

PARKS AND RECREATION DEPARTMENT AED ANNUAL MEETING/REFRESHER

Wednesday, January 25, 2023 at 10:00 a.m. at the War Memorial Building

Maureen O'Connor, PAD Program Manager, Kim McGraw Administrative Aide II, Jonathan Boisvert, PAD Program Associate, Enrique Christopherson, AED Specialist, echristopherson@aedbrands.com or 949-294-5977

Jon Richards, Administrative Services Program Coordinator, Berenice Garcia, Trainer and Sofia Bengel, Office Manager

1. AED/PAD Program Updates

(a) Welcome & Introductions/Review Packet and Agenda

2. Public and Employee Awareness/Access

(a) [Pulse Point Video](#) and handout

(b) Flyer – “How to Use an AED” Share with employees, volunteers, and all park patrons & Laminated deployment card

(c) Visibility of AED (decal, triangular sign, wall-mount)

- Wall-mount required unless primary use is in vehicle or at pools

(d) Employee Notification – employee notification of AEDs available at every site → Master AED list email

(e) Reminder: Good Samaritan Law

(f) American Heart Association Guidelines/Standards and ADA standards

3. Maintenance and Recordkeeping

(a) Checklist for AED Equipment/Supplies Inventory

(b) AED Maintenance Checklist—DO NOT FAX

(c) Troubleshooting the AED equipment

4. San Diego Project Heart Beat Website

(a) Online AED Maintenance and Recordkeeping Procedures

(b) Delete, Edit, or Add AED

5. Liaison Responsibilities and Training Requirements

(a) Summary of Program Responsibilities and Training Requirements

(b) HazMat Reminders

(c) AED Machine Disposal Procedures

(d) AED Battery Disposal Sites

(e) Universal Waste Label

(f) Recyclable Waste Transfer Receipt

6. Purchasing

(a) AED Purchasing Information

(b) AED Comparison/Recommendation

(c) Pricing Rates for AED Model Trade Out Memo

(d) End of Support Memo

7. Deployment Procedures and Demonstration

(a) Standard Operating Procedures

(b) AED Incident Report Form

(c) Sample AED Incident Report Form

8. Follow-up

(a) Tailgate Follow Up

(b) First Aid/CPR/AED- Email with dates coming this week

(c) Evaluation

(d) Question and Answer (*Employees who are new to the AED program or anyone who has questions is invited to stay after the meeting to speak with Maureen.*)

PUBLIC & EMPLOYEE AWARENESS/ACCESS

SAN DIEGO PROJECT HEART BEAT

SUDDEN CARDIAC ARREST

The leading cause of death in the United States is sudden cardiac arrest. Over 465,000 people die each year from Sudden Cardiac Arrest (SCA).

The most common cause of sudden cardiac arrest is ventricular fibrillation – when the heart's electrical impulses become irregular and the heart is unable to pump oxygen rich blood throughout the body.

WHAT IS DEFIBRILLATION?

Defibrillation sends an electrical current through the chest wall to an erratic beating heart to restore an organized rhythm.

Today, there are devices known as Automated External Defibrillators or "AEDs". These devices are safe, effective and an easy to use method of restoring the heart to a normal rhythm.

AEDS SAVE LIVES

AEDs are designed to be used by non-medical personnel. The new generation of AEDs analyzes a victim's condition and if necessary, delivers an electrical shock to the heart to reverse sudden cardiac arrest. Ease of operation with clear voice directions and automatic analysis enables a person with minimal or no training to use the device.

SAN DIEGO'S PUBLIC ACCESS DEFIBRILLATION PROGRAM

Project Heart Beat has one main goal:
"To save lives through early defibrillation and educate society on simple recognition and response to SCA."

HOW TO USE AN AED

In the event of a Sudden Cardiac Arrest, initiate the chain of survival:

1. **Early Access: Assess scene safety. Assess responsiveness and breathing.** No more than 10 seconds. Tap shoulders and shout: "Are you okay?" Call 911. Take the closest AED to the victim. Use phone to tell dispatchers of victim's location.
2. **Perform CPR until AED arrives.** (If AED is present, start first by applying the AED).
 - **Compress and release chest wall approximately 100 to 120 compressions per minute. Perform quick/deep compressions mid-nipple line, 1/3 depth the chest.**
 - *(Ventilate. Two quick breaths. Only if trained).*
 - **Continue CPR ratio. 100 to 120 compressions per minute.** (30 compressions/two breaths only if trained). Check for changes in responsiveness and breathing after two minutes and every few minutes thereafter.
3. **Defibrillation (AED)**
When AED arrives:
 - Place AED near the victim on the same side as rescuer.
 - Activate the AED unit.
 - Bare and prepare the chest (cut or tear away clothing, shave chest hair if necessary, and dry the chest if wet).
 - Follow AED audible and/or visual prompts.
 - Allow AED to analyze victim.
 - Deliver shock by following AED commands.
 - Continue care as AED unit instructs until relieved by emergency medical personnel.

AED PLACEMENT

Facility:

Phone:

Primary Liaison:

Backup Liaison:

Location of AED Unit in the Facility:

