

DEPARTMENT OF HEALTH SERVICES  
COUNTY OF LOS ANGELES

SUBJECT: **AED SERVICE PROVIDER  
PROGRAM REQUIREMENTS**

(EMT/PUBLIC SAFETY)  
REFERENCE NO. 412

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PURPOSE: To establish policies and procedures for AED service providers, EMT and Public Safety, in Los Angeles County.

AUTHORITY: Health and Safety Code Sections; 1797.170, 1797.190, 1797.196  
California Code of Regulations, Title 22, Division 9, Chapter 1.5. First Aid and CPR Standards and Training for Public Safety Personnel 100017 100021 100022, Chapter 2 Sections 100056,100056.1, 100063, 100063.1.

DEFINITIONS:

**Automated External Defibrillator (AED):** An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock, either automatically or by user interaction, after electronically detecting and assessing ventricular fibrillation or ventricular tachycardia.

**Authorized Individual:** EMT personnel employed by an EMT AED service provider who has met the training requirements and is authorized to use an AED.

**EMT (Emergency Medical Technician):** An individual who is currently certified in California as an EMT.

**EMT AED Service Provider:** An agency or organization approved by the EMS agency and is responsible for and authorizes EMTs to operate an AED for the purpose of providing services to the general public.

**Public Safety AED Service Provider:** An agency or organization approved by the EMS agency and is responsible for and authorizes public safety personnel to operate an AED for the purpose of providing services to the general public.

**Public Safety Personnel:** Firefighter, lifeguard, or peace officer (as defined by Section 830 of the Penal Code) not employed as an EMT.

PRINCIPLES:

1. All AED service provider agencies shall meet State regulations and established EMS Agency policies.
2. Only agencies or organizations that employ EMTs and/or public safety personnel are eligible for approval as an AED service provider.
3. An approved AED service provider and their authorized personnel shall be recognized statewide.

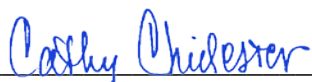
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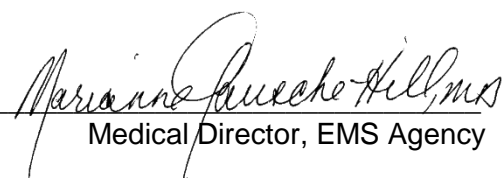
EFFECTIVE DATE: 08-01-88

PAGE 1 OF 6

REVISED: 10-01-19

SUPERSEDES: 07-01-13

APPROVED:   
Director, EMS Agency

  
Medical Director, EMS Agency

POLICY

I. Approving Authority

The EMS Agency shall be the approving authority for all AED service provider programs whose headquarters/local operations are located within Los Angeles County.

II. Program Approval

The EMS Agency:

- A. Shall notify the applicant within fourteen (14) business days that the application was received and specify what information, if any, is missing or deficient.
- B. Shall review and approve all first aid and/or Cardiopulmonary Resuscitation (CPR)/AED training programs which are not approved by American Heart Association (AHA), American Red Cross (ARC), American Safety Health Institute (ASHI), Peace Officer's Standards and Training (POST), or the EMS Authority.
- C. May conduct a site survey prior to approval.
- D. Shall provide written approval authorizing AED services within thirty (30) calendar days, when all requirements have been met.
- E. May revoke or suspend an AED program, prohibiting the use of AEDs, if the AED service provider:
  - 1. Is found to be out of compliance with applicable state regulations and/or EMS Agency policies, procedures, or reporting requirements.
  - 2. Fails to correct identified deficiencies within the specified length of time after receiving written notice from the EMS Agency.

III. Program Staff Requirements

Each program shall designate a program coordinator.

A. Requirements

An individual designated by the fire chief, supervisor, or general manager of the AED service provider organization or agency.

B. The duties shall include but are not limited to:

- 1. Program management.
- 2. Submission of required data annually via AED Annual Report.
- 3. Ensure that a California licensed physician, physician assistant, registered nurse, or paramedic, who has the ability to interpret electrocardiogram (ECG) rhythms, will timely and competently:

- a. Review all cases where an AED was applied.
  - b. Maintain required data set for annual report.
  - c. Review and summarize system performance.
  - d. Make recommendations, as indicated, for modification of system design, performance protocols, or training standards designated to improve patient outcome.
4. Comply with department and EMS Agency policies and procedures.

IV. Program Requirements

A. Initial Application

An organization or agency employing certified EMTs and/or employing public safety personnel may seek approval by submitting the following:

1. A complete application, Los Angeles County EMS Agency Ref. No. 412.1, AED Service Provider Program Application.
2. A written request or letter of intent which includes the following:
  - a. A statement that the organization or agency is willing to abide by Los Angeles County EMS Agency Ref. No. 412, AED Service Provider Program Requirements.
  - b. An assurance that all AED devices in use meet current AHA Emergency Cardiovascular Care (ECC) guidelines.
  - c. Report changes in key personnel or equipment to the Los Angeles County EMS Agency within thirty (30) days.
  - d. Notification of discontinuance of an approved EMS AED program will be sent to the Los Angeles County EMS Agency within thirty (30) days of closure.

B. Public Safety Programs Initial Training Requirements:

1. CPR and First aid training not less than 21 hours. POST-approved basic academy training covers this training requirement.
2. AED training and orientation of authorized personnel shall include the following topics and skills:
  - a. Proper use, maintenance, and periodic inspection of the AED.
  - b. The necessity of CPR, defibrillation, advanced life support (ALS), and adequate airway care.

- c. Overview of the EMS system, 9-1-1 access, interaction with EMS personnel, and organization's internal response and operational plan.
- d. Assessment of an unconscious patient, to include evaluation of airway, breathing, and circulation to determine cardiac arrest.
- e. Appropriate care if rhythm analysis reports "no shock advised".
- f. AED safety precautions to enable the individual to administer a shock without jeopardizing the safety of the patient, rescuers, or bystanders.
- 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 post defibrillation.
- i. Appropriate care following defibrillation.
- j. Documentation and reporting requirements

C. Public Safety Programs Skills Competency:

- 1. Complete a retraining course in first aid, CPR, and AED use once every two (2) years at a minimum which consists of not less than eight (8) hours.

**OR**

- 2. Pass a competency based written and skills pretest on first aid, CPR, and AED use every two (2) years at a minimum with the following restrictions:
  - a. Appropriate retraining is provided on those topics indicated necessary by the pretest in addition to any new developments in first aid, CPR, and AED use.
  - b. Successful completion of a written test covering the topics on which retraining occurred.
  - c. The hours for the retraining may be reduced to those hours needed to cover the topics indicated necessary by the pretest.

D. EMT Programs Training and Competency Requirements:

- 1. CPR with AED training to the level of health care provider or professional rescuer in accordance with current AHA ECC guidelines.
- 2. