# University of California, Berkeley

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<td>WURSTER HALL</td>
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<td>Training Requirements</td>
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APPENDICES

Appendix A – Contact List
Appendix B – Post Incident Report
Appendix C – AED Location
Appendix D – AED Monthly Check List
Appendix E – AED Use Notification
Appendix F - AED Statutes and Regulations
This document applies to University of California, Berkeley use of the Philips HeartStart OnSite Automated External Defibrillator (AED). Sites that have other brand defibrillators will be addressed in the Facility Extract.

Any and all use of the AED, training requirements, policies and procedures reviews, and post event reviews will be under the auspices of the “medical director” Diane Liu, MD, MPH a licensed physician in California (license #: G059138).
This section defines terms related to AED policies and procedures

Definitions

1. “AED” shall refer primarily to the Philips HeartStart OnSite AEDs as well as the other AEDs which are automated external defibrillators capable of cardiac rhythm analysis that charge and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia when applied to an unconscious patient with absent respirations and no signs of circulation.

2. “AED Service Provider” means any agency, business, organization or individual who purchases an AED for use in a medical emergency involving an unresponsive person who is not breathing. This definition does not apply to individuals who have had an AED prescribed by a physician for use on a specifically identified individual.

3. “Lay Rescuer” means any person, not otherwise licensed or certified to use the automated external defibrillator, who has met the training standards and includes trained employees of the AED Services Provider.

4. “Medical Director” means a physician and surgeon, currently licensed in California who provides medical oversight to the AED service provider. The medical director shall review each incident that may involve use of an AED and ensure that quality improvements activities are taken, if indicated. The medical director shall approve the written policies and procedures of the AED service provider.

5. "Internal Emergency Response Plan" means a written plan of action which utilizes responders within a facility to activate the "9-1-1" emergency system, and which provides for the access, coordination, and management of immediate medical care of seriously ill or injured individuals.

6. “CPR” means cardiopulmonary resuscitation, which is a basic emergency procedure for life support, consisting of artificial respiration, manual external cardiac massage, and maneuvers for relief of foreign body airway obstruction.

At all times, while these policies and procedures are in effect, University of California, Berkeley will maintain a program coordinator. This person is responsible for the overall coordination, implementation, and continued operation and current protocols of the program.

1. The program coordinator, medical director or alternate contact will be available in person or by phone within a reasonable amount of time to answer any questions or concerns of the lay rescuer.

2. The program coordinator or designee shall ensure that all issues related to training, such as scheduling of basic and periodic reviews, maintenance of training standards, and record keeping is managed on a continuing basis.

3. The program coordinator or designee will ensure that all equipment stock levels are maintained and readiness checks and record maintenance are done in accordance with California Code of Regulations, §§100031-100043 and manufacturer’s recommendations.

4. If the program coordinator or designee needs to have any issues addressed, she/he may contact Health Education Services or the medical director.

5. The program coordinator will have a list of the appropriate telephone numbers in compliance with above paragraphs, numbers 1 and 4. (Appendix A). If any contact information changes, the program coordinator will be notified within 72 hours.

6. The program coordinator or designee shall notify the local EMS agency of the use of the AED whether or not shocks have been delivered.

7. Program coordinator will take measures to update AEDs as new protocols are established and ensure that policies, procedures and training are in alignment with these protocols.

8. The program coordinator at the inception of these policies and procedures is Brandon DeFrancisci, EH&S.
The training requirements for a lay responder are outlined below.

CPR and AED training shall comply with the American Heart Association or American Red Cross CPR and AED guidelines.

1. The training shall include the following topics and skills
   a. Basic CPR skills
   b. Proper use, maintenance, and periodic inspection of the AED
   c. The importance of early activation of the Emergency Response Plan, early CPR, early defibrillation, early advanced life support, and internal emergency response plan, if applicable.
   d. Overview of the local EMS system, including 9-1-1 access, and interaction with EMS personnel
   e. Assessment of an unconscious patient to include evaluation of airway and breathing, to determine the appropriateness of applying and activating an AED.
   f. Information relating to defibrillator safety precautions to enable the individual to administer shocks without jeopardizing the safety of the patient or the lay responder or other nearby persons to include, but not limited to:
      1) Age and weight restrictions for the use of the AED
      2) Presence of water or liquid on or around the victim
      3) Presence of transdermal medications, implanted pacemakers or automatic implanted cardioverter-defibrillators
   g. Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged
   h. Rapid, accurate assessment of the patient’s post-shock status to determine if further activation of the AED is necessary
   i. The responsibility for continuation of care, such as continued CPR and repeated shocks, as indicated, until the arrival of professional medical personnel

2. All successful participants will receive an AED course completion card.
3. The lay rescuer shall maintain current CPR and AED certification.
4. The required text will meet the guidelines of the American Heart Association or American Red Cross, although it does not have to be the AHA or ARC text.

5. Basic and review sessions will be conducted according to the following schedule:
   a. CPR/AED classes will be conducted every one to two years depending on the certifying agency.
   b. Periodic reviews will be at the discretion of the medical director, with a one-year minimum for the two year certification. Program coordinator may schedule reviews more often if deemed necessary.

6. Training records will be maintained by University of California, Berkeley. The course completion card signifies satisfactory performance of the CPR and AED skills.
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in periodic training and skills proficiency demonstrations

Be familiar with the internal Emergency Response Plan

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts.
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet.
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches, jewelry, or implanted devices.
4. First clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over.
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. For the Philips OnSite AED, replace used pads cartridge with new pads cartridge to stop the chirping. Other AEDs on the campus will be addressed in the facility extract.
   **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage.
   Advise program coordinator/medical director of accessories that need to be replaced
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinserting the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
Post-Use Notification, Written Documentation, and Recordkeeping

1. Notify the Alameda County EMS agency according to their procedure. (Appendix E)

2. The medical director and/or designees will review the AED record of the event and the AED Post Use Report and interview the lay responders involved in the emergency response to ensure that:
   a. The lay responders quickly and effectively set up the necessary equipment.
   b. When indicated, the initial shock was delivered within an appropriate amount of time given the particular circumstances.
   c. Adequate basic life support measures were maintained.
   d. The defibrillator was activated safely and correctly.
   e. The care provided was in compliance with the internal emergency response guidelines set forth in this section of the document.
   f. Changes to the response system as indicated will be accomplished.

3. Following the post incident review, a copy of all written documentation concerning the incident will be maintained on file in the medical director’s office.
University of California, Berkeley

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
   (See specific facility for name and contact information)

ALTERNATE CONTACT
   (See specific facility for name and contact information)

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
   Brandon DeFrancisci
   University of California, Berkeley
   Environment, Health and Safety
   Phone: (510) 642-3073

MEDICAL DIRECTOR
   Diane Liu, MD, MPH
   University of California, Berkeley
   University Health Services/Tang Center
   Phone: (510) 643-6996

FIELD TECHNICIAN
   Kristen McKoin
   University of California, Berkeley
   Contact through EH&S: (510) 642-3073

AED CONSULTANT
   Julianne Brawner
   Health Education Services
   Phone: (800) 754-9072
   Cell: (650) 823-6940
   Email: jbrawner@healtheducationservices.net
# APPENDIX B: AED POST INCIDENT REPORT

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<thead>
<tr>
<th>Patient's last name</th>
<th>Patient's first name</th>
<th>Patient's address</th>
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<table>
<thead>
<tr>
<th>Phone number</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tr>
<th>SEX:</th>
<th>Incident Date:</th>
<th>AED operator:</th>
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<tr>
<td>☐ Male</td>
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<tr>
<td>☐ Female</td>
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<table>
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<table>
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<th>Incident address</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<th>Was cardiac arrest witnessed?</th>
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<th>Time:</th>
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<tr>
<th>Was CPR started?</th>
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<th>Time:</th>
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<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
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<table>
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<tr>
<th>Did Patient ever regain consciousness?</th>
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<th>Hospital patient taken to:</th>
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<th>Transporting agency:</th>
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| Comment/concerns: | |
|-------------------| |
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|                   | |
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|                   | |
|                   | |

Report completed by: ___________________________ Date: ____________

Prescribing physician

Review/recommendations

|                                                   | |
|---------------------------------------------------| |
|                                                   | |
|                                                   | |
|                                                   | |
|                                                   | |
|                                                   | |
|                                                   | |
University of California, Berkeley

APPENDIX C: Equipment Location

AEDs are located:

University of California, Berkeley

(See Site Extracts for Exact Locations)
### APPENDIX D: MONTHLY AED CHECK LIST
(Line through the items that do not apply to this AED)

<table>
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<th>DATE</th>
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**SUPPLIES AVAILABLE**
- a. Two sets of defibrillation cartridges, within expiration date, undamaged
- b. Ancillary supplies: towel, razor, shears, barrier pack
- c. Spare battery within "install before" date
- d. Pediatric cartridge within expiration date. (if available)

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<tr>
<th>STATUS INDICATOR</th>
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- a. Self test okay - verified by noting green blinking light in status indicator

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<tr>
<th>ONSITE UNIT</th>
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</table>
- a. Clean, no dirt or contamination
- b. No damage present to unit or carrying case

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<thead>
<tr>
<th>CABINET</th>
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</table>
- a. Alarm decibel OK
- b. Key available
- c. Strobe light operational (if available)

<table>
<thead>
<tr>
<th>AED SIGN</th>
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</table>
- a. Present and unobstructed
- b. Enough signage to find AED

<table>
<thead>
<tr>
<th>INITIALS OF INSPECTOR</th>
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</table>

**REMARKS, PROBLEMS, CORRECTIVE ACTION**

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
Public Access Defibrillation

AED Use Notification

You may complete this form electronically by tabbing through the fields, then print and fax to EMS.

<table>
<thead>
<tr>
<th>Incident Information</th>
<th>Insert Information Here</th>
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<tbody>
<tr>
<td>Business Name of AED Program</td>
<td></td>
</tr>
<tr>
<td>Address of Incident</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
</tr>
<tr>
<td>Name of Person Who Used the AED</td>
<td></td>
</tr>
<tr>
<td>Date of Incident</td>
<td>/ /</td>
</tr>
<tr>
<td>Time of Incident</td>
<td>□ am □ pm</td>
</tr>
<tr>
<td>Patient’s Name (if known)</td>
<td></td>
</tr>
<tr>
<td>Patient’s Age (estimate if unable to confirm)</td>
<td></td>
</tr>
<tr>
<td>Patient’s Sex</td>
<td>□ Male □ Female</td>
</tr>
<tr>
<td>Time CPR Was Started</td>
<td>□ am □ pm</td>
</tr>
<tr>
<td>Name of Person(s) Who Did CPR</td>
<td></td>
</tr>
<tr>
<td>Total Number of Defibrillations Delivered</td>
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</tr>
<tr>
<td>Date and Time Your Medical Director Was Notified</td>
<td>/ / □ am □ pm</td>
</tr>
<tr>
<td>Medical Director’s Name</td>
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<tr>
<td>Medical Director’s Number</td>
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</tr>
</tbody>
</table>

Please attach any additional information that you think might be helpful. Please fax or mail a copy of this form to the EMS office within 24 hours of the incident.

Fax Number: 510-618-2099
Attn: PAD Program Coordinator

Effective 7/17/07
AED Policies and Procedures Produced for:

University of California, Berkeley
Barrows Hall

Barrows Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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4. First clear the area so that the patient is not touched and deliver the shock if indicated.
5. Continue to follow AED prompts and perform CPR until EMS takes over.
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1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
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SITE CONTACT
Ruben Mejia
University of California, Berkeley
Barrows Hall
Phone: (510) 643-9261
Cell Phone: (510) 774-4007
Fax: (510) 642-4577
Email: romejia@berkeley.edu

ALTERNATE CONTACT
Jose Castillo
University of California, Berkeley
Barrows Hall
Phone: (510) 643-5222
Cell Phone: (510) 812-4737

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
# University of California, Berkeley
## Barrows Hall

## APPENDIX B: AED POST INCIDENT REPORT

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<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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Prescribing physician

Review/recommendations

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1 Philips OnSite AED is located at:

University of California, Berkeley
Barrows Hall

First Floor, East Side, On Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Birge Hall

Birge Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
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University of California, Berkeley
Birge Hall

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  University of California, Berkeley
  Birge Hall
  Phone: (510) 642-2241
  Fax: (510) 642-0495
  Email: physics-support@lists.berkeley.edu

ALTERNATE CONTACT
  Anthony Vitan
  University of California, Berkeley
  Birge Hall
  Phone: (510) 642-2242
  Fax: (510) 642-0495
  Email: physics-support@lists.berkeley.edu

ALTERNATE CONTACT
  Katalin Markus
  University of California, Berkeley
  Birge Hall
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Report completed by: ____________________________ Date: ______________

Prescribing physician
Review/recommendations


APPENDIX C: Equipment Location

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University of California, Berkeley
Birge Hall

Ground Floor Lobby
AED Policies and Procedures Produced for:

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Boalt Hall

Boalt Hall
Berkeley, CA 94720

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University of California, Berkeley  
Boalt Hall  
Phone: (510) 642-1725  
Fax: (510) 643-2232  
Email: gar@law.berkeley.edu

ALTERNATE CONTACT
Lisa Ferrari  
University of California, Berkeley  
Boalt Hall  
Phone: (510) 643-1061  
Email: lferrari@law.berkeley.edu

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**Comment/concerns:**

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**Prescribing physician**

**Review/recommendations**

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__________________________________________________________________________________
University of California, Berkeley
Boalt Hall

APPENDIX C: Equipment Location

2 Philips OnSite AEDs are located:

University of California, Berkeley
Boalt Hall

First Floor Elevator A Alcove, by Room 117

Third Floor by Elevator E
AED Policies and Procedures Produced for:

University of California, Berkeley
Cal Performances &
Student Musical Activities

101 Zellerbach Hall, MC 4800, UC Berkeley
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.

- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

- Be familiar with the internal Emergency Response Plan.

- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. For the Philips OnSite AED, replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director. For the Defibtech AED, remove the Data Card that is located behind the 9 volt battery and give to site coordinator who will transfer it to the program coordinator or medical director
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
4. For the Defibtech AED, replace with a new Defibtech data card. Reinsert battery pack. Check that the battery insertion self-test passes. Connect a new pad package (check to make sure the package is not expired) Hold ON/OFF button down for at least five seconds to initiate a manually initiated Self-Test. Unit will report status of self-test and shut off. Check to make sure that the Active Status Indicator is flashing green.
University of California, Berkeley
Cal Performances & Student Musical Activities
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
Xavier Raya de Zarate
University of California, Berkeley
Cal Performances & Student Musical Activities
Phone: (510) 643-2745
Cell: (510) 813-0653
Fax: (510) 643-2745
Email: xavier@cpsma.berkeley.edu

ALTERNATE CONTACT
Name
University of California, Berkeley
Cal Performances & Student Musical Activities
Phone:
Cell:
Fax:
Email:

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
## APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<table>
<thead>
<tr>
<th>SEX: □ Male □ Female</th>
<th>Incident Date:</th>
<th>AED operator:</th>
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<table>
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<tr>
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<th>Assistant:</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<th>Was cardiac arrest witnessed?</th>
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<tbody>
<tr>
<td>Yes □ No □ Unknown □</td>
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Comment/concerns:___________________________________________________________
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Report completed by: ________________________________________ Date: __________

Prescribing physician
Review/recommendations________________________________________________________
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APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Cal Performances & Student Musical Activities

101 Zellerbach Hall, MC 4800, UC Berkeley
Berkeley, CA 94720

On Evacuation Chair Cabinet, Main Lobby, South Wall Facing Bancroft

1 Defibtech AED is located:

101 Zellerbach Hall, MC 4800, UC Berkeley
Berkeley, CA 94720

Performance Area Right Back Stage
AED Policies and Procedures Produced for:

University of California, Berkeley
California Hall

200 California Hall, MC 1500
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations

Be familiar with the internal Emergency Response Plan

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
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4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   2. Patient’s name
   3. Time patient was found
   4. Initial and current condition of the victim
   5. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
California Hall

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SITE CONTACT
  Dee S. Middleton
  University of California, Berkeley
  California Hall
  Phone: (510) 642-1447
  Cell: (510) 295-8273
  Fax: (510) 643-5980
  Email: dsm@berkeley.edu

ALTERNATE CONTACT
  Julie Oshiro
  University of California, Berkeley
  California Hall
  Phone: (510) 642-7464
  Fax: (510) 643-5499
  Email: joshiro@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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  Brandon DeFrancisci
  University of California, Berkeley
  Environment, Health and Safety
  Phone: (510) 642-3073

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  University of California, Berkeley
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Report completed by: _____________________________________________ Date: ____________________

Prescribing physician
Review/recommendations
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____________________________________________________________________________________
University of California, Berkeley
California Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located at:

University of California, Berkeley
California Hall

Behind Elevator, Main Entrance

200 California Hall, MC 1500
Berkeley, CA 94720
AED Policies and Procedures Produced for:

University of California, Berkeley
Calvin Lab

Calvin Lab
Berkeley, CA 94720

Automated External Defibrillator (AED)
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University of California, Berkeley
Calvin Lab

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SITE CONTACT
Zack Phillips
University of California, Berkeley
Calvin Lab
Phone: (510) 642-1340
Cell Phone: (510) 501-5719
Fax: (510) 642-1490
Email: zackphillips@berkeley.edu

ALTERNATE CONTACT
Mara Bryan
University of California, Berkeley
Calvin Lab
Phone: (510) 642-1487
Fax: (510) 642-1490
Email: mbryan@berkeley.edu

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<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
</tr>
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<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐ Unknown ☐</td>
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<table>
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<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
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<tbody>
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<tr>
<th>Other treatment:</th>
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Comment/concerns:____________________________________________________________________

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Report completed by: _____________________________________ Date: _______________

Prescribing physician

Review/recommendations_______________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
University of California, Berkeley
Calvin Lab

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Calvin Lab

Second Floor Elevator Lobby
AED Policies and Procedures Produced for:

University of California, Berkeley
Capital Projects/Facilities Services

Capital Projects/Facilities Services
1936 University Ave.
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Officer responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. **If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.**

**SITE CONTACT**
Antoinette Fidella Conteh  
University of California, Berkeley  
Capital Projects/Facilities Services  
Phone: (510) 642-7631  
Fax: (510) 643-4756  
Email: aconteh@cp.berkeley.edu

**ALTERNATE CONTACT**
Zandra Leduff  
University of California, Berkeley  
Capital Projects/Facilities Services  
Phone: (510) 642-2662  
Email: zleduff@cp.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

**PROGRAM COORDINATOR**
Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

**MEDICAL DIRECTOR**
Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
Phone: (510) 643-6996

**FIELD TECHNICIAN**
Kristen McKoin  
University of California, Berkeley  
Contact through EH&S: (510) 642-3073

**AED CONSULTANT**
Julianne Brawner  
Health Education Services  
Phone: (800) 754-9072  
Cell: (650) 823-6940  
Email: jbrawner@healtheducationservices.net
APPENDIX B: AED POST INCIDENT REPORT

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<td>Phone number ( )</td>
<td>City</td>
<td>State</td>
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SEX: □ Male □ Female

Incident Date: AED operator:

Incident location (lobby, loading dock etc) Assistant:

Incident address Assistant:

Estimated time from patient’s collapse until CPR begun: Estimated total time of CPR until application of AED

Was cardiac arrest witnessed? Yes □ No □ Unknown □ By whom: Time:

Was CPR started? Yes □ No □ By whom: Time:

Did the patient ever regain a pulse? Time: Did the patient begin breathing? Time:

Did Patient ever regain consciousness? Time: Hospital patient taken to: Time:

Other treatment: Transporting agency:

Comment/concerns: __________________________________________________________

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Report completed by: _________________________________ Date: __________________

Prescribing physician
Review/recommendations __________________________________________________________

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APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Capital Projects/Facilities Services

1936 University Ave.
Berkeley, CA 94720

Lunch Room
AED Policies and Procedures Produced for:

University of California, Berkeley
Cory Hall

Cory Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. **If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.**

SITE CONTACT
Mark Davis  
University of California, Berkeley  
Cory Hall  
**Phone:** (510) 642-1468  
**Fax:** (510) 642-1468  
**Email:** marked@eecs.berkeley.edu

ALTERNATE CONTACT
Scott McNally  
University of California, Berkeley  
Cory Hall  
**Phone:** (510) 917-3511  
**Fax:** (510) 642-1468  
**Email:** mcnally@eecs.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
**Phone:** (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
**Phone:** (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin  
University of California, Berkeley  
**Contact through EH&S:** (510) 642-3073

AED CONSULTANT
Julianne Brawner  
Health Education Services  
**Phone:** (800) 754-9072  
**Cell:** (650) 823-6940  
**Email:** jbrawner@healtheducationservices.net
### APPENDIX B: AED POST INCIDENT REPORT

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<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<th>Incident Date:</th>
<th>AED operator:</th>
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<tbody>
<tr>
<td>□ Male</td>
<td></td>
<td></td>
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<tr>
<td>□ Female</td>
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<table>
<thead>
<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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</table>

<table>
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<th>Estimated time from patient’s collapse until CPR begun:</th>
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<th>Was cardiac arrest witnessed?</th>
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<th>Time:</th>
</tr>
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<td>Yes □ No □ Unknown □</td>
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<th>Was CPR started?</th>
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<th>Time:</th>
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Comment/concerns:____________________________________________________________________
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Report completed by: _______________________________ Date: _______________

Prescribing physician
Review/recommendations_______________________________________________________________
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University of California, Berkeley
Cory Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Cory Hall

Second Floor Entrance on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Crossroads Dining Hall
2610 Channing

Crossroads Dining Hall/2610 Channing
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Crossroads Dining Hall/2610 Channing

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
Larry Wong
University of California, Berkeley
Crossroads Dining Hall/2610 Channing
Phone: (510) 643-2312
Fax: (510) 643-1222
Email: wonglk@berkeley.edu

ALTERNATE CONTACT
Jeff Urdahl
University of California, Berkeley
Crossroads Dining Hall/2610 Channing
Phone: (510) 643-6407
Fax: (510) 642-6990
Email: urdahl@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
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Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
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Health Education Services
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Cell: (650) 823-6940
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Comment/concerns:____________________________________________________________
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Report completed by: __________________________________________ Date: __________

Prescribing physician
Review/recommendations_________________________________________________________
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___________________________________________________________________________
1 Philips OnSite AED is located:

University of California, Berkeley
Crossroads Dining Hall/2610 Channing

Center Column of Dining Hall (on Ramp) Facing Front Windows
AED Policies and Procedures Produced for:

University of California, Berkeley
Davis Hall

Davis Hall
Berkeley, CA 94720

Automated External Defibrillator (AED) Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
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Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
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Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Davis Hall

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SITE CONTACT
Sang Oum
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Davis Hall
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Fax: (510) 643-5264
Email: oum@ce.berkeley.edu

ALTERNATE CONTACT
Paul Haller
University of California, Berkeley
Davis Hall
Phone: (510) 642-1276
Email: haller@ce.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
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Report completed by: ___________________________ Date: ______________

Prescribing physician

Review/recommendations

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2 Philips OnSite AEDs are located:

University of California, Berkeley
Davis Hall

Third Floor by Elevator
Sixth Floor by Elevator
AED Policies and Procedures Produced for:

University of California, Berkeley
Doe Library

Doe Library
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations
- Be familiar with the internal Emergency Response Plan
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
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5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
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Post-Use Equipment Maintenance (Field Technician):

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University of California, Berkeley
Doe Library

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SITE CONTACT
Miguel Labon
University of California, Berkeley
Doe Library
Phone: (510) 642-3613
Email: mlabon@berkeley.edu

ALTERNATE CONTACT
Jeff Johnson
University of California, Berkeley
Doe Library
Phone: (510) 642-5154
Fax: (510) 643-4199
Email: jjohnson@library.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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Prescribing physician
Review/recommendations:______________________________________________

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University of California, Berkeley
Doe Library

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Doe Library

Near Data Lab 189
AED Policies and Procedures Produced for:

University of California, Berkeley
Dwinelle Hall

Dwinelle Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
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**SITE CONTACT**
Ruben Mejia  
University of California, Berkeley  
Dwinelle Hall  
**Phone:** (510) 643-9261  
**Cell Phone:** (510) 774-4007  
**Fax:** (510) 642-4577  
**Email:** rcmejia@berkeley.edu

**ALTERNATE CONTACT**
Jose Castillo  
University of California, Berkeley  
Dwinelle Hall  
**Phone:** (510) 643-5222  
**Cell Phone:** (510) 812-4737  

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
**Phone:** (510) 642-3073

**MEDICAL DIRECTOR**
Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
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**FIELD TECHNICIAN**
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University of California, Berkeley  
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Comment/concerns:__________________________________________________
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Report completed by: ____________________________ Date: ______________

Prescribing physician

Review/recommendations__________________________________________________
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University of California, Berkeley
Dwinelle Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Dwinelle Hall

South Half in Stairway on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Earl Warren Hall

2195 Hearst
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Earl Warren Hall

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
Ricky Freed
University of California, Berkeley
Earl Warren Hall
Phone: (510) 643-5954
Cell: (510) 368-4655
Fax: (510) 666-3406
Email: bear1@berkeley.edu

ALTERNATE CONTACT
Ed Chu
University of California, Berkeley
Earl Warren Hall
Email: ed_chu@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073
Fax: (510) 643-7595
Email: dfran@berkeley.edu

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
## APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<tbody>
<tr>
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<table>
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<tr>
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<table>
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<tr>
<th>SEX:</th>
<th>Male</th>
<th>Female</th>
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<table>
<thead>
<tr>
<th>Incident Date</th>
<th>AED operator:</th>
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<table>
<thead>
<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<table>
<thead>
<tr>
<th>Incident address</th>
<th>Assistant:</th>
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<table>
<thead>
<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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<thead>
<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
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<th>Time:</th>
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<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
<th>Hospital patient taken to:</th>
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<tr>
<th>Other treatment:</th>
<th>Transporting agency:</th>
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Report completed by: ______________________________ Date: ________________

Prescribing physician
Review/recommendations_______________________________________________________________
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_________________________________________________________________________________
University of California, Berkeley
Earl Warren Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Earl Warren Hall
2195 Hearst

First Floor Kitchenette
AED Policies and Procedures Produced for:

University of California, Berkeley
Edwards Track

Edwards Track
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
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1. Turn on AED and follow the prompts
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   a. Patient’s name
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2. Assist as requested by EMS personnel

Post-Use Procedure:

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Post-Use Equipment Maintenance (Field Technician):

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University of California, Berkeley
Edwards Track

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SITE CONTACT

  Jesse Figueroa
  University of California, Berkeley
  Edwards Track
  Phone: (510) 643-6431
  Fax: (510) 642-9262
  Email: jessef@berkeley.edu

ALTERNATE CONTACT

  Ryan Cobb
  University of California, Berkeley
  Edwards Track
  Phone: (510) 642-4878
  Fax: (510) 643-0792
  Email: ryncobb@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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<th>Time:</th>
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Report completed by: ______________________________ Date: ___________________________

Prescribing physician
Review/recommendations_______________________________________________________________
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_________________________________________________________________________________
University of California, Berkeley
Edwards Track

APPENDIX C: Equipment Location

1 Philips FRx AED is located:

University of California, Berkeley
Edwards Track

North of Track, on Tennis Office Wall
AED Policies and Procedures Produced for:

University of California, Berkeley
Etcheverry Hall

Etcheverry Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
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SITE CONTACT
Dan Essley  
University of California, Berkeley  
Etcheverry Hall  
Phone: (510) 642 7789  
Cell: (510) 332-8734  
Fax: (510) 643-9685  
Email: dessley@nuc.berkeley.edu

ALTERNATE CONTACT
Scott McCormick  
University of California, Berkeley  
Etcheverry Hall  
Phone: (510) 642-3427  
Fax: (510) 642-6163  
Email: mccormik@me.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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<th>Patient’s address</th>
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<table>
<thead>
<tr>
<th>Phone number ( )</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>SEX:</th>
<th>Incident Date:</th>
<th>AED operator:</th>
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<tbody>
<tr>
<td>☐ Male</td>
<td></td>
<td></td>
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<tr>
<td>☐ Female</td>
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<table>
<thead>
<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<table>
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<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
<th>Hospital patient taken to:</th>
<th>Time:</th>
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<th>Other treatment:</th>
<th>Transporting agency:</th>
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Comment/concerns:____________________________________________________________________________________
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Report completed by: ____________________________ Date: __________________

Prescribing physician

Review/recommendations____________________________________________________________________________________
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____________________________________________________________________________________
1 Philips FRx AED is located:

University of California, Berkeley
Etcheverry Hall

Third Floor, on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Evans Hall

Evans Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. **If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.**

**SITE CONTACT**
Kathy Santos  
University of California, Berkeley  
Evans Hall  
Phone: (510) 642-9104  
Fax: (510) 642-8204  
Email: ksantos@math.berkeley.edu

**ALTERNATE CONTACT**
Kavi Diaz  
University of California, Berkeley  
Evans Hall  
Phone: (510) 642-7892  
Email: kavi.d@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

**PROGRAM COORDINATOR**
Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

**MEDICAL DIRECTOR**
Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
Phone: (510) 643-6996

**FIELD TECHNICIAN**
Kristen McKoin  
University of California, Berkeley  
Contact through EH&S: (510) 642-3073

**AED CONSULTANT**
Julianne Brawner  
Health Education Services  
Phone: (800) 754-9072  
Cell: (650) 823-6940  
Email: jbrawner@healtheducationservices.net
University of California, Berkeley
Evans Hall

APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>City</td>
<td>State Zip</td>
</tr>
</tbody>
</table>

SEX:  □ Male  □ Female | Incident Date: | AED operator: |

Incident location (lobby, loading dock etc) | Assistant: |

Incident address | Assistant: |

Estimated time from patient’s collapse until CPR begun: | Estimated total time of CPR until application of AED |

Was cardiac arrest witnessed?  Yes  □ No  □ Unknown  □ | By whom: | Time: |

Was CPR started? Yes  □ No  □ | By whom: | Time: |

Did the patient ever regain a pulse? | Time: | Did the patient begin breathing? | Time: |

Did Patient ever regain consciousness? | Time: | Hospital patient taken to: | Time: |

Other treatment: | Transporting agency: |

Comment/concerns:____________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Report completed by: _____________________________________ Date: _______________ |

Prescribing physician
Review/recommendations____________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________
____________________________________________________________________________________
University of California, Berkeley
Evans Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Evans Hall

First Floor Foyer, Left of Phone Booths
AED Policies and Procedures Produced for:

University of California, Berkeley
Giannini Hall

Giannini Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EHS) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Giannini Hall

APPENDIX A: CONTACT PHONE LIST

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SITE CONTACT
Dale Maddox
University of California, Berkeley
Giannini Hall
Phone: (510) 642-6700
Fax: (510) 643-5098
Email: maddox@berkeley.edu

ALTERNATE CONTACT
Lois Hoeffler
University of California, Berkeley
Giannini Hall
Phone: (510) 643-8860
Fax: (510) 642-4612
Email: lhoeffler@nature.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
**APPENDIX B: AED POST INCIDENT REPORT**

<table>
<thead>
<tr>
<th>Patient's last name</th>
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<th>Patient's address</th>
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<tbody>
<tr>
<td>Phone number</td>
<td>City</td>
<td>State Zip</td>
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</tbody>
</table>

- **SEX:**
  - Male □
  - Female □

- **Incident Date:**
- **AED operator:**

- **Incident location:**
- **Assistant:**

- **Incident address:**
- **Assistant:**

- **Estimated time from patient’s collapse until CPR begun:**
- **Estimated total time of CPR until application of AED**

- **Was cardiac arrest witnessed?**
  - Yes □
  - No □
  - Unknown □

- **By whom:**
- **Time:**

- **Was CPR started?**
  - Yes □
  - No □

- **By whom:**
- **Time:**

- **Did the patient ever regain a pulse?**
  - Time:
- **Did the patient begin breathing?**
  - Time:

- **Did Patient ever regain consciousness?**
  - Time:
- **Hospital patient taken to:**
  - Time:

- **Other treatment:**
- **Transporting agency:**

- **Comment/concerns:**
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________

- **Report completed by:** ____________________________ **Date:** __________

- **Prescribing physician**
- **Review/recommendations**
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
  - ____________________________________________________________
APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Giannini Hall

First Floor in Hallway by Northeast Stairs Entrance,
Near Fire Hydrant
AED Policies and Procedures Produced for:

University of California, Berkeley
Golden Bear Recreation Center

Golden Bear Recreation Center
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations

Be familiar with the internal Emergency Response Plan

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
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4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
University of California, Berkeley
Golden Bear Recreation Center

SECTION NAME: AED Protocols
SECTION NUMBER: 5.0
DATE: March 1, 2010
PAGE: 3 of 3

When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Golden Bear Recreation Center

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SITE CONTACT
Brigitte Lossing
University of California, Berkeley
Golden Bear Recreation Center
Phone: (510) 642-0505
Email: blossing@berkeley.edu

ALTERNATE CONTACT
Cheryl Gasper
University of California, Berkeley
Golden Bear Recreation Center
Phone: (510) 642-4210; (510) 642-9821; (510) 643-6720
Email: cgasper@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
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Health Education Services
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Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
# APPENDIX B: AED POST INCIDENT REPORT

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<th>Patient’s last name</th>
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<th>Patient’s address</th>
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<tr>
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<th>AED operator:</th>
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<table>
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<tr>
<th>Incident address</th>
<th>Assistant:</th>
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<table>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
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<tr>
<td>Yes ☐ No ☐ Unknown ☐</td>
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<table>
<thead>
<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
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<tbody>
<tr>
<td>Yes ☐ No ☐</td>
<td></td>
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<table>
<thead>
<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
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<table>
<thead>
<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
<th>Hospital patient taken to:</th>
<th>Time:</th>
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<th>Other treatment:</th>
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Comment/concerns:

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Report completed by: ___________________________ Date: ____________

Prescribing physician

Review/recommendations

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University of California, Berkeley
Golden Bear Recreation Center

APPENDIX C: Equipment Location

1 Cardiac Science AED is located:

University of California, Berkeley
Golden Bear Recreation Center

By Concessions
AED Policies and Procedures Produced for:

University of California, Berkeley
Greek Theatre

Greek Theatre
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Officer responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
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Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
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3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Greek Theatre

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
Amy Ferrara
University of California, Berkeley
Greek Theatre
Phone: (510) 643-8237
Email: aferrara@cpsma.berkeley.edu

ALTERNATE CONTACT
Tracy Teel
University of California, Berkeley
Greek Theatre
Phone: (510) 642-4434
Email: tteel@cpsma.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
### APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Phone number (  )</td>
<td>City</td>
<td>State Zip</td>
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</table>

**SEX:**
- [ ] Male
- [ ] Female

**Incident Date:**

**AED operator:**

**Incident location (lobby, loading dock etc):**

**Assistant:**

**Incident address**

**Assistant:**

**Estimated time from patient’s collapse until CPR begun:**

**Estimated total time of CPR until application of AED:**

**Was cardiac arrest witnessed?**
- [ ] Yes
- [ ] No
- [ ] Unknown

**By whom:**

**Time:**

**Was CPR started?**
- [ ] Yes
- [ ] No

**By whom:**

**Time:**

**Did the patient ever regain a pulse?**

**Time:**

**Did the patient begin breathing?**

**Time:**

**Did Patient ever regain consciousness?**

**Time:**

**Hospital patient taken to:**

**Time:**

**Other treatment:**

**Transporting agency:**

**Comment/concerns:**

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**Report completed by: ___________________________ Date: ___________________________**

**Prescribing physician**

**Review/recommendations**

________________________________________________________________________________________

________________________________________________________________________________________

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________________________________________________________________________________________
University of California, Berkeley
Greek Theatre

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Greek Theatre

The AED is in the Greek Theatre during performance season.

The AED is at Cal Performances during the off season.
AED Policies and Procedures Produced for:

University of California, Berkeley
Haas Pavilion

Haas Pavilion
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations

Be familiar with the internal Emergency Response Plan

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley  
Haas Pavilion  

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SITE CONTACT  
Jesse Figueroa  
University of California, Berkeley  
Haas Pavilion  
Phone: (510) 643-6431  
Fax: (510) 642-9262  
Email: jessef@berkeley.edu

ALTERNATE CONTACT  
Ryan Cobb  
University of California, Berkeley  
Haas Pavilion  
Phone: (510) 642-4878  
Cell: (510) 334-0798  
Fax: (510) 643-0798  
Email: rycobbe@berkeley.edu

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University of California, Berkeley  
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<th>Phone number (   )</th>
<th>City</th>
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<th>Zip</th>
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<th>SEX:</th>
<th>Male</th>
<th>Female</th>
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<tr>
<th>Incident Date:</th>
<th>AED operator:</th>
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<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
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<tbody>
<tr>
<td>Yes ☐</td>
<td>No ☐</td>
<td>Unknown ☐</td>
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<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
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<tr>
<td>Yes ☐</td>
<td>No ☐</td>
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<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
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<th>Did Patient ever regain consciousness?</th>
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<th>Hospital patient taken to:</th>
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<th>Other treatment:</th>
<th>Transporting agency:</th>
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<th>Comment/concerns:</th>
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Report completed by: __________________________ Date: __________________

Prescribing physician

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<th>Review/recommendations</th>
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University of California, Berkeley
Haas Pavilion

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Haas Pavilion

North Hallway at Level with Basketball Court Near Room 185
AED Policies and Procedures Produced for:

University of California, Berkeley
Haas School of Business
Barbara and Gerson Bakar
Faculty Building

Haas School of Business
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
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   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

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Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
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SITE CONTACT
Gerardo Campos
University of California, Berkeley
Haas School of Business, Barbara and Gerson Bakar Faculty Building
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Email: gcampos@haas.berkeley.edu

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Haas School of Business, Barbara and Gerson Bakar Faculty Building
Phone: (510) 642-9106
Email: sherrell@haas.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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University of California, Berkeley
Environment, Health and Safety
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<th>Patient’s address</th>
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<tr>
<th>Phone number (  )</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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**SEX:** □ Male □ Female

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<th>Incident Date:</th>
<th>AED operator:</th>
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**Incident location (lobby, loading dock etc)**

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<tr>
<th>Assistant:</th>
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**Incident address**

<table>
<thead>
<tr>
<th>Assistant:</th>
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**Estimated time from patient’s collapse until CPR begun:**

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<tr>
<th>Estimated total time of CPR until application of AED</th>
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**Was cardiac arrest witnessed?**

<table>
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<th>Yes □ No □ Unknown □</th>
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**By whom:**

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<th>Time:</th>
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**Was CPR started?**

<table>
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<th>Yes □ No □</th>
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**By whom:**

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**Did the patient ever regain a pulse?**

<table>
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<tr>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
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**Did Patient ever regain consciousness?**

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<tr>
<th>Time:</th>
<th>Hospital patient taken to:</th>
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**Other treatment:**

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<tr>
<th>Transporting agency:</th>
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**Comment/concerns:**

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____________________________________________________________________
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**Report completed by:** ________________________

**Date:** ________________________

**Prescribing physician**

**Review/recommendations**

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____________________________________________________________________
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University of California, Berkeley
Haas School of Business
Barbara and Gerson Bakar Faculty Building

APPENDIX C: Equipment Location

1 Philips OnSite AED is located at:

University of California, Berkeley
Haas School of Business
Barbara and Gerson Bakar Faculty Building

Haas School of Business
Berkeley, CA 97420

On Evacuation Chair Cabinet, Lower Level Entrance by Elevator
AED Policies and Procedures Produced for:

University of California, Berkeley
Haas School of Business
Student Services Building

Haas School of Business
Berkeley, CA 94720

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University of California, Berkeley
Haas School of Business
Student Services Building

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  University of California, Berkeley
  Haas School of Business, Student Services Building
  **Phone:** (510) 642-4617
  **Fax:** (510) 642-4700
  **Email:** gcampos@haas.berkeley.edu

ALTERNATE CONTACT
- Sherrell Gordon
  University of California, Berkeley
  Haas School of Business, Student Services Building
  **Phone:** (510) 642-9106
  **Email:** sherrell@haas.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to **aed@berkeley.edu.**

PROGRAM COORDINATOR
- Brandon DeFrancisci
  University of California, Berkeley
  Environment, Health and Safety
  **Phone:** (510) 642-3073

MEDICAL DIRECTOR
- Diane Liu, MD, MPH
  University of California, Berkeley
  University Health Services/Tang Center
  **Phone:** (510) 643-6996

FIELD TECHNICIAN
- Kristen McKoin
  University of California, Berkeley
  **Contact through EH&S:** (510) 642-3073

AED CONSULTANT
- Julianne Brawner
  Health Education Services
  **Phone:** (800) 754-9072
  **Cell:** (650) 823-6940
  **Email:** jbrawner@healtheducationservices.net
## APPENDIX B: AED POST INCIDENT REPORT

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1 Philips OnSite AED is located at:

University of California, Berkeley
Haas School of Business
Student Services Building

Haas School of Business
Berkeley, CA 97420

Fourth Floor Phone Alcove near Bridge Between Buildings
AED Policies and Procedures Produced for:

University of California, Berkeley
Haviland Hall

Haviland Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
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4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
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   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
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SITE CONTACT
  John Momper
  University of California, Berkeley
  Haviland Hall
  Phone: (510) 642-4405
  Fax: (510) 643-6126
  Email: jmomper@berkeley.edu

ALTERNATE CONTACT
  Loretta P. Morales
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  Haviland Hall
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  Email: lmorales@berkeley.edu

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Prescribing physician
Review/recommendations_______________________________________________________________
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University of California, Berkeley
Haviland Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Haviland Hall

First Floor in Hallway at Top of Stairs Coming From West Entrance,
by Shelves
AED Policies and Procedures Produced for:

University of California, Berkeley
Hearst Gym

Hearst Gym
Berkeley, CA 94720

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Brent Atkinson
University of California, Berkeley
Hearst Gym
Phone: (510) 643-0604
Fax: (510) 642-7241
Email: brentuc@berkeley.edu

ALTERNATE CONTACT
Jim Hayward
University of California, Berkeley
Hearst Gym
Phone: (510) 642-1298
Email: ucbdiver@berkeley.edu

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Email: jbrawner@healtheducationservices.net
## APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Phone number ( )</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>SEX: □ Male □ Female</th>
<th>Incident Date:</th>
<th>AED operator:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<table>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes □ No □ Unknown □</td>
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<table>
<thead>
<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
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<td>Yes □ No □</td>
<td></td>
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<table>
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<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
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<table>
<thead>
<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
<th>Hospital patient taken to:</th>
<th>Time:</th>
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<table>
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<tr>
<th>Other treatment:</th>
<th>Transporting agency:</th>
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Comment/concerns: _____________________________________________________________
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Report completed by: ________________________________________ Date: __________

Prescribing physician
Review/recommendations _____________________________________________________
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___________________________________________________________________________
University of California, Berkeley
Hertz Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Hertz Hall

First Floor Lobby, Drinking Fountain Side, on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Hildebrand Hall

Hildebrand Hall
Berkeley, CA 94720

Automated External Defibrillator (AED) Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Officer responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. Do not remove the battery. Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Hildebrand Hall

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT

Inna Massen
University of California, Berkeley
Hildebrand Hall
Phone: (510) 643-4220
Fax: (510) 642-9510
Email: massen@berkeley.edu

ALTERNATE CONTACT

Alex Anderson
University of California, Berkeley
Hildebrand Hall
Phone: (510) 642-5231
Cell: (510) 703-0441
Fax: (510) 642-9510
Email: alexandersonr@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR

Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR

Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN

Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT

Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
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<td>Phone number (___)</td>
<td>City</td>
<td>State Zip</td>
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**SEX:**  
- □ Male  
- □ Female  

**Incident Date:**  
**AED operator:**  

**Incident location (lobby, loading dock etc):**  
**Assistant:**  

**Incident address:**  
**Assistant:**  

**Estimated time from patient’s collapse until CPR begun:**  
**Estimated total time of CPR until application of AED**  

**Was cardiac arrest witnessed?**  
- Yes □  
- No □  
- Unknown □  
  **By whom:**  
  **Time:**  

**Was CPR started?**  
- Yes □  
- No □  
  **By whom:**  
  **Time:**  

**Did the patient ever regain a pulse?**  
**Time:**  
**Did the patient begin breathing?**  
**Time:**  

**Did Patient ever regain consciousness?**  
**Time:**  
**Hospital patient taken to:**  
**Time:**  

**Other treatment:**  
**Transporting agency:**  

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**Comment/concerns:**  
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**Report completed by:** ___________________________  
**Date:** ________________

**Prescribing physician**  
**Review/recommendations**
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University of California, Berkeley
Hildebrand Hall

APPENDIX C: Equipment Location

1 Philips FRx AED is located:

University of California, Berkeley
Hildebrand Hall

D Level Across from Elevators
AED Policies and Procedures Produced for:

University of California, Berkeley
International House

International House
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. Do not remove the battery. Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
  Maribel Guillermo  
  University of California, Berkeley  
  International House  
  Phone: (510) 642-9480  
  Fax: (510) 642-5220  
  Email: chabe@uclink.berkeley.edu

ALTERNATE CONTACT
  Steven (Lou) G. Giddings  
  University of California, Berkeley  
  International House  
  Phone: (510) 642-7788  
  Cell: (510) 439-8290  
  Fax: (510) 643-8157  
  Email: lougid@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
  Brandon DeFrancisci  
  University of California, Berkeley  
  Environment, Health and Safety  
  Phone: (510) 642-3073

MEDICAL DIRECTOR
  Diane Liu, MD, MPH  
  University of California, Berkeley  
  University Health Services/Tang Center  
  Phone: (510) 643-6996

FIELD TECHNICIAN
  Kristen McKoin  
  University of California, Berkeley  
  Contact through EH&S: (510) 642-3073

AED CONSULTANT
  Julianne Brawner  
  Health Education Services  
  Phone: (800) 754-9072  
  Cell: (650) 823-6940  
  Email: jbrawner@healtheducationservices.net
### APPENDIX B: AED POST INCIDENT REPORT

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</thead>
<tbody>
<tr>
<td>Phone number (      )</td>
<td>City</td>
<td>State Zip</td>
</tr>
</tbody>
</table>

**SEX:**  
- Male  
- Female

**Incident Date:**  
**AED operator:**

**Incident location (lobby, loading dock etc):**  
**Assistant:**

**Incident address:**  
**Assistant:**

**Estimated time from patient’s collapse until CPR begun:**  
**Estimated total time of CPR until application of AED**

**Was cardiac arrest witnessed?**  
- Yes  
- No  
- Unknown

**By whom:**  
**Time:**

**Was CPR started?**  
- Yes  
- No

**By whom:**  
**Time:**

**Did the patient ever regain a pulse?**  
**Time:**  
**Did the patient begin breathing?**  
**Time:**

**Did Patient ever regain consciousness?**  
**Time:**  
**Hospital patient taken to:**  
**Time:**

**Other treatment:**  
**Transporting agency:**

**Comment/concerns:**

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**Report completed by: ___________________________ Date: ______________**

**Prescribing physician**

**Review/recommendations**
University of California, Berkeley
International House

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
International House

In Closet at Reception Desk
AED Policies and Procedures Produced for:

University of California, Berkeley
James Moffitt Library

James Moffitt Library
Berkeley, CA 97420

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet.
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches, jewelry, or implanted devices.
4. First clear the area so that the patient is not touched and deliver the shock if indicated.
5. Continue to follow AED prompts and perform CPR until EMS takes over.
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
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University of California, Berkeley
James Moffitt Library

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SITE CONTACT
Miguel Labon
University of California, Berkeley
James Moffitt Library
Phone: (510) 642-3613
Cell: (510) 812-0209
Fax: (510) 643-7891
Email: mlabon@library.berkeley.edu

ALTERNATE CONTACT
Fred Yasaki
University of California, Berkeley
James Moffitt Library
Phone: 
Cell: 
Fax: 
Email: fyasaki@library.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
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University of California, Berkeley
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Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
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<th>Did the patient ever regain a pulse? Time: Did the patient begin breathing? Time:</th>
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<table>
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<tr>
<th>Did Patient ever regain consciousness? Time: Hospital patient taken to: Time:</th>
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<th>Other treatment: Transporting agency:</th>
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</table>

Comment/concerns: 

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____________________________________________________________________________________

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Report completed by: ___________________________ Date: ________________

Prescribing physician
Review/recommendations

____________________________________________________________________________________

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University of California, Berkeley
James Moffitt Library

APPENDIX C: Equipment Location

1 Philips OnSite AED is located at:

University of California, Berkeley
James Moffitt Library

Third Floor, at Security Desk
AED Policies and Procedures Produced for:

University of California, Berkeley
Koshland Hall

Koshland Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
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SITE CONTACT
  Greg Vitan  
  University of California, Berkeley  
  Koshland Hall  
  Phone: (510) 642-0943  
  Email: vitan@berkeley.edu

ALTERNATE CONTACT
  Carol Wehr  
  University of California, Berkeley  
  Koshland Hall  
  Phone: (510) 642-6334  
  Fax: (510) 643-6334  
  Email: wehr@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
  Brandon DeFrancisci  
  University of California, Berkeley  
  Environment, Health and Safety  
  Phone: (510) 642-3073

MEDICAL DIRECTOR
  Diane Liu, MD, MPH  
  University of California, Berkeley  
  University Health Services/Tang Center  
  Phone: (510) 643-6996

FIELD TECHNICIAN
  Kristen McKoin  
  University of California, Berkeley  
  Contact through EH&S: (510) 642-3073

AED CONSULTANT
  Julianne Brawner  
  Health Education Services  
  Phone: (800) 754-9072  
  Cell: (650) 823-6940  
  Email: jbrawner@healtheducationservices.net
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Comment/concerns: __________________________________________________________
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Report completed by: ___________________________ Date: _________________

Prescribing physician

Review/recommendations________________________________________________________
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University of California, Berkeley
Koshland Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Koshland Hall

First Floor Lobby on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Kroeber Hall

Kroeber Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
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3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
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4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
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2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
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Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
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SITE CONTACT

Robert Lewis  
University of California, Berkeley  
Kroeber Hall  
Phone: (510) 642-2582  
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Email: rklewis@berkeley.edu

ALTERNATE CONTACT

Bettina Lewis  
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Fax: (510) 643-8557  
Email: bslewis@berkelely.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR

Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

MEDICAL DIRECTOR

Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
Phone: (510) 643-6996

FIELD TECHNICIAN

Kristen McKoin  
University of California, Berkeley  
Contact through EH&S: (510) 642-3073

AED CONSULTANT

Julianne Brawner  
Health Education Services  
Phone: (800) 754-9072  
Cell: (650) 823-6940  
Email: jbrawner@healtheducationservices.net
**APPENDIX B: AED POST INCIDENT REPORT**

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<th>Patient's last name</th>
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<td>State</td>
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**SEX:**
- [ ] Male
- [ ] Female

**Incident Date:**

- **AED operator:**

**Incident location (lobby, loading dock etc):**

**Assistant:**

**Incident address:**

**Assistant:**

**Estimated time from patient’s collapse until CPR begun:**

- **Estimated total time of CPR until application of AED:**

**Was cardiac arrest witnessed?**
- [ ] Yes
- [ ] No
- [ ] Unknown

**By whom:**

**Time:**

**Was CPR started?**
- [ ] Yes
- [ ] No

**By whom:**

**Time:**

**Did the patient ever regain a pulse?**

**Time:**

**Did the patient begin breathing?**

**Time:**

**Did Patient ever regain consciousness?**

**Time:**

**Hospital patient taken to:**

**Time:**

**Other treatment:**

- **Transferring agency:**

**Comment/concerns:**

____________________________________________________________________________________
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**Report completed by:** ____________________________ **Date:** ________________

**Prescribing physician**

**Review/recommendations**

____________________________________________________________________________________
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____________________________________________________________________________________
APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Kroeber Hall

First Floor North Lobby, on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Latimer Hall

Latimer Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

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First Person on the scene:

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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
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1. Turn on AED and follow the prompts
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5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Officer responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
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2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
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SITE CONTACT
Inna Massen
University of California, Berkeley
Latimer Hall
Phone: (510) 643-4220
Fax: (510) 642-9510
Email: massen@berkeley.edu

ALTERNATE CONTACT
Alex Anderson
University of California, Berkeley
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Cell: (510) 703-0441
Fax: (510) 642-9510
Email: alexandersonr@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
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University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

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University of California, Berkeley
Contact through EH&S: (510) 642-3073

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Comment/concerns: __________________________________________________________
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Report completed by: ____________________________ Date: __________________

Prescribing physician
Review/recommendations ____________________________________________
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APPENDIX C: Equipment Location

1 Philips FRx AED is located:

University of California, Berkeley
Latimer Hall

Fourth Floor Elevator Lobby Under
Bulletin Board Toward Left Side
AED Policies and Procedures Produced for:

University of California, Berkeley
Lawrence Hall of Science

Lawrence Hall of Science
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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University of California, Berkeley
Lawrence Hall of Science

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SITE CONTACT
Ted Robinson
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ALTERNATE CONTACT
Terry Cadigan
University of California, Berkeley
Lawrence Hall of Science
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Fax: (510) 642-1055
Email: cardigan@berkeley.edu

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<th>SEX: □ Male</th>
<th>□ Female</th>
<th>Incident Date:</th>
<th>AED operator:</th>
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<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
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<tbody>
<tr>
<td>□ Yes</td>
<td></td>
<td></td>
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<tr>
<td>□ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Unknown</td>
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<table>
<thead>
<tr>
<th>Did CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
<td></td>
<td></td>
</tr>
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<td>□ No</td>
<td></td>
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<th>Time:</th>
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<th>Hospital patient taken to:</th>
<th>Time:</th>
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<th>Other treatment:</th>
<th>Transporting agency:</th>
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Comment/concerns:__________________________________________________________________________
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Report completed by: ____________________________ Date: ______________________

Prescribing physician
Review/recommendations
_____________________________________________________________________________________
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_____________________________________________________________________________________


University of California, Berkeley
Lawrence Hall of Science

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Lawrence Hall of Science

Left of Elevator in Main Lobby
AED Policies and Procedures Produced for:

University of California, Berkeley
Levine-Witter Field

Levine-Witter Field
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
  Jesse Figueroa  
  University of California, Berkeley  
  Levine-Witter Field  
  Phone: (510) 643-6431  
  Fax: (510) 642-9262  
  Email: jessef@berkeley.edu

ALTERNATE CONTACT
  Ryan Cobb  
  University of California, Berkeley  
  Levine-Witter Field  
  Phone: (510) 642-4878  
  Cell: (510) 334-0798  
  Fax: (510) 643-0792  
  Email: rycocobb@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
  Brandon DeFrancisci  
  University of California, Berkeley  
  Environment, Health and Safety  
  Phone: (510) 642-3073

MEDICAL DIRECTOR
  Diane Liu, MD, MPH  
  University of California, Berkeley  
  University Health Services/Tang Center  
  Phone: (510) 643-6996

FIELD TECHNICIAN
  Kristen McKoin  
  University of California, Berkeley  
  Contact through EH&S: (510) 642-3073

AED CONSULTANT
  Julianne Brawner  
  Health Education Services  
  Phone: (800) 754-9072  
  Cell: (650) 823-6940  
  Email: jbrawner@healtheducationservices.net
**APPENDIX B: AED POST INCIDENT REPORT**

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>City</td>
<td>State Zip</td>
</tr>
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</table>

SEX: □ Male  □ Female  Incident Date:  AED operator: 

Incident location (lobby, loading dock etc)  Assistant: 

Incident address  Assistant: 

Estimated time from patient’s collapse until CPR begun:  Estimated total time of CPR until application of AED 

Was cardiac arrest witnessed?  By whom:  Time:  
Yes □  No □  Unknown □  

Was CPR started?  By whom:  Time:  
Yes □  No □  

Did the patient ever regain a pulse?  Time:  Did the patient begin breathing?  Time:  

Did Patient ever regain consciousness?  Time:  Hospital patient taken to:  Time:  

Other treatment:  Transporting agency:  

Comment/concerns: ________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  

Report completed by: ____________________________  Date: __________________ 

Prescribing physician  
Review/recommendations: ___________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  


University of California, Berkeley
Levine-Witter Field

APPENDIX C: Equipment Location

1 Philips FRx AED is located:

University of California, Berkeley
Levine-Witter Field

On Restroom, Near Men’s Door,
Facing South
AED Policies and Procedures Produced for:

University of California, Berkeley
Martin Luther King Student Union

Martin Luther King Student Union
Berkeley, CA 94720

Automated External Defibrillator (AED) Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the program coordinator.
2. Replace used pads cartridge with new pads cartridge to stop the chirping. Do not remove the battery. Give AED to program coordinator.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance:

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. **If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.**

**SITE CONTACT**
Peter J. Quintin  
University of California, Berkeley  
Martin Luther King Student Union  
Phone: (510) 642-5532  
Cell Phone: (510) 847-6397  
Fax: (510) 642-9433  
Email: pquintin@berkeley.edu

**ALTERNATE CONTACT**
Vivi Bardina Nordahl  
University of California, Berkeley  
Martin Luther King Student Union  
Phone: (510) 642-3929  
Fax: (510) 642-9433  
Email: vivinordahl@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

**PROGRAM COORDINATOR**
Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

**MEDICAL DIRECTOR**
Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
Phone: (510) 643-6996

**FIELD TECHNICIAN**
Kristen McKoin  
University of California, Berkeley  
Contact through EH&S: (510) 642-3073

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Julianne Brawner  
Health Education Services  
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Email: jbrawner@healtheducationservices.net
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<table>
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<tr>
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<th>AED operator:</th>
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<thead>
<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
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<tbody>
<tr>
<td>Yes ☐</td>
<td>No ☐</td>
<td>Unknown ☐</td>
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<table>
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<tr>
<th>Was CPR started?</th>
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<th>Time:</th>
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<tr>
<td>Yes ☐</td>
<td>No ☐</td>
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<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
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<th>Time:</th>
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<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
<th>Hospital patient taken to:</th>
<th>Time:</th>
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<tr>
<th>Other treatment:</th>
<th>Transporting agency:</th>
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Comment/concerns:____________________________________________________________________________________
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Report completed by: _____________________________ Date: __________

Prescribing physician

Review/recommendations____________________________________________________________________________________
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_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
University of California, Berkeley
Martin Luther King Student Union

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Martin Luther King Student Union

Second Floor, in Restroom Hallway
AED Policies and Procedures Produced for:

University of California, Berkeley
Maxwell Family Field

Maxwell Family Field
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
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3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
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1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
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Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
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University of California, Berkeley
Maxwell Family Field
Phone: (510) 643-6431
Fax: (510) 642-9262
Email: jessef@berkeley.edu

ALTERNATE CONTACT
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University of California, Berkeley
Maxwell Family Field
Phone: (510) 642-4878
Fax: (510) 643-0792
Email: ryancobb@berkeley.edu

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University Health Services/Tang Center
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University of California, Berkeley
Contact through EH&S: (510) 642-3073

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Email: jbrawner@healtheducationservices.net
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<table>
<thead>
<tr>
<th>Phone number ( )</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
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<tbody>
<tr>
<td>Yes ☐ No ☐ Unknown ☐</td>
<td></td>
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<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
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<td>Yes ☐ No ☐</td>
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<th>Transporting agency:</th>
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Report completed by: __________________________ Date: _______________

Prescribing physician
Review/recommendations__________________________________________________________
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__________________________________________________________________________________
University of California, Berkeley
Maxwell Family Field

APPENDIX C: Equipment Location

1 Philips FRx AED is located:

University of California, Berkeley
Maxwell Family Field

In Men’s Restroom
AED Policies and Procedures Produced for:

University of California, Berkeley
McCone Hall

McCone Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
Dan Plumlee
University of California, Berkeley
McCone Hall
Phone: (510) 642-4368
Cell Phone: (510) 506-0460
Fax: (510) 642-3370
Email: dplum@berkeley.edu

ALTERNATE CONTACT
John Werner
University of California, Berkeley
McCone Hall
Phone: (510) 642-3996
Fax: (510) 643-9980
Email: johnwerner@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
## APPENDIX B: AED POST INCIDENT REPORT

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<td>State</td>
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<th>AED operator:</th>
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Report completed by: ______________________________________________ Date: ______________

Prescribing physician
Review/recommendations_______________________________________________________________
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____________________________________________________________________________________
University of California, Berkeley
McConde Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
McConde Hall

First Floor Lobby, Right of Elevator Facing East
AED Policies and Procedures Produced for:

University of California, Berkeley
Memorial Stadium

Memorial Stadium
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
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Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Memorial Stadium

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
Jesse Figueroa
University of California, Berkeley
Memorial Stadium
Phone: (510) 643-6431
Fax: (510) 642-9262
Email: jessef@berkeley.edu

ALTERNATE CONTACT
Ryan Cobb
University of California, Berkeley
Memorial Stadium
Phone: (510) 642-4878
Cell: (510) 334-0798
Fax: (510) 643-0792
Email: rycocobb@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
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Report completed by: ___________________________ Date: __________________

Prescribing physician
Review/recommendations
____________________________________________________________________________________
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APPENDIX C: Equipment Location

University of California, Berkeley
Memorial Stadium

2 Philips OnSite AEDs and 1 Philips FRx are located:

University of California, Berkeley
Memorial Stadium

1 FRx is located in the North Tunnel

1 OnSite is located in the Hallway by Sport Medicine Clinic

1 Spare OnSite is in Doctor’s Office Closet
AED Policies and Procedures Produced for:

University of California, Berkeley
Men’s Faculty Club

1 Faculty Club, UC Berkeley, MC 6050
Berkeley, CA 94720-6050

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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University of California, Berkeley
Men’s Faculty Club

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SITE CONTACT
Felix Soloman
University of California, Berkeley
Men’s Faculty Club
Phone: 
Cell: 
Fax: 
Email: fsolomon454@aol.com

ALTERNATE CONTACT
Name
University of California, Berkeley
Men’s Faculty Club
Phone: 
Cell: 
Fax: 
Email: 

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
1 Philips OnSite AED is located at:

University of California, Berkeley
Men’s Faculty Club

Behind Reception Desk in Office on Wall to Right
AED Policies and Procedures Produced for:

University of California, Berkeley
Minor Hall: Eye Center Addition

Minor Hall: Eye Center Addition
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations

Be familiar with the internal Emergency Response Plan

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

**SITE CONTACT**

Bruce Miller  
University of California, Berkeley  
Minor Hall: Eye Center Addition  
**Phone:** (510) 643-9466  
**Fax:** (510) 642-2893  
**Email:** bamiller@berkeley.edu

