



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

12 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-11, Public Automatic External Defibrillator (PAED) Program

1. References:

- a. Army Regulation (AR) 40-3, Medical, Dental, and Veterinary Care, 23 April 2013.
- b. Guidelines for Public Access Defibrillation in Federal Facilities, 66FR 28495-28501.
- c. Public Law 106-505, Cardiac Arrest Survival Act, 13 November 2000.
- d. Title 42, USC, Chapter 238, Recommendations and Guidelines Regarding Automated External Defibrillators for Federal Buildings.

2. Supersession: This policy supersedes and replaces Installation Policy Memorandum 19-11, Public Automatic External Defibrillator Program, 17 September 2019.

3. Purpose: Assign responsibilities and procedures for the procurement, use, care, training and maintenance of Public AED on the installation in accordance with AR 40-3.

4. Applicability: This policy applies to all directorates, tenant units, activities, and credentialed personnel who potentially use AED. This policy does not apply to Medical Activity health care personnel that fall under operating instructions and medical policies or emergency response health care professionals that are subject to medical protocols.

5. Background. AED devices analyze the heart's rhythm and, if necessary, tell the AED user to deliver an electrical shock. The electrical shock, called defibrillation, may help the heart to re-establish its normal rhythm.

6. Procurement of AED and Supplies. Each facility manager will determine the need for an AED in conjunction with a representative from Directorate of Emergency Services (DES), Fire and Emergency Services (FES) Division. FES Division representatives will provide guidance on what AED and supplies will be purchased by the agency.

7. Placement: Facility managers will work with FES Division representatives on determining the placement of AED.

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8. Responsibilities:

a. Garrison Commander (GC): Overall responsible for the PAED program.

b. MEDDAC Commander or Director of Health Services will:

1) Designate, in writing, a physician as the Public Access Defibrillator Program subject matter expert.

2) Evaluate the PAED program annually.

3) Recommend improvements and changes.

4) Provide training opportunities for installation personnel.

5) Review AED use reports and monitor patient outcomes as they occur.

6) Provide medical oversight, and maintain a quarterly AED use report.

7) Maintain rescue data from each AED used.

c. DES. Designate representatives from the Fire and Emergency Services (FES) division will:

1) Develop and implement a Public Automatic External Defibrillator Program that complies with nationally recognized standards, Department of Health protocols, Department of Defense, and Army Regulations.

2) Provide technical assistance to ensure compliance of the program.

3) Provide guidance on standardization and interoperability of all AED.

4) Make recommendations on the procurement of AED and supplies.

5) Recover data from a used AED and submit to the receiving hospital.

d. Tenant agencies, organizations, or units:

1) Appoint an AED coordinator in writing.

2) Designate AED users in writing and train users in first aid, CPR, and AED use.

3) Ensure all AED units are located in areas accessible and known by all AED users within the facility.

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4) Conduct quarterly inspections of AED to ensure availability and operability in accordance with the manufacturer's instructions. An inspection/maintenance log will be maintained for each AED.

5) Annual training will be provided to all AED users. Training documentation will be maintained by the AED coordinator.

6) Upon use of an AED, local EMS must be notified immediately. The facility manager will ensure that the AED is immediately provided to FES to pull rescue data from the AED for record keeping. MEDDAC Public Access Defibrillator Program representative will be notified of AED use within 24 hours of discharge using the automatic external defibrillator (AED) use report (encl 1).

7) Purchase AED and supplies through GSA Advantage.

8) Maintenance and Repair. All costs associated with maintenance and repair are the responsibility of each organization.

9. The point of contact for this policy is Fort Drum Fire Chief at (315) 772-3547.

2 Encls

1. AED Use Report
2. Fort Drum AED Program



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AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) USE REPORT

Name: _____ Age: _____ Gender: M/F (circle one)

Address: _____

City/State/Zip: _____

When Incident Occurred date/time: _____

Where Incident Occurred, location: _____

Upon arrival of 1st Responder:

Breathing: Y/N (circle one)

Pulse: Y/N (circle one)

Upon Arrival of EMS

Breathing: Y/N (circle one)

Pulse: Y/N (circle one)

CPR performed/N (circle one) Number of Defibrillations: _____

Witnesses: _____

Complication/Other Factors: _____

Narrative: Critique of AED Program: _____

Encl 1

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FORT DRUM AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM

Facility: _____ Facility AED Coordinator: _____

Make & Model: _____

Serial # _____

In Service Date: _____

Location: _____

Facility: _____ Facility AED Coordinator: _____

Make & Model: _____

Serial # _____

In Service Date: _____

Location: _____

Facility: _____ Facility AED Coordinator: _____

Make & Model: _____

Serial # _____

In Service Date: _____

Location: _____

Authorized Operator(s)

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