

# Gallatin Gateway School

## Automatic External Defibrillator Plan



Created: September 12, 2012  
Revised: November 17, 2014

# Automatic External Defibrillator Gallatin Gateway School Plan

## Purpose:

The Automatic External Defibrillator Plan will provide guidance in the management or administration of a school-based AED program. It will be used within the boundaries of the Gallatin Gateway School District.

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are **unconscious, without pulse, signs of circulation and normal breathing**. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The Program Coordinators for Gallatin Gateway School will be:

- **Barbara Prescott, DNP, FNP-BC, RN, (Medical Advisor)**  
PO Box 265, Gallatin Gateway, MT 59730 406.763.4415
- **Elizabeth Matthews, Health Teacher/AED Program Leader**  
PO Box 265, Gallatin Gateway, MT 59730 406.763.4415

## AED Unit Locations: see Attachment A - map

100 Mill Street, Gallatin Gateway, MT 59730, 406.763.4415

### AED Location Number 1:

In the southeast corner of the main lobby, left of the door that goes out to the playground

### AED Location Number 2:

In the hallway, west of the Gallatin Gateway School gymnasium doors.

## Responsibilities of Program Leader/Coordinators:

- Oversees all non-medical aspects of the AED Program.
- Develops AED Program written plan as required by Gallatin Gateway School and makes changes as needed to the plan in conjunction with the Kim DeBruycker, Superintendent.
- Coordinates with Medical Advisor and EMS, as needed, for training and use of AED
- Identifies individuals to be AED responders and maintains list of AED responders in conjunction with the superintendent.
- Coordinates and documents initial AED training and all subsequent training of AED responders.
- Conducts quarterly proficiency evaluations for AED responders: **August, November, January, and April** – evaluation will cover the location of the AED units, safety precautions, and three major steps of AED use (see attachment B1 and B2).
- Coordinates and maintains documentation of all AED usage.
- Conducts immediate post incident debriefing.
- Ensures AED use is reported to the Medical Advisor within 24 hours of the occurrence of the event.

- Coordinates and oversees documentation of AED maintenance and service procedures.
- Completes registration at: <https://js.hhs.mt.gov:8445/ems/default.jsp> -- Gail L Hatch, Data Control/ATLS Administration, EMS and Trauma Systems, 406.444.3746

### **MEDICAL OVERSIGHT:**

**The AED program Medical Advisor is Barbara Prescott, DNP, FNP-BC, RN 406-253-1111**

The Medical Advisor of the AED program has ongoing responsibility for:

- Oversees all medical aspects of the AED Program
- Ensures compliance with appropriate regulatory requirements
- Ensures proper training and maintenance for AED responders
- Establishes and reviews procedures for AED use
- Establishes a quality review and improvement program, including post-drill and post debriefing
- Establishes and maintains relationships with local EMS
- Ensures AED use reports are sent to the Superintendent within 48 hours of the occurrence of the event

### **Appropriate Training of Anticipated Users:**

Training Schedule:

All persons who are identified users will be trained in CPR/AED and will maintain training according to the Emergency First Response Corporation guidelines. A training schedule including names of those trained and dates both the current training and due dates for recertification will be maintained by the AED program leader in the school office.

**A list of individuals trained and authorized to use the AED** is attached as [Attachment C](#)

### **Individuals Authorized to Operate the AED:**

The AED may be used by:

- Employees including: administrators, nurses, athletic/activities director, athletic trainers and office staff.
- Additional staff as identified by administration. Examples: teachers, coaches, field/game managers and security staff.
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.

### **AED Trained Employee Responsibilities:**

- Activating internal emergency response system and providing prompt basic life support. including AED and first aid according to training and experience.
- Understanding and complying with requirements of this policy.
- Following the more detailed procedures and guidelines for the AED program.

