



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
DIRECTORATE OF EMERGENCY SERVICES
801 MCCLELLAN AVENUE
FORT LEAVENWORTH, KANSAS 66027-1310

AMIM-LVL

3 April 2023

MEMORANDUM FOR RECORD

SUBJECT: Automatic External Defibrillator (AED) Program

1. References.

a. Army Regulation 40-3 - Medical, Dental, and Veterinary Care; Ch. 17: Placement and Use of Automatic External Defibrillators on Army Installations and Within Army Facilities, 23 April 2013.

b. Department of Health & Human Services - Guidelines for Public Access Defibrillation Programs in Federal Facilities (Federal Register Vol. 66, No.100), 23 May 2001.

c. Title 42, U.S. Code, Section 238p, 13 November 2000.

2. Purpose. To provide guidance and procedures for the Automatic External Defibrillator (AED) Program, including: requirement determination, purchasing, placement, and training for all buildings, facilities, and other areas across Fort Leavenworth.

3. Responsibilities.

a. AED Subject Matter Expert (SME). The Munson Army Health Center (MAHC) commander will designate a physician as the AED SME for the Fort Leavenworth community to advise building/facility managers, coordinators, or equivalent on the development of public access defibrillator plans and protocols within their respective areas of responsibility. The designated AED SME for Fort Leavenworth is CPT Anthony Bieck at Tel: 913-684-6677 or anthony.m.bieck.mil@health.mil.

b. AED Requirement Determination. Building/Facility managers, coordinators, or equivalent shall be responsible given their knowledge of the risk factors of occupants (workforce, customers, visitors, etc.), as well as the activities in areas under their supervision, to determine if an AED is required within their respective buildings/facilities.

c. Purchasing Procedures. Building/Facility managers, coordinators, or equivalent are responsible for purchasing, maintenance, and lifecycle replacement of AED devices within their respective facility. AED purchase will be completed under the guidance and written authorization of the designated AED SME. Units are encouraged to contact the MAHC, Logistics, Equipment Management Branch at 913-684-6082 or

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usarmy.leavenworth.medcom-mahc.mbx.med-maint@mail.mil for assistance in the purchase, maintenance, and repair of AEDs.

d. AED Placement and device maintenance. Building/Facility managers, coordinators, or equivalent will coordinate with the designated AED SME and/or the Fort Leavenworth Fire Department to determine the appropriate placement of an AED within a building/facility. Once emplaced, a building/facility manager, coordinator, or equivalent will contact the MAHC, Logistics, Equipment Management Branch to establish a service/maintenance schedule for all AEDs within their areas of responsibility.

e. AED Training and Recordkeeping.

1) Building/Facility managers, coordinators, or equivalent will determine the occupants of a building/facility to be trained on AED use and Cardiopulmonary Resuscitation (CPR), coordinating initial and refresher training with the AED SME or other nationally recognized training organization (e.g. American Red Cross), and for maintaining training records of AED/CPR training. AEDs are medical devices that will be used only by individuals with the proper training and certification.

2) CPR training in conjunction with AED training is essential to effectively provide first aid care during a cardiac emergency.

f. Tenant agencies, organizations, or units. In accordance with reference a, individual agency, organization, or unit responsibility for AEDs rests with the tenant unit commander or tenant agency/organization's director.

4. AED Use Notification & Reporting.

a. The Fort Leavenworth Fire Department will be immediately notified of any emergency involving the use of an AED by dialing 911 in order to dispatch appropriate first responders.

b. Building/Facility managers, coordinators, or equivalent will notify the designated AED SME after any AED use in order for an assessment of the public access defibrillator system's performance, including review of the AED data and the electrocardiograph tracing of the victim.

5. Point of contact for this memorandum is the Fort Leavenworth Fire Prevention Branch at usarmy.leavenworth.id-training.mbx.fort-leavenworth-fire-dept@army.mil.

ADAM B. CRONKHITE
LTC, MP
Director of Emergency Services