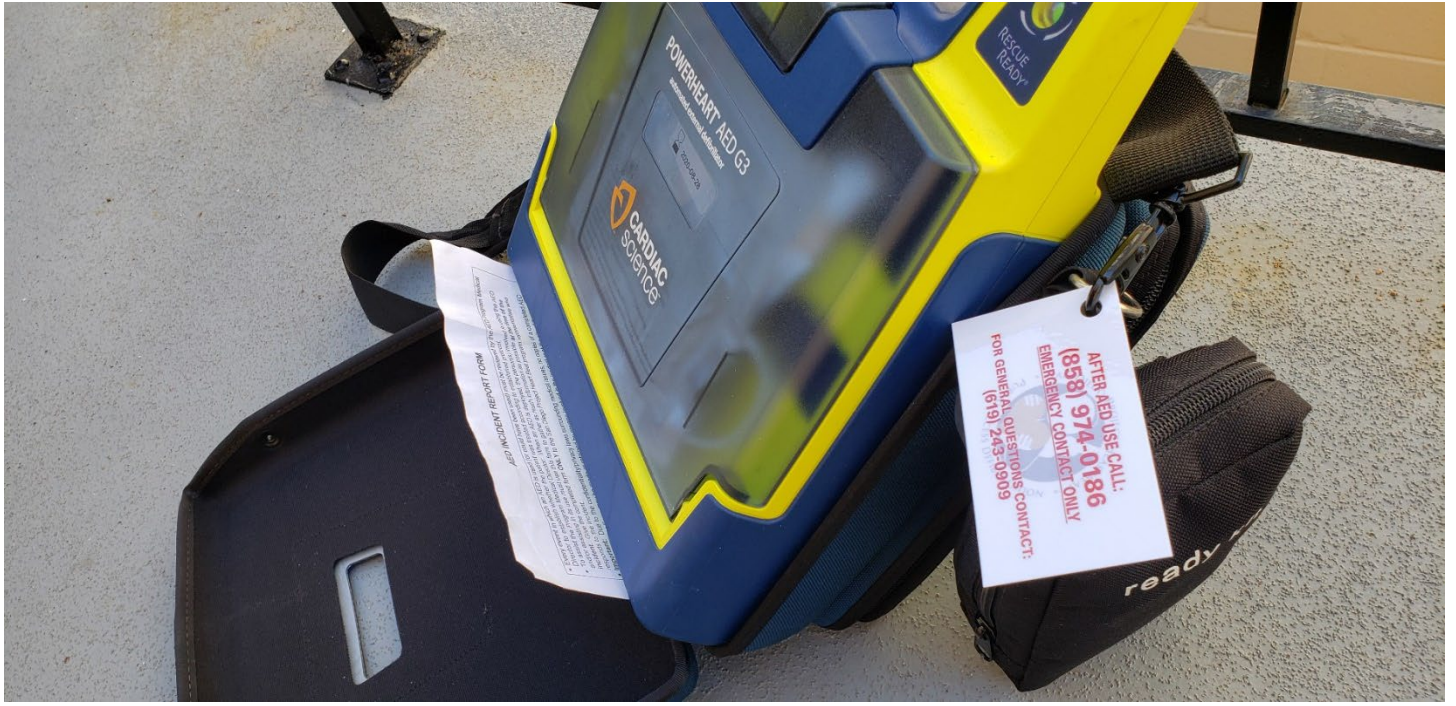
The following steps shall be taken immediately after an AED incident:

1. **Report AED deployment.** Call the Emergency Command Dispatch Center (ECDC) at **858/974-0186**. ECDC will page Project Heart Beat deployment staff and a representative will respond to the incident. **In emergency only!**
2. **Return the AED to a state of readiness** by replacing the pads with the spare set (original pads stay with the patient or are disposed of).
3. **Gather information** about the incident, the patient, and the staff or patrons who deployed the AED and/or assisted in its use.
 - Use the AED Incident Report Form contained in the AED case or online via the SDPHB website to record all available information.
 - Give the completed, original AED Incident Report Form to the Project Heart Beat representative who responds to the incident.
 - Do not make or retain copies of the completed AED Incident Report Form. (Because of confidentiality/privacy laws, no one other than Project Heart Beat staff may make or retain copies containing any patient information.)

**San Diego Project Heart Beat
619/243-0909**

Note: At the scene, all trained and untrained employees and on-site patrons who follow the specified conditions in administering AED assistance are protected under Health & Safety Code 1797.196

CA state law (Good Samaritan Law) from any civil and damage lawsuits related to the incident. A copy of Health & Safety Code 1797.196 can be found at www.ca.gov



SAN DIEGO PARKS AND RECREATION DEPARTMENT (Alpha Sort by Facility Name)					AED MASTER INVENTORY 2021 COUNCIL DISTRICTS UPDATED				
FACILITY	Div.	Council District	DISTRICT MANAGER (or equivalent)	AREA MANAGER (or equivalent)	TYPE OF AED		AED/PAD LIAISONS		
					Model/ Serial Number	Wall Mount	Primary	Backup	
7 Balboa Park Activity Center* 2145 Park Boulevard San Diego, CA 92101 Phone: 619/23-55997 Fax: 619/23-55999 MS #39 Username: balboaactivity	DRP	3	Johnny Chou 619/23-51106 jchou@sandiego.gov	Vicky Hara 619/23-51104 • FA/CPR/AED – Expires May 21 • AED Annual Tailgate – Not taken	PowerHeart G3 SN 4483461	Yes	OCA @sandiego.gov 619/23-55998 • FA/CPR/AED – Expires • AED Annual Tailgate –	Lateca Foster 619/23-55997 • FA/CPR/AED – Expires Dec 21 • AED Annual Tailgate – Not taken	
8 Balboa Park Administration Building (BPAB) 2125 Park Boulevard San Diego, CA 92101 Phone: 619/23-51100 Fax: 619/23-51112 MS #39 Username: balboadmin	DRP	3	Johnny Chou 619/23-51106 jchou@sandiego.gov	Victor Johnson 619/23-51105 • FA/CPR/AED – Expires Sep 22 • AED Annual Tailgate – Not taken	PowerHeart G3 SN 4483469	Yes	OCA 619/23-51108 • FA/CPR/AED – Expires • AED Annual Tailgate – Not taken	Victor Johnson 619/23-51105 • FA/CPR/AED – Expires Sep 22 • AED Annual Tailgate – Not taken	
9 Balboa Park Club 2150 Pan American Road West San Diego, CA 92101 Phone: 619/23-55241 Fax: 619/53-36480 MS #39 Username: balboaclub	DRP	3	Victor Johnson Vjohnson@sandiego.gov 619/23-51106	Marie Wiggins 619/23-51105 • FA/CPR/AED – Expires Sep 22 • AED Annual Tailgate – Not taken	PowerHeart G3 SN 4483448	Yes	OCA 619/23-51108 • FA/CPR/AED – Expires • AED Annual Tailgate – Not taken	Victor Johnson 619/23-51105 • FA/CPR/AED – Expires Sep 22 • AED Annual Tailgate – Not taken	
10 Balboa Park Golf Complex 2600 Golf Course Drive San Diego, CA 92102 Phone: 619/23-51184 Fax: 619/23-51187 MS #36 Username: balboagolf	GOLF	3	OCA 858/55-21634 @sandiego.gov	John Howard 858/55-21785 • FA/CPR/AED – Expires Oct 22 • AED Annual Tailgate – Not taken	PowerHeart G3 D00000191871	Yes	Michael Korch mkorch@sandiego.gov 619/23-51184 • FA/CPR/AED – Expires Oct 22 • AED Annual Tailgate – Not taken	Dan Allen 619/23-51184 • FA/CPR/AED – Expires Dec 20 • AED Annual Tailgate – Not taken	
11 Balboa Park Nursery 2850 Pershing Dr. San Diego, CA 92101 Phone: 619/692-4915 Fax: 619/235-1190 MS#39 Username: nursery	DRP	9	Victor Nava 619/235-1124 Vnava@sandiego.gov	Walter Kast 619/23-55923 • FA/CPR/AED – Expires Sep 22 • AED Annual Tailgate – Not taken	Phillips FRx SN B20K-03659	Yes	Charles "scott" Seyfried cseyfried@sandiego.gov 619/692-4915 • FA/CPR/AED – Expires Mar 22 • AED Annual Tailgate – Not taken	OCA 619/69 24916 • FA/CPR/AED – Expires May 21 • AED Annual Tailgate – Not taken	

CA State Health & Safety Code 1797.196
Good Samaritan Law
Current law for AED use and placement
State of California
January 2016

1797.196. (a) For purposes of this section, "AED" or "defibrillator" means an automated external defibrillator.

(b) (1) In order to ensure public safety, a person or entity that acquires an AED shall do all of the following:

(A) Comply with all regulations governing the placement of an AED.

(B) Notify an agent of the local EMS agency of the existence, location, and type of AED acquired.

(C) Ensure that the AED is maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer.

(D) Ensure that the AED is tested at least biannually and after each use.

(E) Ensure that an inspection is made of all AEDs on the premises at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED.

(F) Ensure that records of the maintenance and testing required pursuant to this paragraph are maintained.

(2) When an AED is placed in a building, the building owner shall do all of the following:

(A) At least once a year, notify the tenants as to the location of the AED units and provide information to tenants about who they can contact if they want to voluntarily take AED or CPR training.

(B) At least once a year, offer a demonstration to at least one person associated with the building so that the person can be walked through how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so.

(C) Next to the AED, post instructions, in no less than 14-point type, on how to use the AED.

(3) A medical director or other physician and surgeon is not required to be involved in the acquisition or placement of an AED.

(c) (1) When an AED is placed in a public or private K-12 school, the principal shall ensure that the school administrators and staff annually receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The principal shall also ensure that instructions, in no less than 14-point type, on how to use the AED are posted next to every AED. The principal shall, at least annually, notify school employees as to the location of all AED units on the campus.

(2) This section does not prohibit a school employee or other person from rendering aid with an AED.

(d) A manufacturer or retailer supplying an AED shall provide to the acquirer of the AED all information governing the use, installation, operation, training, and maintenance of the AED.

(e) A violation of this section is not subject to penalties pursuant to Section 1798.206.

(f) Nothing in this section or Section 1714.21 of the Civil Code may be construed to require a building owner or a building manager to acquire and have installed an AED in any building.

(g) For purposes of this section, "local EMS agency" means an agency established pursuant to Section 1797.200.

(h) This section does not apply to facilities licensed pursuant to subdivision (a), (b), (c), or (f) of Section 1250.

HIGHLIGHTS OF CALIFORNIA STATE HEALTH & SAFETY CODE §1797.196 (GOOD SAMARITAN LAW) AND RELATED TOPICS

CALIFORNIA STATE HEALTH & SAFETY CODE § 1797.196

- California State Health and Safety Code §1797.196, known as the “Good Samaritan Law,” provides immunity from civil liability when used in good faith and in compliance with the law
- Documented maintenance for AED unit and overall program
- Training meets the standards of the American Heart Association (AHA) or the American Red Cross (ARC) according to CCR Title 22

RELATED TOPICS

- AEDs are permissible to use on all ages in accordance with the American Heart Association/American Red Cross
- FDA approved pediatric electrode pads for use on children under 8 years old or under 50 pounds
- In 2007, the American Heart Association approved adult pad usage on children (1-8 years or under 55 pounds) if pediatric electrode pads were not available

REMINDERS/PRECAUTIONS

- Wet environments/need towels to wipe victim’s chest
- Metal surfaces/ okay to use on if victim is on a metal surface if no one is touching the victim or surface while shocking
- Jewelry/ avoid pad placement directly on top of jewelry
- Medication patches/ do not place directly on top of implantable devices or medicated patches

MAINTENANCE & RECORD KEEPING
CHECKLIST FOR AED EQUIPMENT/SUPPLIES
 (minimum equipment/supplies for each site)

Site Location:	Primary Liaison:	Backup Liaison:
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Directions: Complete checklist, purchase needed items, and keep checklist on file at the site.

Yes	No	Equipment/Supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. AED unit
<input type="checkbox"/>	<input type="checkbox"/>	2. AED protective cover/carry-case (hard or soft)
<input type="checkbox"/>	<input type="checkbox"/>	3. Two sets of adult electrode pads (one plugged into AED unit and other in carry-case pouch)
<input type="checkbox"/>	<input type="checkbox"/>	4. One Rescue Ready Kit (black attached pouch) which contains: <ul style="list-style-type: none"> • One-way-valve CPR resuscitation mask • Trauma shears (paramedic scissors) • Razor • Two 4X4 wipes • Two pair of medical gloves • Cleansing wipe
<input type="checkbox"/>	<input type="checkbox"/>	5. Deployment card attached to outside of carry-case
<input type="checkbox"/>	<input type="checkbox"/>	6. AED Incident Report Form
<input type="checkbox"/>	<input type="checkbox"/>	7. Triangular wall signage or AED sticker posted above AED wall mount and/or at the front desk
<input type="checkbox"/>	<input type="checkbox"/>	8. Standard Operating Procedure (SOP) Manual, updated April 2020 (near-by and accessible) <i>If needed, contact SDPHB at 619/243-0909</i>
<input type="checkbox"/>	<input type="checkbox"/>	9. Wall-mounted storage cabinet (highly recommended for each site)
<input type="checkbox"/>	<input type="checkbox"/>	10. Pediatric electrode pads (optional)
<input type="checkbox"/>	<input type="checkbox"/>	11. Towels for wet environments (2-3 towels highly recommended for all pool sites)
<input type="checkbox"/>	<input type="checkbox"/>	12. _____
<input type="checkbox"/>	<input type="checkbox"/>	13. _____
<input type="checkbox"/>	<input type="checkbox"/>	14. _____

If any AED equipment is missing at the facility, refer to the handout "AED Equipment and Supplies" for the purchasing information.

AED MAINTENANCE CHECKLIST	YEAR:
Site Name: Site Address: Site Phone:	Primary Liaison: Backup Liaison:

Type of Unit: Portable*	Wall Mounted*	Electrode Expiration Date:
Specific Location of Unit:		
SERIAL # OF AED:		

Month of Check	Date	AED Status Indicator Yes (+) No (-) (circle)	Initials of Liaison Performing AED Check	Comments (optional)
1		* *		
2		* *		
3		* *		
4		* *		
5		* *		
6		* *		
7		* *		
8		* *		
9		* *		
10		* *		
11		* *		
12		* *		

Submitted By (Signature of AED/PAD Program Liaison)

Date Submitted

YOU MAY REPORT THIS INFORMATION TO THE PERSON RESPONSIBLE FOR MAINTAINING THE AED(S) ON SITE MONTHLY OR AT A MINIMUM OF EVERY 90 DAYS BY CONTACTING THEM ON THE STATUS OF THE AED AT:
OR SCANNING AND EMAILING THIS MAINTENANCE CHECK FORM TO THEM VIA EMAIL.

IT IS ADVISABLE THAT YOU UTILIZE THIS FORM TO MAINTAIN A HARD COPY FORMAT FOR YOUR AED SITE FILES AS IS REQUIRED BY CA STATE LAW.

AED EQUIPMENT TROUBLESHOOTING

What's Happening?	What to do!
AED machine is beeping every day.	<p>Cause: The "self-check" has detected a problem (example: low battery)</p> <p>Short-term Solution: To make the beeping STOP, open the AED lid and close it (if you have a G3, no stopping the beeping if you have a G5)</p> <p>Long-term Solution: If the error message is low battery, contact your purchasing agent and have a new battery ordered. (Warranty is 4-5 years)</p> <p>NOTE: The AED will still deliver 9 "full capacity" shocks, if needed. Recycle battery per correct procedures.</p>

What's Happening?	What to do!
Alarm on wall-mount case does NOT alarm when the AED is removed from case without turning the key.	<p>Cause: Battery in alarm is dead.</p> <p>Solution: On the top of the wall-mount, take the 2 Phillips-head screws out of the rectangular red plastic lid. Replace the 1 9-volt battery. Secure the lid with the 2 screws.</p>

What's Happening?	What to do!
When the new lithium battery for the AED arrives, the date on it is in the past.	<p>Cause: The date on these lithium batteries is the date the battery was manufactured.</p> <p>Solution: Put the new battery in the AED machine and open the lid. The machine will do a self-check and realize that the battery is new and "reset". The warranty life of the AED battery is 4 years from the time of installation into the AED machine.</p>

Updated 11/19

SAN DIEGO PROJECT HEART BEAT WEBSITE



Online Account Instructions

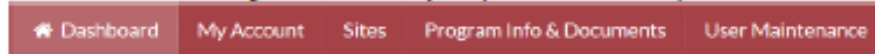
Logging into your account

Go to <https://sdprojectheartbeat.sandiego.gov>

AED Check – Monthly Maintenance

If you are a **Primary Liaison** click on **My Account** in the navigation bar and all the AEDs attached to your account will show up so that you can check them.

You would have the 5 tabs at the top of you have Primary Liaison access



If you are a **Site Liaison** click on **Sites** on the navigation bar. Click on the site you want to check AEDs for. You would have 3 tabs at the top if you have Site Liaison access



To submit an AED check click on the AED check icon

Site	Location	Brand	Model	Serial	Adult Pad Expiration	Ped Pad Expiration	Expected Battery Life	Last Checked	Last Checked	Mobile	
Balboa Park Activity Center	Balboa Park Activity Center	Cardiac Science	Powerheart	4483461	01/28/2021	10/19/2020	08/31/2019	07/02/2019	PASS	Yes	
Balboa Park Administration Building	Lobby	Cardiac Science	Powerheart	4483469	03/28/2020	06/18/2021	07/04/2020	05/11/2019	PASS	No	



From here you can edit the dates if you have a new battery or pads.

Adult PAD expiration

Pediatric PAD expiration

Expected Battery Life

Pass Fail

Maintenance Notes

Failure Information
 Expected Battery Life
 Adult Pads Expired
 Other
 Pediatric Pads Expired
 User Malfunction

For more information on AED Failures for this model, please reference the [AED Fact Sheet](#)



Pass/Fail – If everything is functioning on the AED unit (indicator light is green, pads/battery are not expired), click **Pass** and then click **Save**.

If any of the expiration dates for pads or batteries have past, it defaults to fail and automatically indicates failure information. You must update this info to document a passing AED.

Most AED batteries are warranted to last 4 years from the date of installation.

Maintenance Notes – The notes area is for recording any comments about the AED. Ex: Battery ordered 4/1/2015.

Be sure to click on **Save** to record your check/edits.



Delete, Edit, or Add AED

Log into your account:

Go to <https://sdprojectheartbeat.sandiego.gov>

Click on **Sites** on the navigation bar. Click on the site you want to delete, edit or add an AED for.

Dashboard Sites Program Info & Documents

Site	Location	Brand	Model	Serial	Adult Pad Expiration	Ped Pad Expiration	Expected Battery Life	Last Checked	Current Status	Mobile	
Test Site	Next to Staff Area door	Cardiac Science	PowerHeart	4437381	01/24/2018		08/01/2017	09/01/2016	PASS	No	AED ✓ 🔍 ✎ ✖
Test Site	On the west entrance	Cardiac Science	PowerHeart	4387429	10/01/2016		03/25/2020	09/01/2016	PASS	No	AED ✓ 🔍 ✎ ✖

To **Delete** an AED click on the red x to remove it from the site. ✖

To **Edit** an AED click on the pencil icon to change information. ✎

You are able to **edit** any information listed in fields on the pop up screen below.

To **Add** an AED

Once you select the site, click on the AEDs tab. Click on Add AED button. A pop up screen will open up so that you can enter the information and click Save.

AEDs Personnel Support

Add AED T

Location	Brand	Model	Serial	Ped Pad Expiration	Adult Pad Expiration	Expected Battery Life	Last Checked	Current Status	Mobile
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Add - AED

Site Name
Site 1

AED Brand/Model *
Cardiac Science - PowerHeart

AED Location *

Serial Number *

Adult PAD Expiration *

Pediatric PAD Expiration

Expected Battery Life

Mobile AED *
 Yes No

Pulsepoint Participant? *
Not sure? Call your support contact.
 Yes No

Save

AED Brand/Model – Choose the brand of AED from the list.

AED Location – This is the location within the building or mobile unit where the AED is located, E.g. Break room.

Serial Number – The serial number is located on the back of the AED unit. This is a unique ID for each AED; no unit has the same number.

Adult Pad Expiration – This is the expiration date that is listed on the adult pads.

Pediatric Pad Expiration – This is the expiration date that is listed on the pediatric pads. If you don't have them leave it blank.

Expected battery life – Enter 4 years from the date of installation of the battery.

Mobile AED – Check Yes if the AED unit is located in a vehicle. Check No if it is a stationary unit.

PulsePoint Participant – Check Yes if your AED unit is a part of the PulsePoint AED finder/CPR locator app program. Check No if it is not.

**PUBLIC ACCESS DEFIBRILLATION (PAD) PROGRAM
AED LIAISON ROLES AND RESPONSIBILITIES**

SITE/LOCATION RESPONSIBILITIES

1. Site/location must have an AED/PAD Program liaison(s) to maintain and perform duties of PAD Program onsite. The name and telephone number of the site liaison(s) must be current and on record with San Diego Project Heart Beat (SDPHB) online.
2. **Parks and Recreation Department standard: As much as possible, two AED trained people need to be onsite during normal operating hours.** All site/location personnel should be made aware of the primary and backup liaisons for their location.
3. Automatic External Defibrillator (AED) will be centrally located and easily accessible. AEDs should be wall-mounted and easily visible to all facility patrons. All site staff must be aware of AED location.
4. The Standard Operation Procedures (SOP) Manual must be available to all site staff so that they may have a thorough understanding and a reference of the PAD Program in place at their site.
5. All PAD Program sites must comply with the regulations and protocols that govern AED use and applications.

PRIMARY LIAISON RESPONSIBILITIES (backup responsible if primary unavailable)

1. Document the monthly visual inspection on the Maintenance Checklist. At the end of each month, file the Checklist and retain the records **ON-SITE** for three years. **DO NOT FAX** or send the Maintenance Checklist to SDPHB.
 - a. Only once a month, visual inspections must be reported to San Diego Project Heart Beat by updating on-line at www.sdprojectheartbeat.com, member log-in.
 - b. Also use the on-line database to inform San Diego Project Heart Beat of changes to any pertinent information regarding the site program (liaison changes, training records/certifications, etc.), by updating on-line at: www.sdprojectheartbeat.com, member log-in.
2. Notify SDPHB staff immediately of an AED deployment so that they can respond to the scene.
3. Current First Aid/CPR/AED certifications must be maintained. A list of First Aid/CPR/AED trained staff must be in file on site and at the Parks and Recreation Department Training Office. The list must be kept current and reviewed and updated regularly.
4. Tailgate site staff regarding the location and liaison responsibilities including the AED Annual Refresher and the Emergency Procedures tailgates. The training should be conducted annually or whenever there are staff changes and tailgate copies must be sent to the Training Office for inclusion in the training records.

SAN DIEGO PROJECT HEART BEAT CONTACTS AND TELEPHONE NUMBERS

- ♥ **SDPHB Administration: Kim McGraw** 619/243-0909
(Email: heartbeatadmin@sandiego.gov or kmcgraw@sandiego.gov)
- ♥ **SDPHB PAD Program Manager: Maureen O'Connor** 619/243-0911
(Cell: 619/726-6527; Email: moconnor@sandiego.gov)
- ♥ **Emergency Command Dispatch Center (ECDC): DEPLOYMENT NOTIFICATION ONLY** 858/974-0186

TRAINING REQUIREMENTS FOR AED LIAISONS AND BACKUP LIAISONS

- **AED Annual Meeting/Refresher** - Both the primary liaison and backup liaison from each site must attend this annual meeting. Any liaison who does not attend the annual meeting must have a tailgate of the material and submit it to the Training Office for recordkeeping.
- **First Aid/CPR/AED** - This training must be repeated every 2 years to maintain the certification. First Aid/CPR/AED is offered through the Training Office several times each year. If First Aid/CPR/AED training is not received through the City, submit a copy of your certification card to the Training Office. This will ensure that your training is captured in your training record.

IMPORTAT HAZMAT REMINDERS 2022

AED Battery Management

An Automated external Defibrillator (AED) has a lithium metal battery that lasts about 4 years. At the end of its life cycle, it must be recycled through the City's hazardous waste contractor. **DO NOT** send the battery to Cardiac Science, Project Heartbeat or another AED provider OR place in a rechargeable battery mail back box (RBRC).

Battery life depends on the storage temperature and use of the AED. Exposure to heat will deplete AED batteries faster.

AEDs run a self-check every day and if it detects a problem, such as a battery strength of less than 25%, it will change an indicator on the unit from green (good to go) to red (problem detected).