### **Volunteer Responder Responsibilities:**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

### **School Office Responsibilities:**

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Using an established 9-1-1 checklist to assess emergency and determine appropriate level of response (see Attachment D)
- Contacting the external community 9-1-1 response team (EMS) immediately
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency

**Coordination of the EMS system:**

All licensed EMS systems providing coverage in the area (**Gallatin Gateway Fire Department; Gallatin Valley Sheriff's Office**) will receive copies of the AED plan. Every time an AED is attached to a patient, the local EMS must be activated. The Plan Coordinators will be responsible to coordinate with the local fire departments and police departments. The Gallatin Gateway Fire Department will be the primary advising EMS department. (see attachment E)

**Equipment:**

Equipment shall be an Automated External Defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. The two units at Gallatin Gateway School are: **Defibtech DDU-100, Semi-automatic external defibrillator.**

**Appropriate Device Maintenance:**

Device maintenance will be done according to the manufacturers guidelines and will be recorded for each unit. Routine inspections and testing of the AED is to be performed on a monthly basis and recorded on a separate written service log form by a AED program leader.

**After-School Hours:**

If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.

Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

**POST-AED EVENT:**

**Medical Response Documentation**

Internal Post-Event Documentation: It is important to document each use of the medical emergency response system.

The following forms shall be sent by an AED Program Leader or designee within 24 hours of a medical event:

- An accident report form shall be completed by a responding employee for each accident requiring first aid of any type.
- The AED-trained employee or volunteer responder shall complete the Gallatin Gateway School District Automated External Defibrillator Report, whenever an AED is used.

**External Post-Event Documentation**

A copy of AED use information shall be presented within 48 hours of the emergency to the following:

- Medical advisor of the AED program
- Local EMS, county, state officials as designated in state AED requirements and local regulations

- At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

**Post-Event Review**

Following each deployment of the response team member, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the Montana EMS and Trauma Systems. The Montana EMS and Trauma Systems coordinator according to the record retention policy shall maintain a copy of the post-event review summary.

**Ongoing Quality Improvement Program:**

The program coordinators will evaluate the AED plan on an annual basis and after each event in which the AED was used.

**Educational Requirements:**

All staff using the AED must complete training adequate to provide basic first-aid, CPR and AED. AED training will occur in August or September with the Medical Director or district approved personnel certified in CPR and AED. School staff and employees will also be trained in universal precautions against bloodborne pathogens. The program leader shall maintain training records for the trained employees in the school office.

**AED LAWS:**

**EMERGENCY MEDICAL SERVICES 37.104.601**

Subchapter 6

Automated External Defibrillators (AED)

37.104.601 DEFINITIONS The following definitions apply to this chapter, in addition to the definitions contained in 50-6-501, MCA:

(1) "Automated external defibrillators (AED) training program" means a course of instruction approved by the department which provides the initial education in the use of the AED and which has requirements for continued assurance of the competency of individuals in using an AED.

(2) "CPR" means cardiopulmonary resuscitation.

(3) "Medical supervisor" means a physician, physician assistant, registered nurse, or nurse practitioner licensed in Montana who completes a training program provided by the department and who agrees to provide medical supervision to an approved AED program. (History: 50-6-503, MCA; IMP, 50-6-501, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

Rules 37.104.602 and 37.104.603 reserved

**ADMINISTRATIVE RULES OF MONTANA**

**3/31/08**

**37-25703**

**EMERGENCY MEDICAL SERVICES**

**37.104.604**

37.104.604 WRITTEN PLAN (1) An entity wishing to use or allow the use of an AED shall develop, update as changes are made, and adhere to a written plan that:

- (a) for a stationary location specifies the physical address where the AED will be located;

(b) for a mobile location specifies the geographic area in which the AED will be used and specifies how the AED will be transported to the scene of a cardiac arrest;

(c) includes the names of the individuals currently authorized to use the AED;

(d) describes how the AED use will be coordinated with each licensed emergency medical service providing coverage in the area where the AED is located, including how emergency medical services will be activated every time that an AED is attached to a patient;

(e) specifies the name, telephone number(s), and address of the Montana licensed medical supervisor who will be providing medical supervision to the AED program and how the medical supervisor, or the medical supervisor's designee, will supervise the AED program;

(f) specifies the name, telephone number(s), and address of the medical supervisor's designee, if any, who will assist the medical supervisor in supervising the AED program;

(g) specifies the maintenance procedures for the AED, including how it will be maintained, tested, and operated according to the manufacturer's guidelines;

(h) requires that written or electronic records of all maintenance and testing performed on the AED be kept;

(i) describes the records that will be maintained by the program; and

(j) describes how the required reports of AED use will be made to the medical supervisor of the AED program, or their designee, and to the department. (History: 50-6-503, MCA; IMP, 50-6-501, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

**ADMINISTRATIVE RULES OF MONTANA**

**3/31/08**

**37-25705**

**37.104.605 DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES**

37.104.605 WRITTEN NOTICE (1) Prior to allowing any use of an AED, an entity must provide the following, in addition to a copy of the plan required by ARM 37.104.604, to each licensed emergency medical service and public safety answering point or emergency dispatch center in the area where the AED is located:

(a) a written notice, on a form provided by the department, that includes the following information:

(i) the name of the entity that is establishing the AED program;

(ii) the business address and telephone number, including physical location, of the entity;

(iii) the name, telephone number, and address of the individual who is responsible for the onsite management of the AED program;

(iv) the starting date of the AED program; and

(v) where the AED is physically located. (History: 50-6-503, MCA; IMP, 50-6-502, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305.)

**ADMINISTRATIVE RULES OF MONTANA**

**3/31/08**

**37-25706**

**EMERGENCY MEDICAL SERVICES 37.104.606**

37.104.606 REPORTS (1) Every time an AED is attached to a patient, its use must be reported to the medical supervisor or the medical supervisor's designee and the report must include the information required by the medical supervisor.

(2) Every time an AED is attached to a patient, the medical supervisor or the medical supervisor's designee shall provide to the department, on a form provided by the department, the following information:

- (a) the name of the entity responsible for the AED;
- (b) the name, address, and telephone number of the medical supervisor;
- (c) the date of the call;
- (d) the age of the patient;
- (e) the gender of the patient;
- (f) location of the cardiac arrest;
- (g) estimated time of the cardiac arrest;
- (h) whether or not CPR was initiated prior to the application of the AED;
- (i) whether or not the cardiac arrest was witnessed;
- (j) the time the first shock was delivered to the patient;
- (k) the total number of shocks delivered;
- (l) whether or not there was a pulse after the shocks and whether or not the pulse was sustained; and
- (m) whether or not the patient was transported, and if so, the name of the transporting agency and the location to which the patient was transported. (History: 50-6-503, MCA; IMP, 50-6-502, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

Rules 37.104.607 through 37.104.609 reserved

**ADMINISTRATIVE RULES OF MONTANA**                      **3/31/08**                      **37-25707**

**EMERGENCY MEDICAL SERVICES 37.104.610**

37.104.610 TRAINING (1) In order to be authorized by an AED program plan to use an AED, an individual must:

- (a) complete a cardiopulmonary resuscitation and AED training program that meets the standards of the American Heart Association and must renew this training at intervals not to exceed two years. (History: 50-6-503, MCA; IMP, 50-6-502, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

Rules 37.104.611 through 37.104.614 reserved

**ADMINISTRATIVE RULES OF MONTANA**                      **3/31/08**                      **37-25709**

**EMERGENCY MEDICAL SERVICES 37.104.616**

37.104.615 MEDICAL PROTOCOL (1) A medical protocol for defibrillation use must be consistent with the requirements for defibrillation set out in the "2005 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care" published in "Circulation", a journal of the American Heart Association, November 29, 2005, Volume 112, Issue 22 Supplement, and in the 2005 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care.

(2) The department adopts and incorporates by reference the guidelines for defibrillation referred to in (1), which set guidelines for proper defibrillation. A copy of the documents referred to in (1) may be obtained from the American Heart Association at [http://circ.ahajournals.org/content/vol112/24\\_suppl/](http://circ.ahajournals.org/content/vol112/24_suppl/). (History: 50-6-503, MCA;

IMP, 50-6-502, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2008 MAR p. 337, Eff. 2/15/08.)

37.104.616 REQUIREMENTS OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED) (1) An AED used by an AED program must be a unit approved by the U.S. Food and Drug Administration. (History: 50-6-503, MCA; IMP, 50-6-503, MCA; NEW, 1999 MAR p. 1913, Eff. 9/10/99; TRANS, from DHES, 2001 MAR p. 2305; AMD, 2005 MAR p. 2681, Eff. 12/23/05.)

Subchapter 7 reserved

### Montana Codes Annotated, 2001 Automated External Defibrillator Programs

**50-6-501. Definitions.** As used in this part, unless the context indicates otherwise, the following definitions apply:

- (1) "Automated external defibrillator" or "AED" means a medical device that:
  - (a) has received approval for marketing from the U.S. food and drug administration;
  - (b) is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and of determining, without intervention by an operator, whether defibrillation should be performed;
  - (c) upon determining that defibrillation should be performed, automatically charges and indicates that it is ready to deliver an electrical impulse to an individual's heart; and
  - (d) may be used by an operator of the device to deliver an electrical impulse to an individual's heart.
- (2) "Department" means the department of public health and human services provided for in [2-15-2201](#).
- (3) "Emergency medical service" means an emergency medical service as defined by [50-6-302](#).
- (4) "Entity" means a public agency, department, office, board, or commission or other governmental organization or a private corporation, partnership, group, or business or other private organization.
- (5) "Physician" means an individual licensed to practice medicine pursuant to Title 37, chapter 3, part 3.
- (6) "Public safety answering point" means a communications facility operated on a 24-hour basis that first receives [9-1-1](#) calls from persons in a [9-1-1](#) service area and that may, as appropriate, directly dispatch public or private safety services or transfer or relay [9-1-1](#) calls to appropriate public safety agencies.

**History:** En. Sec. 2, Ch. 335, L. 1999.

**50-6-502. AED program -- requirements for AED use.** In order for an entity to use or allow the use of an automated external defibrillator, the entity shall:

- (1) establish a program for the use of an AED that includes a written plan that complies with this part and rules adopted by the department pursuant to [50-6-503](#). The plan must specify:
  - (a) where the AED will be placed;
  - (b) the individuals who are authorized to operate the AED;
  - (c) how AED use will be coordinated with an emergency medical service providing services in the area where the AED is located;
  - (d) the medical supervision that will be provided;
  - (e) the maintenance that will be performed on the AED;
  - (f) records that will be kept by the program;
  - (g) reports that will be made of AED use;
  - (h) the name, location, and telephone number of a physician, or other individual designated by the physician, designated to provide medical supervision of the AED program; and
  - (i) other matters as specified by the department;
- (2) adhere to the written plan required by subsection (1);
- (3) ensure that before using the AED, an individual authorized to operate the AED receives appropriate training approved by the department in cardiopulmonary resuscitation and the proper use of an AED;
- (4) maintain, test, and operate the AED according to the manufacturer's guidelines and maintain written records of all maintenance and testing performed on the AED;
- (5) ensure that the physician or other individual designated by the physician to supervise the AED program



supervises the AED program to ensure compliance with the written plan, this part, and rules adopted by the department pursuant to [50-6-503](#) and reviews each case in which the AED is used;

(6) each time an AED is used for an individual in cardiac arrest, require that an emergency medical service is summoned to provide assistance as soon as possible and that the AED use is reported to the supervising physician or the person designated by the physician and to the department as required by the written plan;

(7) before allowing any use of an AED, provide the following to all licensed emergency medical services and any public safety answering point or emergency dispatch center providing services to the area where the AED is located:

- (a) a copy of the plan prepared pursuant to this section; and
- (b) written notice, in a format prescribed by department rules, stating:
  - (i) that an AED program is established by the entity;
  - (ii) where the AED is located; and
  - (iii) how the use of the AED is to be coordinated with the local emergency medical service system; and
- (8) comply with this part and rules adopted by the department pursuant to [50-6-503](#).

**History:** En. Sec. 3, Ch. 335, L. 1999.

**50-6-503. Rulemaking.** (1) The department shall adopt rules specifying the following:

- (a) the contents of the written notice required by [50-6-502](#)(7);
  - (b) reporting requirements for each use of an AED;
  - (c) the contents of a plan prepared in accordance with [50-6-502](#) and requirements applicable to the subject matter of the plan;
  - (d) training requirements in cardiopulmonary resuscitation and AED use for any individual authorized by an AED program plan to use an AED;
  - (e) requirements for medical supervision of an AED program;
  - (f) minimum requirements for a medical protocol for use of an AED;
  - (g) performance requirements for an AED in order for the AED to be used in an AED program; and
  - (h) a list of the AED training programs approved by the department.
- (2) The department may not adopt rules for any purpose other than those in subsection (1).