**ALTERNATE CONTACT**

Linda Schmidt  
University of California, Berkeley  
Minor Hall: Eye Center Addition  
**Phone:** (510) 643-2689  
**Fax:** (510) 643-5109  
**Email:** lschmidt@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

**PROGRAM COORDINATOR**

Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
**Phone:** (510) 642-3073

**MEDICAL DIRECTOR**

Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
**Phone:** (510) 643-6996

**FIELD TECHNICIAN**

Kristen McKoin  
University of California, Berkeley  
**Contact through EH&S: (510) 642-3073**

**AED CONSULTANT**

Julianne Brawner  
Health Education Services  
**Phone:** (800) 754-9072  
**Cell:** (650) 823-6940  
**Email:** jbrawner@healtheducationservices.net
University of California, Berkeley
Minor Hall: Eye Center Addition

APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone number</th>
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<th>Zip</th>
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<table>
<thead>
<tr>
<th>SEX:</th>
<th>Male</th>
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</table>

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>AED operator</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Incident address</th>
<th>Assistant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Estimated time from patient’s collapse until CPR begun</th>
<th>Estimated total time of CPR until application of AED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was CPR started?</th>
<th>By whom</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time</th>
<th>Did the patient begin breathing?</th>
<th>Time</th>
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</table>

<table>
<thead>
<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time</th>
<th>Hospital patient taken to</th>
<th>Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other treatment</th>
<th>Transporting agency</th>
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Comment/concerns: ____________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Report completed by: ____________________________ Date: _________________

Prescribing physician
Review/recommendations
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
1 Philips OnSite AED is located:

University of California, Berkeley
Minor Hall: Eye Center Addition

AED Cabinet by Right of Elevator
AED Policies and Procedures Produced for:

University of California, Berkeley
Morgan Hall

Morgan Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
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First Person on the scene:

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3. Assess breathing
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Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
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Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
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SITE CONTACT

Harvey Jackson
University of California, Berkeley
Morgan Hall
Phone: (510) 643-2606
Fax: (510) 642-4995
Email: harveyj@berkeley.edu

ALTERNATE CONTACT

Dale Maddox
University of California, Berkeley
Morgan Hall
Phone: (510) 642-6700
Fax: (510) 643-5098
Email: maddox@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR

Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR

Diane Liu, MD, MPH
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN

Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT

Julianne Brawner
Health Education Services
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**SEX:**
- [x] Male
- [ ] Female

**Incident Date:**

**AED operator:**

**Incident location (lobby, loading dock etc):**

**Assistant:**

**Incident address:**

**Assistant:**

**Estimated time from patient’s collapse until CPR begun:**

**Estimated total time of CPR until application of AED:**

**Was cardiac arrest witnessed?**
- [ ] Yes
- [x] No
- [ ] Unknown

**By whom:**

**Time:**

**Was CPR started?**
- [x] Yes
- [ ] No

**By whom:**

**Time:**

**Did the patient ever regain a pulse?**

**Time:**

**Did the patient begin breathing?**

**Time:**

**Did Patient ever regain consciousness?**

**Time:**

**Hospital patient taken to:**

**Time:**

**Other treatment:**

**Transporting agency:**

**Comment/concerns:**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

**Report completed by:** ____________________________ **Date:** _________________

**Prescribing physician**

**Review/recommendations**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
University of California, Berkeley
Morgan Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Morgan Hall

First Floor Hallway on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
New Le Conte Hall

New Le Conte Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
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Post-Use Equipment Maintenance (Field Technician):

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University of California, Berkeley
New Le Conte Hall

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SITE CONTACT
  Eleanor Crump
  University of California, Berkeley
  New Le Conte Hall
  Phone: (510) 642-2241
  Fax: (510) 642-0495
  Email: physics-support@lists.berkeley.edu

ALTERNATE CONTACT
  Anthony Vitan
  University of California, Berkeley
  New Le Conte Hall
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  Fax: (510) 642-0495
  Email: physics-support@lists.berkeley.edu

ALTERNATE CONTACT
  Katalin Markus
  University of California, Berkeley
  New Le Conte Hall
  Phone: (510) 643-7781
  Fax: (510) 642-0495
  Email: physics-support@lists.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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  University of California, Berkeley
  Environment, Health and Safety
  Phone: (510) 642-3073

MEDICAL DIRECTOR
  Diane Liu, MD, MPH
  University of California, Berkeley
  University Health Services/Tang Center
  Phone: (510) 643-6996
University of California, Berkeley
New Le Conte Hall

APPENDIX A: CONTACT PHONE LIST

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
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<td>City</td>
<td>State Zip</td>
</tr>
<tr>
<td>( )</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEX:**
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- [ ] Female

**Incident Date:**

**AED operator:**

**Incident location (lobby, loading dock etc):**

**Assistant:**

**Incident address:**

**Assistant:**

**Estimated time from patient’s collapse until CPR begun:**

**Estimated total time of CPR until application of AED**

**Was cardiac arrest witnessed?**
- [ ] Yes
- [ ] No
- [ ] Unknown

**By whom:**

**Time:**

**Was CPR started?**
- [ ] Yes
- [ ] No

**By whom:**

**Time:**

**Did the patient ever regain a pulse?**

**Time:**

**Did the patient begin breathing?**

**Time:**

**Did Patient ever regain consciousness?**

**Time:**

**Hospital patient taken to:**

**Time:**

**Other treatment:**

**Transporting agency:**

**Comment/concerns:**

- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________

**Report completed by:** ____________________________ Date: __________

**Prescribing physician**

**Review/recommendations**

- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
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- ____________________________________________________________
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- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
University of California, Berkeley
New Le Conte Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
New Le Conte Hall

On Red Wall by Book Drop
AED Policies and Procedures Produced for:

University of California, Berkeley
Old Le Conte Hall

Old Le Conte Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
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<th>Incident location (lobby, loading dock etc)</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
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<tr>
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<th>Time:</th>
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<tbody>
<tr>
<td>Yes ☐</td>
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<th>Time:</th>
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<td>No ☐</td>
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<th>Other treatment:</th>
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**Comment/concerns:**
____________________________________________________________________
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Report completed by: _____________________________ Date: ________________

Prescribing physician
Review/recommendations _____________________________________________
____________________________________________________________________
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____________________________________________________________________
University of California, Berkeley
Old Le Conte Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Old Le Conte Hall

Across From Room 127 on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Physical Plant-Campus Services

200 Carleton Street
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet.
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches, jewelry, or implanted devices.
4. First clear the area so that the patient is not touched and deliver the shock if indicated.
5. Continue to follow AED prompts and perform CPR until EMS takes over.
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. **If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.**

**SITE CONTACT**

Bob Krambuhl  
University of California, Berkeley  
Physical Plant-Campus Services  
Phone: (510) 643-3256  
Cell Phone: (510) 812-2710  
Fax: (510) 643-7264  
Email: krambuhl@berkeley.edu

**ALTERNATE CONTACT**

Chi Man Ku  
University of California, Berkeley  
Physical Plant-Campus Services  
Phone: (510) 643-4026  
Cell Phone: (510) 812-2766  
Fax: (510) 643-7264  
Email: chimanku@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

**PROGRAM COORDINATOR**

Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

**MEDICAL DIRECTOR**

Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
Phone: (510) 643-6996

**FIELD TECHNICIAN**

Kristen McKoin  
University of California, Berkeley  
Contact through EH&S: (510) 642-3073

**AED CONSULTANT**

Julianne Brawner  
Health Education Services  
Phone: (800) 754-9072  
Cell: (650) 823-6940  
Email: jbrawner@healtheducationservices.net
# APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<tr>
<th>SEX:</th>
<th>Incident Date:</th>
<th>AED operator:</th>
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<td>□ Male</td>
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<td>□ Female</td>
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<th>Incident location (lobby, loading dock etc)</th>
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<th>Time:</th>
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<tr>
<td>Yes □</td>
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<th>Prescribing physician</th>
<th>Review/recommendations</th>
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</table>
4 Philips FRx AEDs are located at:

University of California, Berkeley
Physical Plant-Campus Services

2000 Carleton Street
Berkeley, CA 94720
AED Policies and Procedures Produced for:

University of California, Berkeley
Recreational Sports Facility

Recreational Sports Facility
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
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   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Recreational Sports Facility

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SITE CONTACT
   Brigitte Lossing
   University of California, Berkeley
   Recreational Sports Facility
   Phone: (510) 642-0505
   Fax: (510) 642-0990
   Email: blossing@berkeley.edu

ALTERNATE CONTACT
   Kevin Thompson
   University of California, Berkeley
   Recreational Sports Facility
   Phone: (510) 643-4575
   Email: kthompson@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
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   University of California, Berkeley
   Environment, Health and Safety
   Phone: (510) 642-3073

MEDICAL DIRECTOR
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   University of California, Berkeley
   University Health Services/Tang Center
   Phone: (510) 643-6996

FIELD TECHNICIAN
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   University of California, Berkeley
   Contact through EH&S: (510) 642-3073

AED CONSULTANT
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   Health Education Services
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2 Cardiac Science AEDs are located:

University of California, Berkeley
Recreational Sports Facility

East side by Pro Shop

West Side by Basketball Court
AED Policies and Procedures Produced for:

University of California, Berkeley
Richmond Field Station

Richmond Field Station
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
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2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Richmond Field Station

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. **If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.**

SITE CONTACT

Doug Wood
University of California, Berkeley
Richmond Field Station
**Cell Phone:** (510) 220-2712
Fax: (510) 665-3503
Email: dougwood@berkeley.edu

ALTERNATE CONTACT

Scott Shackleton
University of California, Berkeley
Richmond Field Station
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To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR

Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
**Phone:** (510) 642-3073

MEDICAL DIRECTOR

Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
**Phone:** (510) 643-6996

FIELD TECHNICIAN

Kristen McKoin
University of California, Berkeley
**Contact through EH&S:** (510) 642-3073

AED CONSULTANT

Julianne Brawner
Health Education Services
**Phone:** (800) 754-9072
**Cell:** (650) 823-6940
Email: jbrawner@healtheducationservices.net
# APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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</thead>
<tbody>
<tr>
<td>Phone number (      )</td>
<td>City</td>
<td>State Zip</td>
</tr>
</tbody>
</table>

**SEX:**
- ☐ Male
- ☐ Female

**Incident Date:**

**AED operator:**

**Incident location (lobby, loading dock etc):**

**Assistant:**

**Incident address:**

**Assistant:**

**Estimated time from patient’s collapse until CPR begun:**

**Estimated total time of CPR until application of AED:**

**Was cardiac arrest witnessed?**
- Yes ☐
- No ☐
- Unknown ☐

**By whom:**

**Time:**

**Was CPR started?**
- Yes ☐
- No ☐

**By whom:**

**Time:**

**Did the patient ever regain a pulse?**

**Time:**

**Did the patient begin breathing?**

**Time:**

**Did Patient ever regain consciousness?**

**Time:**

**Hospital patient taken to:**

**Time:**

**Other treatment:**

**Transporting agency:**

**Comment/concerns:**

________________________________________________________________________

________________________________________________________________________

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Report completed by: ___________________________ Date: __________

Prescribing physician

Review/recommendations

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University of California, Berkeley
Richmond Field Station

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Richmond Field Station

In Kitchenette on Wall by First Aid Kit
AED Policies and Procedures Produced for:

University of California, Berkeley
Soda Hall

Soda Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. Do not remove the battery. Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Soda Hall

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SITE CONTACT
Loretta Lutcher
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ALTERNATE CONTACT
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Soda Hall
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Email: stewartb@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
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University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
# University of California, Berkeley
## Soda Hall

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<tr>
<th>SEX: □ Male □ Female</th>
<th>Incident Date:</th>
<th>AED operator:</th>
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<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
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<tr>
<td>Yes □ No □ Unknown □</td>
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<tr>
<th>Was CPR started?</th>
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<th>Time:</th>
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<td>Yes □ No □</td>
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<th>Other treatment:</th>
<th>Transporting agency:</th>
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Comment/concerns: __________________________________________________________
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Report completed by: _______________________________ Date: _______________

Prescribing physician

Review/recommendations

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______________________________________________________________________
University of California, Berkeley
Soda Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Soda Hall

Fourth Floor Lobby on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley Space Science Lab

Space Science Lab
Berkeley, CA 94720

Automated External Defibrillator (AED) Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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Begin AED treatment:

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4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
University of California, Berkeley  
Space Science Lab

SECTION NAME: AED Protocols  
SECTION NUMBER: 5.0

DATE: March 1, 2010  
PAGE: 3 of 3

When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
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SITE CONTACT
Tracey Loveridge
University of California, Berkeley
Space Science Lab
Phone: (510) 642-1520
Cell Phone: (925) 787-6509
Fax: (510) 643-7629
Email: loveridge@ssl.berkeley.edu