An AED battery with less than 25% energy should be replaced even though it still can successfully deliver 9 shocks to a patient.

When the red indicator light is on, replace the battery and:

1. Tape the contact points of the used battery with clear tape.
2. Place the used battery in a separate container for recycling.
3. Label the container Universal Waste and the start date.

Refer to AED Batter disposal Procedures

Reminder: HazWaste Label

Be sure to mark the Hazard Properties and Physical State boxes on the hazardous waste label.

Violations have been issued because those two sections on the label were blank.

FOR REFERNECE

ENVIROMENTAL SERVICES DEPT.

Hazardous Materials Management program (HMMP)

(858) 492-5004

HazMat Forms at:

<https://citynet.sandiego.gov/forms>

AED MACHINE DISPOSAL PROCEDURES

There are older models of AEDs that the battery is no longer being manufactured. When the AED machine alarm message is “low battery”, follow your Division purchasing procedures and order a new AED model. When the new AED arrives, these are the procedures for what to do with the old AED machine.

1. Take the lithium battery out of the AED machine and dispose of the battery per proper HazMat procedures.
2. What to do with the AED machine?
Easy process:
NO Recyclable Waste Transfer Receipt
NO cost to Division or Department
NO problem (the AED machine goes in the scrap metal bin)
3. Contact Clayton “Wally” Walsten at Raven Street to make an appointment to drop off the AED machine.
4. At the appointment, find Clayton “Wally” Walsten or another City employee in the Equipment Repair Shop, and give the AED machine to them. **DO NOT JUST DROP IT OFF ON SOMEONE’S DESK OR WORKBENCH.**
5. Contact person:
Clayton (Wally) Walsten
Email: cwalsten@sandiego.gov
Phone: 619/533-5787
6. Drop off address:
Raven Street Facility
411 Raven Street
San Diego, CA 92102

AED BATTERY RECYCLING AND SITE DISPOSAL PROCEDURES AND LOCATIONS

The AED battery recycling procedure:

1. Tape all battery terminals.
2. Complete Section 1 of the Recyclable Waste Transfer Receipt document and transport to one of the facilities listed. (See attached.)
3. As the waste generator site, a signed copy of the Recyclable Waste Transfer Receipt must be retained onsite for 3 years.

The permitted site battery disposal procedure:

1. Request a 5-gallon container from Environmental Services Hazardous Materials Management Program (HMMP) at (858) 573-1204 as the collection container for AED lithium batteries that need to be recycled.
2. As a waste collection site, you will receive AED lithium batteries to be recycled. Place a completed purple Universal Waste Label on the container. (See attached.)
3. Each battery that is placed in the container must have the terminals taped and accompanied by a completed Recyclable Waste Transfer Receipt document.
4. The supervisor at the collecting site will review the Recyclable Waste Transfer Receipt for accuracy and complete Section 2 and provide a copy to the generator. As the waste collection site, a completed copy of the Recyclable Waste Transfer Receipt must be kept onsite and ready for inspection for 3 years.
5. AED battery containers can be stored onsite for up to one year. Hazardous Materials Management Program at (858) 573-1204 as the end of the year of storage approaches so disposal arrangements can be made. Recycling a 5-gallon container of AED lithium batteries costs \$255.00. (Approximately 10 to 14 batteries will fit in a 5-gallon container.)

Permitted City Facilities*

Central Area

Balboa Park Administration Office
2125 Park Blvd., CA 92101
Phone: (619) 235-1108

Bud Kearns Pool
2229 Morley Field Drive, CA 92104
Phone: (619) 692-4920

Western Area

Rose Canyon (Mission Bay Park)
3775 Morena Blvd, CA 92111
Phone: (858) 581-7605

Eastern Area

Kearny Mesa Pool
3170 Armstrong St., CA 92111
Phone: (858) 573-1389

Northern Area

Ned Baumer Aquatic Center
10440 Black Mountain Rd., CA 92126
Phone: (858) 538-8083

*AED battery disposal sites were chosen because these sites are permitted for sharps disposal. Due to Poor closures and frequent changes in permitted sites, always call to confirm disposal location before transporting the battery or sharps.

Revised 11/20 **Questions?? Contact the Hazardous Materials Management Program at (858) 573-1204.**

UNIVERSAL WASTE

CONTENTS _____

ACCUMULATION START DATE _____

SHIPPER _____

ADDRESS _____

CITY, STATE, ZIP _____



CITY OF SAN DIEGO RECYCLABLE WASTE TRANSFER RECEIPT

Use to document the consolidation of the listed Recyclable and Universal wastes only.

GENERATOR		1. Complete SECTION 1 before transporting. 2. Obtain signed copy (SECTION 2) for your records after transporting.	
FACILITY NAME:		DATE:	
ADDRESS:		PHONE #:	
SUPERVISOR: <i>(Please Print)</i>		SUPERVISOR: <i>(Signature)</i>	
TRANSPORTED BY: <i>(Please Print)</i>		TRANSPORTED DATE:	
SECTION 1	RECYCLABLE WASTE	RECYCLABLE/UNIVERSAL WASTE TRANSPORTED: <i>Indicate type and quantity transported of each waste.</i>	
	Waste Oil – <i>Maximum container size is 5-gallons</i> _____ # Gallons (<i>Maximum is 20 gallons</i>)		
	Oil Filters _____ # Filters OR _____ Drum size		
	Lead-Acid Batteries – <i>(i.e. auto)</i> _____ # Batteries (<i>Maximum is 10 batteries</i>)		
	Antifreeze _____ # Gallons (<i>Maximum is 55 gallons</i>)		
UNIVERSAL WASTE	Consumer Batteries – <i>List number and size of containers OR number of each battery type.</i>		
	Type: Alkaline _____ Nickel Cadmium _____ Lithium _____ Other: _____ <i>Indicate Type Number</i>		
	Lamps		
	Fluorescent Tubes – <i>List number of tubes per tube size.</i>		
	Size: 4-foot _____ 8-foot _____ U-Tube _____ Compact _____		
	Other Lamp Type: _____ Number of Other Lamps: _____ <i>(Other lamps include: High Pressure Sodium, Metal Halide, Mercury Vapor, HID, and Multi Vapor.)</i>		
	Mercury Containing Devices – <i>Examples include switches, thermostats, and thermometers.</i>		
	Item Containing Mercury: _____ Number of Items: _____		
	Cathode Ray Tubes (CRT's) – # Computer Monitors: _____ # Other CRTs: _____		
OTHER WASTE	Other Recyclable/Universal Wastes – <i>Provide description and indicate amount.</i>		
	Tires Type: _____ # Tires		
	Other: _____ # Items		
RECEIVER		1. Complete SECTION 2 before accepting. 2. Retain Canary copy for your records.	
FACILITY NAME:		DATE:	
ADDRESS:		PHONE #:	
RECEIVED BY: <i>(Please Print)</i>		RECEIVED BY: <i>(Signature)</i>	
SECTION 2			