**History:** En. Sec. 4, Ch. 335, L. 1999.

**50-6-504. Enforcement -- cessation order -- hearing -- injunction.** (1) If the department receives information that an AED is being used in violation of this part or a rule adopted by the department pursuant to [50-6-503](#), it may send a written order to the entity responsible for use of the AED, as specified in the plan prepared pursuant to [50-6-502](#), ordering the entity to cease the violation immediately. The order is effective upon receipt by the entity, and the entity shall comply with the terms of the order. If the department receives information that the violation has been corrected, the department may rescind its order by sending a notice to that effect to the entity. The rescission is effective upon its receipt by the entity.

(2) The entity may request a hearing to contest an order issued by the department pursuant to subsection (1) by submitting a written request to the department within 30 days after receipt of the order. A request for a hearing does not stay the enforceability of the department's order. The hearing must be held within 30 days after the department receives the request, unless the hearings officer sets a later date for good cause. The hearing must be held pursuant to the contested case provisions of the Montana Administrative Procedure Act.

(3) Either the county attorney for the county in which the violation occurred or the department may bring an action in the district court of the county where the violation occurred or in the district court for Lewis and Clark County to enforce the department's order or to directly enjoin a violation of this part or a rule adopted pursuant to [50-6-503](#).

**History:** En. Sec. 5, Ch. 335, L. 1999.

**50-6-505. Liability limitations.** (1) An individual who provides emergency care or treatment by using an AED in compliance with this part and rules adopted by the department pursuant to [50-6-503](#) and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil

liability for a personal injury that results from that care or treatment or from civil liability as a result of any act or failure to act in providing or arranging further medical treatment for the individual upon whom the AED was used unless the individual using the AED or the person providing cardiopulmonary resuscitation, as applicable, acts with gross negligence or with willful or with wanton disregard for the care of the person upon whom the AED is or may be used.

(2) The following individuals or entities are immune from civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence if applicable provisions of this part and rules adopted by the department pursuant to [50-6-503](#) have been met by the individual or entity:

- (a) the physician supervising the AED program or the person designated by a physician to supervise the program, either of whom are designated in the plan prepared pursuant to [50-6-502](#);
- (b) the entity responsible for the AED program, as designated in the plan prepared pursuant to [50-6-502](#);
- (c) an individual providing training to others on the use of an AED.

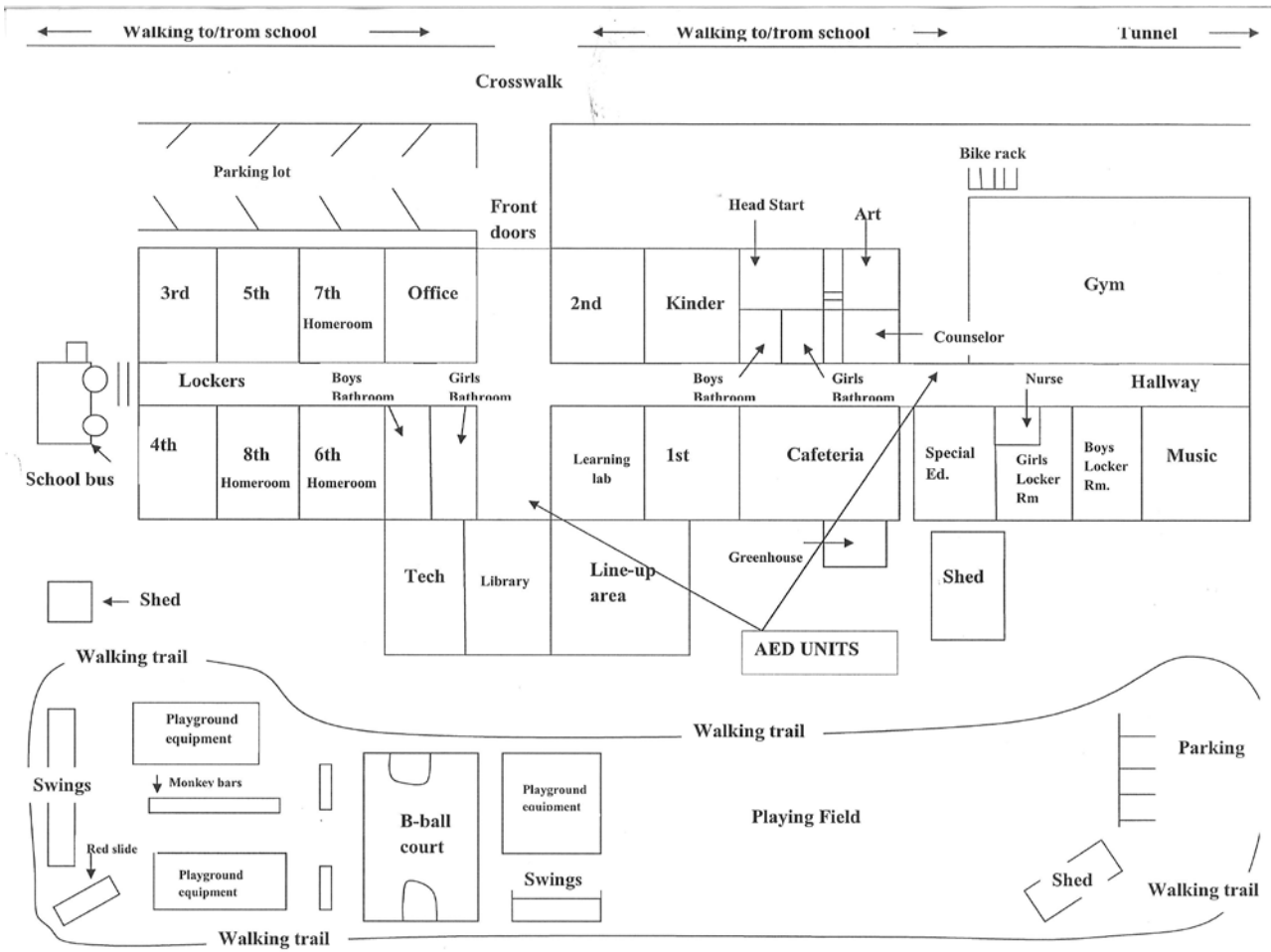
**History:** En. Sec. 6, Ch. 335, L. 1999.

**50-6-506. Exemptions.** This part does not apply to the use of an AED by:

- (1) a patient or the patient's caretaker if use of the AED is ordered by a physician; or
- (2) a licensed health care professional, including an emergency medical technician, whose scope of practice includes the use of an AED.

**History:** En. Sec. 7, Ch. 335, L. 1999.

# Attachment A – Map of Gallatin Gateway School



# Attachment B1 – AED Use in Three Steps

Learn How To Use An AED In Three Steps – Learn AED

## LEARN AED

Automated External Defibrillators

### AED USE IN THREE STEPS



#### 1. Call 911

Tell the emergency operator that the person has collapsed and that you have an AED and know how to use it.



#### 2. Turn The AED On

Place the AED by the person's shoulder and turn it on.



#### 3. Follow The AED Instructions

The AED will talk to you and tell you to attach the pads to the bare chest. It will tell you if and when you have to press the shock button. Do not touch the person when the AED is analyzing the heart rhythm and do not touch the person if and when you press the shock button.

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Questions or comments? Email Mickey Eisenberg, MD at [survive@u.washington.edu](mailto:survive@u.washington.edu)

Want To Learn The Basics of CPR? [Click Here Learn CPR](#)

## Attachment B2 – AED Inspection Sheet



Medical Advisor

Mrs. Barbara Prescott DNP, FNP-BC, RN School Nurse-Primary Care Clinic

Administrator

Dr. Kim DeBruycker

Superintendent/Principal

Faculty

Mrs. Jacki Yager	Kindergarten
Ms. Neal Krogstad	First Grade
Ms. Debra Tysse	Second Grade
Mr. Georgia Holt	Third Grade
Ms. Ashley Davis	Fourth Grade
Mrs. Laura Axtman	Fifth Grade
Mrs. Elizabeth Matthews	Sixth Grade and <b>AED Program Leader</b>
Ms. Laurel King	Seventh Grade
Mr. Michael Herdina	Eighth Grade
Mr. Joe Mohr	Music/Health Enhancement
Mrs. Kacee Krob	Library
Mrs. Cheryl Curry	Learning Lab/Special Education
Mr. Mike Coon	Math/Technology/Health Enhancement
Mrs. Kim McCauley	Counselor
Mrs. Amy Burkenpas	Title I Paraprofessional
Mrs. Carrie Fisher	Clerk
Mrs. Bobbi Jo Gunderson	Kitchen Manager
Mr. Gary Jones	Bus Driver

