there are other people in the area ask them to move as much of the furniture as possible to allow for easy access of emergency personnel.
- **In-house AED trained personnel:**

Name

Phone

Office Location