AED PURCHASING INFORMATION

AED Brands LLC

1. AED Brands LLC is the exclusive AED supplier to the City of San Diego and San Diego Project Heart Beat. AED Brands LLC markets a variety of high-quality AEDs including Cardiac Science AEDs, providing customers with the latest in life-saving AED technology. For more information about AED Brands LLC, please reference the San Diego Project Heart Beat website page at www.sdprojectheartbeat.com. The City of San Diego has negotiated special discounted pricing which is included on this website.
2. To get a quote for AED accessories or machines, AED Brands LLC currently has a sales representative, Enrique Christopherson, who works directly with San Diego Project Heart Beat staff. Contact Enrique: at (a) cell phone for best access – 949/294-5977; or (b) email – echristopherson@aedbrands.com.
3. Use City contract to purchase a new AED or replacement parts of any kind. Purchase Orders must be issued to obtain contract goods and services. Neither product nor repair services are permitted to be made via P-Card as these items are on contract. No goods or services on contract are permitted to be paid via P-Card nor are invoices permitted to be paid via IP.
4. Purchase Order Information:
Note: must have quote because AED Brands LLC does NOT have a catalog in Ariba
To create Purchase Requisition in Ariba, use the non-catalog order process
Company name: AED Brands
Address: 95 Chastain Rd NW Ste., Suite 302, Kennesaw, GA 30144
Pricing and Sales: echristopherson@aedbrands.com
Customer Service: customerservice@aedbrands.com
Corporate Office phone: 800/580-1375; Fax: 770/429-3882
Invoice contact: 949/294-5977; edhristopherson@aedbrands.com
Vendor number: 10034519
Contract: C1160
Commodity Code for AED machine: 42172101
Commodity Code for AED accessories: 42172105
Material Data: 34500 First Aid and Safety Equipment and Supplies
Procurement Specialist: Michael Warner, (619) 236-6154, mwarner@sandiego.gov
San Diego Project Heart Beat Price Lists: <https://www.sandiego.gov/sdprojectheartbeat/productsvcs>

BATTERIES AND ELECTRODE PADS

- Most AED batteries have a lifespan of 4 to 5 years. The AED will notify you when the battery is getting low. It is advisable to order replacement/maintenance supplies prior to the AED notification of low battery. When San Diego Project Heart Beat online management system notifies the site liaison about the due date for “expected battery life”, it is recommended that the ordering process for a new battery be started. The battery can be shelved and ready for replacement once the AED notifies the site liaison of “low battery”. Record this message on the San Diego Project Heart Beat account maintenance website and order a replacement battery.
- Battery Disposal for the lithium battery from the AED. Refer to the Permitted City Facilities list of HazMat disposal sites. Tape the contact points on the used battery and prepare Recyclable Waste Transfer Receipt. For assistance in recycling the used battery contact the Hazardous Materials Management Program (HMMP) at 858/573-1294. Please do NOT send the batteries to the AED manufacturer, San Diego Project Heart Beat, or another AED provider.
- Entire AED Disposal when the battery cannot be replaced, and the AED must be replaced. Refer to the AED Machine Disposal Procedures. Clayton (Wally) Walsten is the contact person for the Raven Street facility. Disposal is by appointment only.

- Adult Electrode Pads have a lifespan of at least 2 years. Every AED must have two sets of adult electrode pads — keep one set plugged into the unit and ready for use, and one set stored in the storage case with the AED as a backup. The pads should be replaced before the expiration date listed on the pads. The maintenance checks should include a review of the expiration dates. Following an AED deployment, immediately plug in the backup set of adult electrode pads so that the AED can be placed back into service. Note: the pads are designed to be used for one patient only. Order a set of replacement adult electrode pads as soon as possible after deployment to replace the backup set.
- Pediatric Electrode Pads have a lifespan of at least 2 years. The maintenance checks should include a review of the expiration dates. Pediatric electrodes are to be used **ONLY** on children that **APPEAR** to be under 8 years of age **or** under 55 pounds. When in doubt (borderline weight or age), use adult pads. The pediatric electrode pads should be kept in the case with the AED where they are readily accessible and can be plugged into the unit for immediate use. **PEDIATRIC ELECTRODES ARE NOT MANDATED BY LAW. A nice feature of the Philips FRX is a one-time purchase pediatric key to convert the appropriate energy.**
- Expired electrode pads can be used for training purposes. Please send in interoffice mail: Attention: Training Office MS 33.
- Replacement Rescue Ready Kit contents: As needed, it is recommended to replace the items in the Rescue Ready Kit with standard first aid supplies from City Stores.


