COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

December 15, 2014

TO: EACH SUPERVISOR

FROM: DARYL L. OSBY, FIRE CHIEF

MOTION BY SUPERVISOR MARK RIDLEY-THOMAS, SEPTEMBER 16, 2014: ENCOURAGING EMPLOYEE PARTICIPATION IN THE PULSEPOINT APPLICATION TO SAVE LIVES

In accordance with your Honorable Board's September 16, 2014, motion, the Los Angeles County Fire Department (Fire Department) is collaborating with the Chief Executive Office (CEO) and the Department of Health Services (DHS) to encourage Los Angeles County (County) employees to learn hands-only cardiopulmonary resuscitation technique (hands-only CPR) and utilize the PulsePoint Application (PulsePoint). As requested, following is a plan to train all County employees, methods to encourage their use of PulsePoint, and a plan to inventory all automatic external defibrillators (AED) in County-owned and/or managed buildings.

PLAN TO TRAIN ALL COUNTY EMPLOYEES

The Fire Department is the lead agency in the creation and implementation of the Hands-Only CPR Training Program for employees. The Fire Department will deliver the program through the "Train-the-Trainer" method wherein each County department will be asked to designate departmental subject matter experts (SMEs). The SMEs will be trained by the Fire Department to become instructors; and as instructors, the SMEs will be responsible for training their respective department personnel.

The Fire Department will maintain a master roster of departmental SMEs and conduct refresher "Train-the-Trainer" sessions every three years. In the event the need arises for additional SMEs, the Fire Department will conduct additional "Train-the-Trainer" sessions.

Outline of Employee Hands-Only CPR Training Program

- Employee will register for one of their departmental training sessions through the Learning Net System (LNS).
- The training session will consist of:
  - Attendance at a 30-minute, instructor lead training session.
  - Viewing of a 15-minute instructional video through LNS.
  - Successful completion of a 10-question posttest through LNS.
- Upon successful completion of the post-test, the employee will be asked to download PulsePoint to their mobile device.
- Completion of the course will appear on the employee's profile in LNS.

Hands-Only CPR Training Program Timeline

January 2015
- Obtain approval from your Board of the Hands-Only CPR Training Program.
- Finalize curriculum.
- Official launch of employee Hands-Only CPR Training Program.
- Establish and train the Fire Department's "Train-the-Trainer" team.
- Request identification of departmental SMEs.
- Open LNS registration for departmental SMEs to attend a "Train-the-Trainer" session. (Attachment A)
- Begin to identify and document AED locations throughout all County-owned and/or managed buildings to be completed by April 2015 in conjunction with the annual County audit (Attachment B).

February 2015
- Conduct "Train-the-Trainer" sessions for departmental SMEs.
- SMEs to prepare training schedule for their respective department.

March 2015
- Open LNS registration for employee Hands-Only CPR Training sessions. Expected completion by December 2016.

April 2015
- Begin conducting Countywide employee hands-only CPR training.
- Complete upload of AED locations to PulsePoint.

Cost Estimate

The Fire Department anticipates the costs as follows:

- The "Train-the-Trainer" sessions will be conducted by assigned on-duty personnel. In the event overtime is necessary, the costs will be minimal.
- Each department will be responsible for ordering/purchasing at least one hands-only CPR kit.
    - Each kit is approximately $600 and contains 10 manikins and accessories (Attachment C).
    - Vendor information will be provided to the SMEs during the "Train-the-Trainer" sessions.
    - One kit can train up to 30 participants at a time.

Documentation of the Number of Times an Employee has Been Notified Via PulsePoint to Respond to a Person Requiring CPR

PulsePoint has the capability to send a notice to the Fire Department designee each time an employee receives a notice to respond to a person requiring CPR. A quarterly report will be compiled and will be provided upon request.

ENCOURAGE EMPLOYEES WHO ARE TRAINED IN CPR TO DOWNLOAD AND REGISTER WITH PULSEPOINT

During the "Train-the Trainer" sessions, the SMEs will be provided with options to customize their training for those employees who are CPR-certified. They will be encouraged to register with PulsePoint.

INCLUDE INFORMATION ON PULSEPOINT IN ALL RELEVANT PRESENTATIONS TO THE PUBLIC

The Fire Department regularly encourages the community to become trained in hands-only CPR, download PulsePoint, and save a life. During the "Train-the-Trainer" sessions, the SMEs will be provided with a script for their department heads and/or staff to utilize during public presentations wherein PulsePoint may be relevant.

AED LOCATIONS IN COUNTY BUILDINGS

An inventory of AEDs located in the County, including County-owned or managed buildings, will be handled by the CEO's office. This will occur annually during the Countywide security audit. The survey of AED locations is on track to be finished by April 1, 2015. Instruction for the Department-designated SME on how to upload the locations of AEDs into PulsePoint will occur at "Train-the-Trainer" sessions.

