

LEE SPORTSMEN'S ASSOCIATION

565 Fairview Street, Lee, MA 01238
Emergency Response Plan (AED Policy)

Notification

The primary ambulance service to Lee Sportsman's Club is provided by **Lee Fire and Rescue, Lee, Massachusetts**. This service has been notified of the placement of two (2) AEDs on the premises.

Location of AEDs

The AEDs will be located on the Lee Sportsmen's Association campus at:

- the main building (first building on right from main driveway)
- the building adjacent to the skeet field

Storage

Both AEDs will be stored in locations easily accessible during hours that the building is open. Both locations will have an AED sign prominently displayed above each device.

Associated Equipment

One set of adult AED pads will be connected to the device at all times and, if possible, a spare set of pads will be kept in the AED carrying case. One rescue kit will also be stored with each AED. This kit will contain:

- multi-size latex-free gloves
- razor
- trauma shears
- washcloth or small towel
- pocket facemask or other barrier device

Authorization to Use AEDs

Virginia DuBois, the Lee Sportsmen's AED Project Manager, will maintain a list of personnel authorized to use the AED. Authorized staff will be those who have current certification in CPR and the use of AEDs from a recognized training agency. Additionally, trained and certified members of the general public are authorized to use the AED in cardiac emergencies.

All trained and certified persons present in the building when a cardiac emergency occurs will constitute the emergency response team (ERT).

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Procedure

The 9-1-1 system is to be immediately activated

NOTE:

- Cell phone calls will initially contact the designated Western Massachusetts E-911 Call Center: **Northampton State Police**
- Landline telephone use will directly call Lee's primary dispatch center: **Berkshire County Sheriff's Control**

In the event of an unresponsive individual on the grounds of or in any of the buildings of Lee Sportsmen's Association, the Project Manager is to be notified.

The personnel in Lee Sportsmen's Association shall announce an emergency. At least two members of ERT shall go to the announced location of the patient, assess the patient and, if necessary, begin CPR. At least one other member of the ERT shall go to the location of the closest AED and bring the AED to the patient. Any remaining members or bystanders should be used for crowd control or should be sent to key intersections to direct emergency personnel.

Protocol for the Use of the AED

IMMEDIATELY UPON ARRIVAL, CHECK THE SCENE FOR SAFETY, AND THEN VERIFY SUDDEN CARDIAC ARREST:

Verify unconsciousness

- If no response, call or have someone **CALL 911**
- Don appropriate personal protective equipment

Verify no pulse

- Perform CPR (at least 100 compressions per minute); rotate rescuers every two minutes

As soon as the AED arrives:

- Place the AED near the patient's ear
- Turn on the AED
- Prepare the patient's chest
- Apply defibrillation pads as per diagram on pads
- Clear the patient as the AED analyzes heart rhythm
- Continue to follow automated prompts until EMS arrives

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Contradictions

- The AED should not be attached to persons who are conscious, breathing, or if a pulse is present
- The AED should not be used with children under the age of one (1) year
- If the victim is less than eight (8) years of age and, if the facility has them, pediatric pads should be used. If no pediatric pads are available, adult pads can be used as long as they do not overlap. Pediatric pads should **never** be used with adult patients

Post Use Procedure

- Following any use of the AED, notify SJG Emergency Response Training & Consulting
- If applicable, complete an incident report
- Restock electrode pads, batteries, razors, gloves, etc.
- Inspect supplies for damage, expiration dates and required replacement
- Clean the AED , Inspect the exterior and connector for dirt and/or contamination
- Notify Lee Sportsmen's Association members that the AED is back in service

Post Event Review

Following use of an AED by the ERT or a volunteer responder, a review shall be conducted to learn from the experience. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as stress debriefing.

Quarterly System Check

Each quarter, SJG Emergency Response Training & Consulting shall conduct and document a system check on each device. These records shall be retained at SJG Emergency Response Training & Consulting, 37 Orlando Avenue, Pittsfield, MA 01201.

This check shall include review of the following elements:

- Emergency kit supplies
- AED battery life
- AED operation and status
- Pad expiration date

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Periodic Drills

Drills will be held on an as needed basis to help rescuers practice and retain their skills. These drills will generally be conducted with small teams of rescuers and will be unannounced. The person conducting the drills will provide feedback and guidance as necessary.

Policy Adopted: (Date) 10/9/2017

Contact

SJG Emergency Response Training & Consulting, LLC
37 Orlando Avenue
Pittsfield, MA 01201
413-884-5729
info@SJGTraining.com