## **Attachment D - Calling 911**

### **Calling 911: What to Do in an Emergency**

When accidents happen you often need to act quickly, but in the terror of the moment it's easy to become confused and disoriented. That is why experts recommend that you prepare for an emergency before it happens by gathering all the information you'll need to provide the 911 operator and the emergency team. This 911 information is also essential to have on hand for a caregiver, relative, or friend, if you are not at home, or in case you are incapacitated. It should include:

- Your street address and closest cross street.
- A call-back number, in case emergency personnel have additional questions
- Chronic medical conditions, if any
- Recent medical events, if any

### **Making the 911 Call: What to Expect**

Someone is sick or has suffered an injury. You've placed a call to 911. Now what? "Let the operator drive the call," advises emergency physician Darria Long, MD, a spokeswoman for the American College of Emergency Physicians. She says callers should not interrupt the 911 dispatcher and should follow all instructions and be ready to answer questions, the most important of which is your location. You should also be prepared to answer questions about the person's condition. These questions may include:

- Is the person awake?
- Is the person breathing?
- Is there an injury?
- Is the person in a dangerous spot or position where further injury could occur?
- Has the person experienced a recent major medical event?
- Does the person have a chronic medical condition?

### **What to Do While You Wait**

Do not hang up until the 911 operator tells you to do so. While waiting for emergency care, you should do the following:

- If the person is not breathing, begin CPR, but only if you have been trained to do so.
- If there is a wound, begin first aid.
- Stay calm and reassure the person that help is on the way.
- Make the person as comfortable as possible.
- Gather the person's medications to give to the emergency team.
- Move furniture to allow easy access to the person.
- Recall the facts: How long has the person been sick? How long has he been unconscious? When and how did the accident happen?
- Have someone at the door to let in the emergency personnel and guide them to the person.

## **Attachment E – EMS and PSAP Notification Form**

### **EMS AND PSAP NOTIFICATION FORM**

In accordance with A.R.M. Section 37.104.604, entities wishing to use or allow the use of an AED shall provide the following information to each licensed emergency medical service and Public Safety Answering Point (PSAP, 911, local emergency dispatch center) in the area where the AED is intended to be used.

Name of Entity Establishing AED Program

**Gallatin Gateway School District #35**

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Business Address, Physical Address, and Telephone Number of the Entity

**P.O. Box 265/ 100 Mill Street, Gallatin Gateway, Montana 59730 (406) 763-4415**

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Name, Address, and Phone Number of the Individual Responsible for On-Site Management of AED Program

**Elizabeth Matthews, P.O. Box 265, Gallatin Gateway, Montana 59730. (406) 763-4415**

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Starting date of the AED Program **October 12, 2012**

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Physical Location of the AED

**AED #1 is located in the southeast corner of the main lobby, left of the door that goes out to the playground**

**AED #2 is located in the hallway, west of the Gallatin Gateway School gymnasium doors.**

Form provided to the following EMS and PSAPs:

**American Medical Response, 2101 Industrial Drive, Bozeman, Montana 59715**

**Gallatin County Sheriff's Office, Montana 911 Center, 311 West Main Street, Bozeman, Montana 59715**

**Gallatin Gateway Fire Department, 320 Webb Street, Gallatin Gateway, Montana 59730**

**\*All recipients mailed on October 12, 2012**



## AED Monthly Inspection Checklist

Month	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Api.	May	June	July	Aug.
Battery is working properly Expiration Date:												
AED pads not past the expiration date Expiration Date:												
Medical exams gloves available to protect against bloodborne pathogens												
Scissors available to cut clothing before applying pads												
Razor available in case hair removal is needed before applying pads												

AED Unit Number: Outside Gym