ALTERNATE CONTACT
Zania Harris
University of California, Berkeley
Space Science Lab
Phone: (510) 642-1738
Email: zania@ssl.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
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**Comment/concerns:**

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**Report completed by:** ________________________________ **Date:** __________

**Prescribing physician**

**Review/recommendations**

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```
2 Philips OnSite AEDs are located:

University of California, Berkeley
Space Science Lab

Silver Lab

Annex by Break Room
AED Policies and Procedures Produced for:

University of California, Berkeley
Stanley Hall

Stanley Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
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University of California, Berkeley
Stanley Hall

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University of California, Berkeley
Stanley Hall
Phone: (510) 666-3307
Fax: (510) 666-3399
Email: opal@berkeley.edu

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Stewart Brown
University of California, Berkeley
Stanley Hall
Phone: (510) 666-3306
Cell: (510) 326-0496
Fax: (510) 666-3399
Email: stewartb@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
### APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<table>
<thead>
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<th>Zip</th>
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<table>
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<tr>
<th>SEX:</th>
<th>Incident Date:</th>
<th>AED operator:</th>
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<tbody>
<tr>
<td>□ Male</td>
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<tr>
<td>□ Female</td>
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<table>
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<tr>
<th>Incident location</th>
<th>Assistant:</th>
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<tr>
<td>(lobby, loading dock etc)</td>
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<thead>
<tr>
<th>Incident address</th>
<th>Assistant:</th>
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<table>
<thead>
<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<table>
<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
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<table>
<thead>
<tr>
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<th>By whom:</th>
<th>Time:</th>
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<tbody>
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<tr>
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<table>
<thead>
<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
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<th>Time:</th>
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Report completed by: _______________________________ Date: _______________

Prescribing physician
Review/recommendations:

<table>
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<th>Review/recommendations:</th>
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<td></td>
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</tr>
</tbody>
</table>
APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Stanley Hall

Southeast Corner of Lobby on Wall Near Evacuation Chair Cabinet
Across from Room 108
AED Policies and Procedures Produced for:

University of California, Berkeley
Strawberry Canyon Recreational Center

Strawberry Canyon Recreational Center
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Strawberry Canyon Recreational Center

APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
  Brigitte Lossing
  University of California, Berkeley
  Strawberry Canyon Recreational Center
  Phone: (510) 642-0505
  Fax: (510) 642-0990
  Email: blossing@berkeley.edu

ALTERNATE CONTACT
  Cheryl Gasper
  University of California, Berkeley
  Strawberry Canyon Recreational Center
  Phone: (510) 642-4210; (510) 642-9821; (510) 643-6720
  Email: cgasper@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

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  Phone: (800) 754-9072
  Cell: (650) 823-694
  Email: jbrawner@healtheducationservices.net
# University of California, Berkeley
## Strawberry Canyon Recreation Center

## APPENDIX B: AED POST INCIDENT REPORT

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<th>Patient’s first name</th>
<th>Patient’s address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number ( )</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

**SEX:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Incident Date:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**AED operator:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Incident location (lobby, loading dock etc):**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Assistant:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Estimated time from patient’s collapse until CPR begun:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Estimated total time of CPR until application of AED:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Was cardiac arrest witnessed?**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**By whom:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Time:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Was CPR started?**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**By whom:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Time:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Did the patient ever regain a pulse?**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Time:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Did the patient begin breathing?**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Time:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Did Patient ever regain consciousness?**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Time:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Hospital patient taken to:**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Time:**  
- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

- [ ] Male  
- [ ] Female

**Other treatment:**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Transporting agency:**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Comment/concerns:**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Report completed by:**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Date:**  
- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

- [ ] Yes  
- [ ] No  
- [ ] Unknown

**Prescribing physician**

**Review/recommendations**
University of California, Berkeley
Strawberry Canyon Recreational Center

APPENDIX C: Equipment Location

1 Cardiac Science AED is located:

University of California, Berkeley
Strawberry Canyon Recreational Center

Wall Facing West
AED Policies and Procedures Produced for:

University of California, Berkeley
The Women’s Faculty Club

The Women’s Faculty Club
Berkeley, CA 94720-6055

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet.
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches, jewelry, or implanted devices.
4. First clear the area so that the patient is not touched and deliver the shock if indicated.
5. Continue to follow AED prompts and perform CPR until EMS takes over.
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
The Women’s Faculty Club

APPENDIX A: CONTACT PHONE LIST

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SITE CONTACT

Mary Remy, Manager
University of California, Berkeley
The Women’s Faculty Club
Phone: (510) 642-4175
Cell: (510) 798-4415
Fax: (510) 204-9661
Email: wfc@berkeley.edu

ALTERNATE CONTACT

Name
University of California, Berkeley
The Women’s Faculty Club
Phone:
Cell Phone:
Fax:
Email:

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR

Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR

Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
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AED CONSULTANT

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<table>
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<th>Phone number</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
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<th>Time:</th>
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<tr>
<td>Yes □ No □ Unknown □</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
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<td>Yes □ No □</td>
<td></td>
<td></td>
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<th>Did the patient ever regain a pulse?</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
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<th>Did Patient ever regain consciousness?</th>
<th>Hospital patient taken to:</th>
<th>Time:</th>
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<td>Time:</td>
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<th>Other treatment:</th>
<th>Transporting agency:</th>
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Comment/concerns:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Report completed by: _________________________________ Date: __________________

Prescribing physician

Review/recommendations

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
1 Philips OnSite AED is located at:

University of California, Berkeley
The Women’s Faculty Club

Front Door on Right
AED Policies and Procedures Produced for:

University of California, Berkeley
Tolman Hall

Tolman Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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- Comply with the requirements set forth in these policies and procedures.

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First Person on the scene:

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3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley
Tolman Hall

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SITE CONTACT
Ted Crum
University of California, Berkeley
Tolman Hall
Phone: (510) 642-5301
Fax: (510) 642-5293
Email: tedcrum@berkeley.edu

ALTERNATE CONTACT
Cynthia Robinson
University of California, Berkeley
Tolman Hall
Phone: (510) 643-6257
Fax: (510) 643-8904
Email: crobinson@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
# APPENDIX B: AED POST INCIDENT REPORT

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<thead>
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<th>Patient’s first name</th>
<th>Patient’s address</th>
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<tr>
<th>Incident Date</th>
<th>AED operator</th>
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<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun</th>
<th>Estimated total time of CPR until application of AED</th>
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<thead>
<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom</th>
<th>Time</th>
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<tr>
<td>Yes ☐ No ☐ Unknown ☐</td>
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<tr>
<th>Was CPR started?</th>
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<th>Time</th>
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<td>Yes ☐ No ☐</td>
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<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time</th>
<th>Did the patient begin breathing?</th>
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Report completed by: ________________________________ Date: ____________

Prescribing physician
Review/recommendations

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University of California, Berkeley
Tolman Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Tolman Hall

Third Floor West by Elevators, Near Psychology Department Office
AED Policies and Procedures Produced for:

University of California, Berkeley
UC Aquatic Center at Berkeley Marina

UC Aquatic Center at Berkeley Marina
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.

Be familiar with the internal Emergency Response Plan.

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
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Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
University of California, Berkeley  
UC Aquatic Center at Berkeley Marina  

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SITE CONTACT  
Brigitte Lossing  
University of California, Berkeley  
UC Aquatic Center at Berkeley Marina  
Phone: (510) 642-0505  
Fax: (510) 642-0990  
Email: blossing@berkeley.edu

ALTERNATE CONTACT  
Brad King  
University of California, Berkeley  
UC Aquatic Center at Berkeley Marina  
Phone: (510) 643-8823  
Email: bking@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR  
Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

MEDICAL DIRECTOR  
Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
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<th>Prescribing physician</th>
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University of California, Berkeley
UC Aquatic Center at Berkeley Marina

APPENDIX C: Equipment Location

1 Cardiac Science AED is located:

University of California, Berkeley
UC Aquatic Center at Berkeley Marina

Inside Office
AED Policies and Procedures Produced for:

University of California, Berkeley
UC Berkeley Art Museum / Pacific Film Archive

2625 Durant Avenue, #2250
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
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SITE CONTACT
Maria Sanchez
University of California, Berkeley
UC Berkeley Art Museum/Pacific Film Archive
Phone: (510) 642-1288
Fax: (510) 642-4889
Email: mariac@berkeley.edu

ALTERNATE CONTACT
Name
University of California, Berkeley
UC Berkeley Art Museum/Pacific Film Archive
Phone:
Cell Phone:
Fax:
Email:

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
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University of California, Berkeley
Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
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FIELD TECHNICIAN
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University of California, Berkeley
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AED CONSULTANT
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APPENDIX C: Equipment Location

1 Philips OnSite AED is located at:

University of California, Berkeley
UC Berkeley Art Museum/Pacific Film Archive

Ground Floor by Fire Hose and Pay Phone
AED Policies and Procedures Produced for:

University of California, Berkeley
UC Extension

UC Extension
1995 University
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Officer responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
  Mary Anne Hallacy
  University of California, Berkeley
  UC Extension
  Cell Phone: (510) 882-0134
  Fax: (510) 643-0613
  Email: mahallacy@unex.berkeley.edu

ALTERNATE CONTACT
  Guy Krahnke
  University of California, Berkeley
  UC Extension
  Cell Phone: (510) 381-8425
  Email: gbk@unex.berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
  Brandon DeFrancisci
  University of California, Berkeley
  Environment, Health and Safety
  Phone: (510) 642-3073

MEDICAL DIRECTOR
  Diane Liu, MD, MPH
  University of California, Berkeley
  University Health Services/Tang Center
  Phone: (510) 643-6996

FIELD TECHNICIAN
  Kristen McKoin
  University of California, Berkeley
  Contact through EH&S: (510) 642-3073

AED CONSULTANT
  Julianne Brawner
  Health Education Services
  Phone: (800) 754-9072
  Cell: (650) 823-6940
  Email: jbrawner@healtheducationservices.net
APPENDIX B: AED POST INCIDENT REPORT

<table>
<thead>
<tr>
<th>Patient’s last name</th>
<th>Patient’s first name</th>
<th>Patient’s address</th>
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<tr>
<th>Phone number</th>
<th>City</th>
<th>State</th>
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<tr>
<th>SEX:</th>
<th>Male</th>
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<tr>
<th>Incident Date:</th>
<th>AED operator:</th>
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<tr>
<th>Incident location (lobby, loading dock etc)</th>
<th>Assistant:</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<tr>
<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
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<tbody>
<tr>
<td>Yes ☐ No ☐ Unknown ☐</td>
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<table>
<thead>
<tr>
<th>Was CPR started?</th>
<th>By whom:</th>
<th>Time:</th>
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<tr>
<td>Yes ☐ No ☐</td>
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<tr>
<th>Did the patient ever regain a pulse?</th>
<th>Time:</th>
<th>Did the patient begin breathing?</th>
<th>Time:</th>
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<tr>
<th>Did Patient ever regain consciousness?</th>
<th>Time:</th>
<th>Hospital patient taken to:</th>
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<th>Other treatment:</th>
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Comment/concerns:____________________________________________________________________
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Report completed by: ________________________________ Date: __________________

Prescribing physician

Review/recommendations_______________________________________________________________
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APPENDIX C: Equipment Location

1 Philips FRx AED is located:

University of California, Berkeley
UC Extension

Second Floor Across from Elevator by Entrance to UC Extension Office
AED Policies and Procedures Produced for:

University of California, Berkeley
UC Police Department

UC Police Department
1 Sproul Hall
Berkeley, CA 94720

Automated External Defibrillator (AED) Policies and Procedures
Internal Emergency Response Plan

First Person on the scene:

1. May initiate the Chain of Survival by calling EMS (911, 2-333, dispatch via Radio and get assistance on the way.
2. Assess the scene for safety
3. Ensure that CPR and AED response at the scene is performed properly and then assist or take over the emergency response.

Initial protocol for the unconscious victim is as follows if CPR and AED use is not in progress.

