



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
11320.1
FIRE
16 JUL 2012

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR AUTOMATED
EXTERNAL DEFIBRILLATORS (AED)

Ref: (a) SECNAV Instruction 5100.17, Department of the Navy
Installation AED Program
(b) Policy Letter - Interim Guidance for the
Implementation of Department of the Navy Installation
Automated External Defibrillation (AED) Program,
22 AUG 2011

Encl: (1) AED Operator Acknowledgment Form
(2) American Heart Association (AHA) Training Roster
(3) USMC Installation AED Inventory
(4) AED Location Map
(5) Safety Vehicle AED Marking
(6) AED Event Documentation Form
(7) Operator's Daily Checklist
(8) Monthly Checklist

1. Situation. By educating, training and equipping AED operators at various locations throughout the depot, an early cardiac care system was developed in an attempt to reduce the morbidity and mortality associated with sudden cardiac death. It has been proven that defibrillation can be effective when delivered to the victim of sudden cardiac death as quickly as possible. The Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR, PI) AED program brings together local regulations, policies, procedures, standards, training requirements and medical direction required for the establishment of the Installation's AED program. All military and civilian employees must have required AED training and authorization by the local certifying authority (AED Program Manager) before using or operating an AED. All initial and subsequent AED training will be performed by the MCRD/ERR, PI AED program manager under the American Heart Association or the Fire and Rescue Division (FRD) certifying authority standards.

16 JUL 2012

2. Mission. In accordance with reference (a) and (b), establish and execute an installation AED program and action plan for responding to a medical emergency, using an AED as part of an overall MCRD/ERR, PI emergency response plan.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this order is to direct the proper fielding, training, usage, maintenance, sustainment and program oversight of the Installation AED.

(2) Concept of Operations

(a) Training Requirements. The MCRD/ERR, PI AED program manager will be designated in writing and will ensure all employees expected to provide emergency AED care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association Cardiopulmonary Resuscitation (CPR) and AED standards. The employee must also complete the AED Operator Acknowledgement Form enclosure (1), which requires the employee to complete a refresher training once a year to maintain their AED certification. It is the responsibility of the AED program manager to ensure required numbers of civilian employees or active duty military personnel receive required annual AED training and certification.

1. Instructor Training Requirements. All initial and refresher AED training is to be administered by the FRD. All Primary AED instructors are required to possess a certification as American Heart Association AED Instructors. Copies of instructors' qualifications and certification will be on file with the FRD and validated annually.

2. Initial Training Requirements. Each AED Operator will receive initial training from FRD based on American Heart Association standards (i.e., CPR and AED training). The didactic and practical training will emphasize hands-on skills practice.

3. Training Documentation. The FRD will track and schedule all initial and follow on required refresher training. Training Rosters will be maintained for initial training, refresher training and instructor training enclosure (2). All training rosters will be maintained for three (3) years.

16 JUL 2012

(b) Locations of the AEDs.

1. AEDs will be located at multiple locations aboard MCRD/ERR, PI. USMC Installation AED Inventory list and AED Location Map enclosure (3) and (4) will be maintained by FRD AED Program Manager. The USMC Installation AED Inventory list will be updated at a minimum of quarterly, when AED locations are added or removed and when any changes are made to AEDs aboard MCRD/ERR, PI.

2. Mobile AEDs will be located in Recruit Training Regiment (RTR) Battalion (Bn) safety vehicles. Every RTR Bn safety vehicle with AED located inside will have an 8 inch diameter magnetic sign enclosure (5) placed on the driver side, passenger side and rear of the vehicle.

(c) Types of AEDs. All facilities are equipped with Medtronic LIFEPAK CR Plus AED systems.

(d) Cardiopulmonary Resuscitation Procedure. The AED should be used only on a patient who is: unconscious, not breathing, and shows no signs of circulation. The lay responders should provide only the patient care that is consistent with his/her training. Additional lay responders should be directed to call "911" to report the incident.

(e) AED Response Documentation. When an individual administers CPR or AED services, they are required to complete the AED Event Documentation Form enclosure (6) and provide a copy of the form to the First Responders/EMT to arrive on the scene.

(f) After Using the AED. The AED, Ancillary Medical Equipment and a completed AED Event Documentation Form enclosure (6) will be turned into FRD. FRD will replace the AED with an operational AED to the appropriate location.

(g) Physician Oversight. Physician oversight will include the following items:

1. Development and review of policies and procedures, defining the standards of patient care and use of the AED.

2. Review response documentation and rescue data from the uses of the AED.

16 JUL 2012

3. Oversee the initial and continuing AED training.

4. Provide advice regarding the medical care of those in need.

(h) Quality Assurance. A AED Event Documentation Form enclosure (6) will be completed each time an AED is used. The AED program coordinator and the oversight physician will review this form. Additionally, the rescue data will be reviewed to ensure appropriate treatment was administered.