EQUIPMENT REPAIR AND REPLACEMENT

- Equipment Warranty: The Powerheart AED G3 (no longer manufactured) has a seven (7) year warranty. The cost of a repair will be covered if a problem is consistent with the warranty policy. (There will be a cost for shipping it to the company to be repaired.) The battery of the G3 in stand-by mode has a four (4) year guarantee warranty or a five (5) year shelf life. If the battery is completely dead during this four-year period, Cardiac Science will replace the warranted battery at no cost. Check with Cardiac Science Customer Care for current information. The Powerheart AED G5 has an eight (8) year warranty. The battery for the G5 has a four (4) year guarantee warranty or a five (5) year shelf life. (There will be a cost for shipping the replacement battery.)
- Equipment Repair:
If there are any equipment repair concerns regarding the AED, contact technical support for Cardiac Science at their toll-free number 800/426-0337. If technical support advises you that further evaluation is needed, or at any time there is an issue with the AED unit, Cardiac Science Customer Care at www.cardiacscience.com or 800/426-0337. Enrique does not work for Cardiac Science and is not responsible for any issues with AED equipment purchased. All AED makes and models of AEDs are warranted under their respective manufacturer which is the appropriate entity to contact for AED or battery issues. Document any repairs on the date and comment line provided on the AED Maintenance Checklist or on the website database.

SIGNAGE

- Reminder: The AED must be placed in a location where it is clearly visible, easily accessible, and readily available for use in an emergency. Whenever possible, wall-mount the unit. Whether the unit is wall-mounted or portable, **it is important that facility patrons and staff know that an AED is available.**
- Triangular-shaped wall-mounted AED signs are available for purchase through San Diego Project Heart Beat for **\$35.00** (no tax). **Make checks payable to City of San Diego or City Treasurer.** Another method of payment would be for Nayeli Espinoza to invoice the Division. **NO CASH ACCEPTED.** Call SDPHB at 619/243-0909 for further information. It is recommended that a triangular-shaped sign is posted at the front office of the facility as well as above the wall-mounted AED unit.

Trade-Out Recommended AEDs January 2023

Feature Comparison Matrix - AEDs w/ no ECG		Recommended AEDs for Procurement		 SD Project Heart Beat
Features as reported in FDA-regulated User Manuals and other published marketing & technical materials				
Manufacturer		Phllips		Cardiac Science
Model		Heartstart FRx		Powerheart G5
San Diego Project Heart Beat Pricing		\$1,365		\$1,695
Rescuer Support Features				
User-paced prompts?		YES		YES
Method of Shock Delivery?		Semi-Automatic		Semi or Fully Automatic
Graphical Display of Rescue Steps?		YES		NO
CPR Coaching?		YES		YES
CPR Metronome?		YES		YES
CPR Feedback?		NO		YES
Text Display of Rescue Prompts?		NO		YES
Bi-Lingual?		NO		YES
Self-Testing & Environmental Features				
Self-Test Interval		Daily/Weekly/Monthly		Daily/Weekly/Monthly
Self-Tests Functionality of Pads and Batteries?		YES		YES
IP Rating (dust/water protection)		IP55		IP55
Drop Test Rating		4 Feet		4 Feet
Warranties & Accessory Life				
Device Warranty		8 YEARS		8 YEARS
Battery Life (typical)		4 YEARS		4 YEARS
Adult Electrodes Life (typical)		2 YEARS		2 YEARS
Pediatric Method & Typical Life		INFANT/CHILD KEY (no expiration date)		PADS 2 YEARS
Cost of Ownership				
Battery		\$148		\$299
Adult Electrodes		\$49		\$64
Pediatric Electrodes		N/A (infant/child key \$92.00)		\$90
Ave. Annual Cost Over 10-Years with Adult Pads		\$54		\$91
Ave. Annual Cost Over 10-Years with Adult and Pediatric Pads		\$54		\$136

THIS PRICING IS DUE TO INCREASE WITHIN 2023

A \$100 upfront discount is given for any trade-out AED

AED INCIDENT REPORT FORM

After an AED DEPLOYMENT please contact (858) 974-0186 for deployment response ONLY.
Provide the original AED Incident Report Form to the SD Project Heart Beat responding team member

Incident Details

Incident Date/Time: _____ Shocks Delivered: _____ AED Serial # _____

Patient Information

Name Last/First: _____ DOB or Age: _____ Gender: M / F

Additional Information

AED Operator: _____ Bystanders Involved: Y / N: _____

Brief Description of Event

Report Completed By: _____ Date: _____

AED INCIDENT REPORT FORM

After an AED DEPLOYMENT please contact (858) 974-0186 for deployment response ONLY.
Provide the original AED Incident Report Form to the SD Project Heart Beat responding team member

Incident Details

Incident Date/Time: 10/10/2020 12:05pm Shocks Delivered: 2 AED Serial #: 123456

Patient Information

Name Last/First: Doe, John DOB or Age: 48 Gender: M / F

Additional Information

AED Operator: Bobby Brown Bystanders Involved: Y / N: Jane Doe, Suzy Smith

Brief Description of Event

Suzy, Joe and his sister Jane were walking in the park when John suddenly collapsed. Jane recognized that John wasn't breathing and unconscious. Jane told Suzy to go to the Rec Center and call 911. Jane began CPR on John. When Suzy returned she brought Center Director Bobby Brown who brought an AED and applied the pads to Johns chest. The AED was used to deliver two shocks to John. Shortly after John began to cough, vomit and breath on his own. The paramedics arrived and took over, driving John to Mercy Hopsital.

Report Completed By: Bobby Brown Date: 10/10/2020

PARKS AND RECREATION TRAINING ATTENDANCE RECORD

Subject: 2023 AED Liaison Refresher

Description: Reviewed the entire folder of materials on the S drive: !2022 AED Liaison Refresher.

Training Requirement: REQUIRED for all primary and backup liaisons; RECOMMENDED THAT ALL SITE STAFF BE TAILGATED.

Date: _____ **Start Time:** _____ **End Time:** _____

Location: _____ **Presenter:** _____

If presenter is Parks and Recreation Department employee, indicate Employee ID Number: _____

	<u>Employee ID Number</u>	<u>Print Name</u>	<u>Job Class</u>	<u>Signature</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____

Check method(s) used in this training to demonstrate each attendee listed learned key points:

____ Verbal response to questions ____ Written test

____ On-site demonstration of task Other: _____

Division: _____ **District Manager:** _____

Supervisor (of those in attendance): _____ **Phone No.** _____

KEEP ORIGINAL. EMAIL A COPY TO Sofia Bengel at abengel@san Diego.gov

DUE DATE: February 24, 2023