1. Use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Update dispatch
5. Perform CPR until AED arrives, if not present

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until medical responders take over.
When EMS Arrives:

1. Officer responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will download the data from the AED.
3. Site coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT
  Sergeant Lee Harris
  University of California, Berkeley
  UC Police Department
  Phone: (510) 642-6760
  Fax: (510) 642-6434
  Email: l_harris@berkeley.edu

ALTERNATE CONTACT
  Lieutenant Alex Yao
  University of California, Berkeley
  UC Police Department
  Phone: (510) 643-9597
  Fax: (510) 642-6434
  Email: alexyao@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR
  Brandon DeFrancisci
  University of California, Berkeley
  Environment, Health and Safety
  Phone: (510) 642-6394

MEDICAL DIRECTOR
  Diane Liu, MD, MPH
  University of California, Berkeley
  University Health Services/Tang Center
  Phone: (510) 643-6996

FIELD TECHNICIAN
  Kristen McKoin
  University of California, Berkeley
  Contact through EH&S: (510) 642-6394

AED CONSULTANT
  Julianne Brawner
  Health Education Services
  Phone: (800) 754-9072
  Cell: (650) 823-694
  Email: jbrawner@healtheducationservices.net
## APPENDIX B: AED POST INCIDENT REPORT

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<th>Incident Date:</th>
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<th>Assistant:</th>
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<tr>
<th>Estimated time from patient’s collapse until CPR begun:</th>
<th>Estimated total time of CPR until application of AED</th>
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<th>Was cardiac arrest witnessed?</th>
<th>By whom:</th>
<th>Time:</th>
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<th>Time:</th>
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Comment/concerns: ________________________________________________________________
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Report completed by: ____________________________ Date: ______________

Prescribing physician
Review/recommendations ________________________________________________________________
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16 Philips FRx AEDs are located:

University of California, Berkeley  
UC Police Department

In Squad Cars and at Sproul Hall
AED Policies and Procedures Produced for:

University of California, Berkeley
University Hall

2199 Addison Street
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations

Be familiar with the internal Emergency Response Plan

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts.
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet.
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do not place AED pads over the nipple, medication patches, jewelry, or implanted devices.
4. First clear the area so that the patient is not touched and deliver the shock if indicated.
5. Continue to follow AED prompts and perform CPR until EMS takes over.
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
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SITE CONTACT

Janis Honda  
University of California, Berkeley  
University Hall  
Phone: (510) 643-6954  
Cell: (510) 418-3691  
Fax: (510) 642-5945  
Email: jkhonda@berkeley.edu

ALTERNATE CONTACT

Name  
University of California, Berkeley  
University Hall  
Phone:  
Cell Phone:  
Fax:  
Email:

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to **aed@berkeley.edu.**

PROGRAM COORDINATOR

Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

MEDICAL DIRECTOR

Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
Phone: (510) 643-6996

FIELD TECHNICIAN

Kristen McKoin  
University of California, Berkeley  
Contact through EH&S: (510) 642-3073

AED CONSULTANT

Julianne Brawner  
Health Education Services  
Phone: (800) 754-9072  
Cell: (650) 823-6940  
Email: jbrawner@healtheducationservices.net
## APPENDIX B: AED POST INCIDENT REPORT

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<tr>
<th>Patient’s last name</th>
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<th>Patient’s address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>City</td>
<td>State Zip</td>
</tr>
</tbody>
</table>

SEX: □ Male □ Female  
Incident Date: AED operator:  
Incident location (lobby, loading dock etc)  
Assistant:  
Incident address  
Assistant:  
Estimated time from patient’s collapse until CPR begun: Estimated total time of CPR until application of AED

Was cardiac arrest witnessed?  
Yes □ No □ Unknown □  
By whom: Time:  
Was CPR started?  
Yes □ No □  
By whom: Time:  
Did the patient ever regain a pulse? Time:  
Did the patient begin breathing? Time:  
Did Patient ever regain consciousness? Time:  
Hospital patient taken to: Time:  
Other treatment: Transporting agency:  

Comment/concerns: ________________________________________________________________  
________________________________________________________________________________  
________________________________________________________________________________  
________________________________________________________________________________  
________________________________________________________________________________  
Report completed by: ___________________________ Date: ___________________________

Prescribing physician  
Review/recommendations: ___________________________________________________________  
________________________________________________________________________________  
________________________________________________________________________________  
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________________________________________________________________________________
1 Philips OnSite AED is located at:

University of California, Berkeley
University Hall

Lobby on Northwest Corner on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
University Health Services/Tang Center

2222 Bancroft Way, #4300
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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4. Perform CPR until AED arrives

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1. Turn on AED and follow the prompts.
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   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

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2. Replace used pads cartridge with new pads cartridge to stop the chirping.
   **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
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SITE CONTACT
Richard Padilla
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 642-2081
Cell Phone: (510) 388-0458
Fax: (510) 642-9191
Email: rpadilla@uhs.berkeley.edu

PROGRAM COORDINATOR
Brandon DeFrancisci
University of California, Berkeley
Environment, Health and Safety
Phone: (510) 643-3073

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 642-6996

FIELD TECHNICIAN
Kristen McKoin
University of California, Berkeley
Contact through EH&S: (510) 642-3073

AED CONSULTANT
Julianne Brawner
Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheducationservices.net
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Review/recommendations____________________________________________________________
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______________________________________________________________________________
University of California, Berkeley
University Health Services/Tang Center

APPENDIX C: Equipment Location

1 Philips OnSite AED is located at:

University of California, Berkeley
University Health Services/Tang Center

On Evacuation Chair Cabinet in Lobby Across from Restrooms
AED Policies and Procedures Produced for:

University of California, Berkeley
University Village

University Village

Automated External Defibrillator (AED) Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

- Pass a competency demonstration of skills on a manikin directly observed by an instructor.
- Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations.
- Be familiar with the internal Emergency Response Plan.
- Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Officer responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
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Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
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SITE CONTACT
Tavie Tipton
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ALTERNATE CONTACT
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University Village
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Fax:
Email: fullmoon@berkeley.edu

ALTERNATE CONTACT
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University Village
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Email: klarsen@berkeley.edu

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PROGRAM COORDINATOR
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Environment, Health and Safety
Phone: (510) 642-3073

MEDICAL DIRECTOR
Diane Liu, MD, MPH
University of California, Berkeley
University Health Services/Tang Center
Phone: (510) 643-6996
University of California, Berkeley
University Village

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FIELD TECHNICIAN
  Kristen McKoin
  University of California, Berkeley
  Contact through EH&S: (510) 642-3073

AED CONSULTANT
  Julianne Brawner
  Health Education Services
  Phone: (800) 754-9072
  Cell: (650) 823-6940
  Email: jbrawner@healtheducationservices.net
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-__________________________________________________________________________
-__________________________________________________________________________
APPENDIX C: Equipment Location

1 Philips FRx AED is located:

University of California, Berkeley
University Village
Business Office
AED Policies and Procedures Produced for:

University of California, Berkeley
Valley Life Science Building

Valley Life Science Building
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

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University of California, Berkeley
Valley Life Science Building

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Joseph Yon
University of California, Berkeley
Valley Life Science Building
Phone: (510) 643-9998
Cell: (510) 292-9031
Fax: (510) 643-6264
Email: jyon@berkeley.edu

ALTERNATE CONTACT
Adam Doban
University of California, Berkeley
Valley Life Science Building
Phone: (510) 642-4560
Fax: (510) 643-6264
Email: adoban@berkeley.edu

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1 Philips OnSite AED is located:

University of California, Berkeley Valley Life Science Building

Across Hall from Room 2063 on Evacuation Chair Cabinet
AED Policies and Procedures Produced for:

University of California, Berkeley
Wheeler Hall

Wheeler Hall
Berkeley, CA 94720

Automated External Defibrillator (AED) Policies and Procedures
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Janice Crooks
University of California, Berkeley
Wheeler Hall
Phone: (510) 642-2061
Fax: (510) 642-8738
Email: jcrooks@berkeley.edu

ALTERNATE CONTACT
Sylvia Swift
University of California, Berkeley
Wheeler Hall
Phone: (510) 642-5976
Fax: (510) 642-6963
Email: kinoved@berkeley.edu

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Health Education Services
Phone: (800) 754-9072
Cell: (650) 823-6940
Email: jbrawner@healtheductionservices.net
## APPENDIX B: AED POST INCIDENT REPORT

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<thead>
<tr>
<th>Patient’s last name</th>
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Comment/concerns:____________________________________________________________________________________

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Report completed by: ______________________ Date: __________________

Prescribing physician: ____________________________________________ Date: __________________

Review/recommendations: __________________________________________

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1 Philips OnSite AED is located:

University of California, Berkeley
Wheeler Hall

Across from Wheelchair Escalator in Southwest Corner
AED Policies and Procedures Produced for:

University of California, Berkeley
Wurster Hall

Wurster Hall
Berkeley, CA 94720

Automated External Defibrillator (AED)
Policies and Procedures
The California Civil Code § 1714.2-1714.21 allows AEDs to be applied to patients by individuals who have not been trained in CPR and AED, however, the code also requires organizations with AEDs to have trained lay responders. Trained lay responders will:

Pass a competency demonstration of skills on a manikin directly observed by an instructor.

Maintain continued competency in CPR and AED by participating in yearly training and skills proficiency demonstrations

Be familiar with the internal Emergency Response Plan

Comply with the requirements set forth in these policies and procedures.

For every AED unit acquired up to five units, no less than one lay rescuer per AED unit shall complete a training course in CPR and AED use. After the first five AED units are acquired, one lay rescuer shall be trained for each additional five AED units acquired. Lay rescuers available to respond to an emergency that may involve the use of an AED shall be available during normal operating hours.
Internal Emergency Response Plan

First Person on the scene:

1. Will initiate the Chain of Survival by shouting for help and stating there is a medical emergency. A bystander will be sent to call 911 from a campus phone or call (510) 642-3333 from a cell phone and get the AED. An additional bystander will be sent to escort campus police and Emergency Medical Services to the emergency scene.

Initial protocol for the unconscious victim is as follows:

1. Upon arrival, assess the scene safety; use universal precautions
2. Assess patient for unresponsiveness
3. Assess breathing
4. Perform CPR until AED arrives

Begin AED treatment:

1. Turn on AED and follow the prompts
2. Dry shave chest with disposable razor if indicated. Discard razor in a safe manner. Wipe chest if it is wet
3. Apply defibrillation pads. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. Do no place AED pads over the nipple, medication patches, jewelry, or implanted devices
4. First, clear the area so that the patient is not touched and deliver the shock if indicated
5. Continue to follow AED prompts and perform CPR until EMS takes over
When EMS Arrives:

1. Lay responder working on the patient should document and communicate important information to the EMS provider such as:
   a. Patient’s name
   b. Time patient was found
   c. Initial and current condition of the victim
2. Assist as requested by EMS personnel

Post-Use Procedure:

1. Complete the AED Post Incident Report (Appendix B) whether or not shocks are delivered. Give all documentation to the site coordinator who will contact the program coordinator (EH&S) or medical director (UHS).
2. Replace used pads cartridge with new pads cartridge to stop the chirping. **Do not remove the battery.** Give AED to site coordinator who will transfer AED to the program coordinator/medical director.
3. Program coordinator will ensure that documentation is sent to the medical director as soon as possible but no more than one week after the event.
4. An emergency incident debriefing should be conducted to ascertain if the rescuers need crisis counseling. If crisis counseling is deemed necessary, referrals may be made to professional counseling organizations.

Post-Use Equipment Maintenance (Field Technician):

1. Inspect the exterior and connector for dirt or contamination. Clean appropriately with antiseptic solutions.
2. Check supplies, accessories and spares for expiration dates and damage. Advise program coordinator/medical director of accessories that need to be replaced.
3. Check operation of the AED after the data has been downloaded and returned to the site by removing and reinstalling the battery. This will initiate a battery insertion test, which is a self-test that validates readiness for use.
APPENDIX A: CONTACT PHONE LIST

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. Only in a case of an emergency event or when the program coordinator or alternate cannot be reached, will contact be made with Health Education Services or the medical director. If any contact information changes, the program coordinator and Health Education Services will be notified within 72 hours.

SITE CONTACT

Eliahu Perszyk  
University of California, Berkeley  
Wurster Hall  
Phone: (510) 643-0157  
Fax: (510) 642-7560  
Email: eperszyk@berkeley.edu

ALTERNATE CONTACT

Joseph Gouig  
University of California, Berkeley  
Wurster Hall  
Phone: (510) 642-1332  
Fax: (510) 643-5607  
Email: jgouig@berkeley.edu

To contact Program Coordinator, Brandon DeFrancisci, Medical Director, Dr. Diane Liu, or Field Technician, Kristen McKoin by email, please send email to aed@berkeley.edu.

PROGRAM COORDINATOR

Brandon DeFrancisci  
University of California, Berkeley  
Environment, Health and Safety  
Phone: (510) 642-3073

MEDICAL DIRECTOR

Diane Liu, MD, MPH  
University of California, Berkeley  
University Health Services/Tang Center  
Phone: (510) 643-6996

FIELD TECHNICIAN

Kristen McKoin  
University of California, Berkeley  
Contact through EH&S: (510) 642-3073

AED CONSULTANT

Julianne Brawner  
Health Education Services  
Phone: (800) 754-9072  
Cell: (650) 823-6940  
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University of California, Berkeley
Wurster Hall

APPENDIX C: Equipment Location

1 Philips OnSite AED is located:

University of California, Berkeley
Wurster Hall

First Floor Lobby on Evacuation Chair Cabinet