The Fire Department plans to move forward with the program detailed above unless otherwise directed by your Board.

If you have any questions, please contact me at (323) 881-6180, or your staff may contact Battalion Chief Anderson Mackey at (323) 881-2403.

DLO:am

Attachments

c: Sachi Hamai
Brence Culp
Georgia Mattera
Cindy Chen
Peter Hong
Ben Polk
Randi Tahara
David Colgan
Rick Velasquez
Sussy Nemer
Mitchell H. Katz, M.D

ATTACHMENT A

FEBRUARY 2015 HANDS-ONLY CPR SMEs "TRAIN-THE-TRAINER" SESSIONS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	23	3 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	4 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	5 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	6	7
8	9	10 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	11 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	12 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	13	14
15	16	17 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	18 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	19 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	20	21
22	23	24 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	25 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	26 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm	27	28
29	30	31 9:00 am - 10:00 am 10:00 am - 11:00 am 1:00 pm - 2:00 pm 2:00 pm - 3:00 pm				

Automated External Defibrillators (AED) Site Survey

1) **Is the building/facility equipped with automated external defibrillators (AED)?**

   If yes, what is the make/model of the device(s)?

   If yes, how many devices are there in the building/facility?

   If yes, what is the location(s) of the device?

   If yes, is the device(s) registered with "Pulse Point"?

   If yes, is the device(s) regularly tested?

   If yes, is training provided?

2) **Is <u>hands-only</u> cardiopulmonary resuscitation (CPR) training provided?**

   If yes, how many have been trained?

3) **Is First Aid Training provided?**

   If yes, how many have been trained?

ATTACHMENT C

CPR in Schools Training Kit™

American Heart Association.
CPR & First Aid

Teach students lifesaving CPR skills by using this all-in-one kit

In S chool | Facilitated G roup

Train the next generation of lifesavers

The CPR in Schools Training Kit empowers students to learn the core skills of CPR in under 30 minutes, and it teaches AED skills and choking relief. The easy-to-use kit is designed specifically for the needs of school educators. It's portable, allowing for convenient movement from classroom to classroom and easy storage. It's also reusable. The CPR in Schools Training Kit was developed by the American Heart Association and incorporates the very latest science.

CPR in Schools Training Kit includes

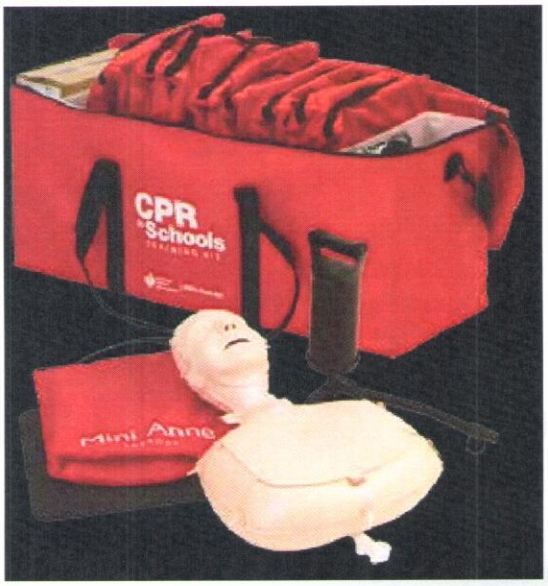
- 10 Mini Anne® Plus inflatable manikins
- 10 kneel mats with carry bags
- 10 practice-while-watching training DVDs
- Hand pump for manikin inflation
- 2 mesh collection and storage bags
- Classroom carry bag
- 50 replacement airways
- 50 manikin wipes
- 10 replacement face masks
- Facilitator Guide

The kit contains everything needed to facilitate a CPR in Schools training class for 10 students at once. And the process can be easily repeated to train an entire class, a grade or even an entire school. One kit can train hundreds of students!

How it works

Any educator or student can facilitate the 30-minute session as students practice on a Mini Anne Plus manikin while watching and learning CPR skills on the DVD. This method is a research-proven way for students to learn and retain the lifesaving skills of CPR. Students can learn Hands-Only™ CPR or CPR with breaths. Students can take home a manikin and DVD from the kit to train family and friends too.

When lives are at stake, don't settle for less. Insist on quality training from the leader in Emergency Cardiovascular Care: the American Heart Association.



Order today!

Course materials

- CPR in Schools Training Kit, light skin (90-1088)
  ISBN: 978-1-61669-347-3
- CPR in Schools Training Kit, brown skin (90-1089)
  ISBN: 978-1-61669-348-0

www.heart.org/cprinschools

(866) 935-5484

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