(i) Basic Maintenance. The FRD will be responsible for auditing the AED systems and ensuring the Operators Daily Checklist enclosure (7) and Monthly Checklist enclosure (8) is being completed regularly and properly.

1. Daily Maintenance. Check the STATUS INDICATOR to ensure that the AED is functioning and charged. Check the on-screen display: Yes, ready for use; or No remove and reinstall battery.

2. Monthly Maintenance. Monthly Maintenance Checks will be conducted by assigned FRD personnel. Monthly Maintenance will be completed in accordance with the manufacturer's recommendation.

3. Annual Maintenance. Annual Maintenance will be conducted by assigned FRD personnel. Annual maintenance check will be completed in accordance with the manufacturer's recommendation.

(j) Reporting. FRD shall notify Assistant Chief of Staff (AC/S), Installation and Logistics (I&L) G-4 after any AED event occurs aboard MCRD/ERR, PI. Notification of an AED event aboard MCRD/ERR, PI shall be made to MCICOM G-3, Installation Protection within 30 days of the AED event by AC/S, G-4, I&L via letter, Email, or Naval Message in accordance with reference (a) and (b).

b. Subordinate Element Missions. All commands will ensure strict compliance with the instructions contained in this order.

5. Administration and Logistics

a. AC/S, I&L has overall quality control for the management, coordination, and inspection of the AED program aboard the Depot.

b. Submit all recommendations for this order via the appropriate chain of command to the AC/S, I&L.

6. Command and Signal

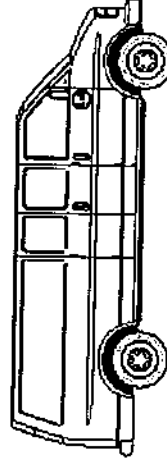
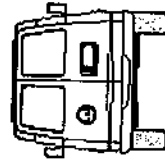
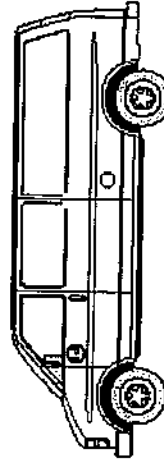
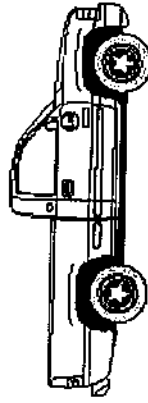
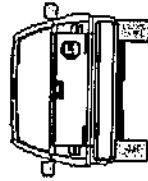
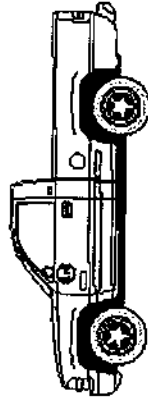
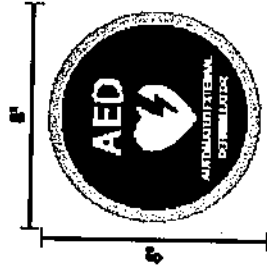
a. Command. This order is applicable to all units aboard MCRD/ERR, PI.

b. Signal. This order is effective on the date signed.


R. L. Grabowski
Chief of Staff

DISTRIBUTION: A

MCRD/ERR PARRIS ISLAND SAFETY VEHICLE AED MARKING



ENCLOSURES

MCRD PARRIS ISLAND AED EVENT DOCUMENTATION FORM

Complete as much information as available

EVENT INFORMATION

Date: _____

Location: _____

Event witnessed (Include name of witness if available): Yes No

Witness	Name	Contact Number
1	_____	_____
2	_____	_____

PATIENT INFORMATION

Name: _____ Date of Birth: _____ Gender: Male Female

Medical History : _____

Description of condition prior to event: _____

AED RESPONDER INFORMATION

Name: _____ Contact Number: _____

INTERVENTIONS

CPR Attempted: Yes No Shock Indicated: Yes No

Estimated time from collapse till CPR started : _____ Minutes

Estimated time from collapse to first defibrillation: _____ Minutes

Patient Outcome at site:

- Return of pulse & breathing
- Return of pulse with no breathing
- No return of pulse or breathing
- Became responsive
- Remained unresponsive

Name of facility patient transported to (if known): _____

Patient outcome after transport (if known): _____

Comments: _____

AED Director notified (enter date notified): _____

Name of person preparing report: _____

Signature: _____

MCRD PARRIS ISLAND AED PROGRAM MONTHLY CHECKLIST

YEAR: _____ AED #: _____ Location: _____

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Check supplies, Accessories and spares for damage and expiration												
Replace anything due to expire in coming month. (Items)												
Check presence of Data Card												
Wipe AED and connector socket, using only soft cloth dampened with Isopropyl Alcohol.												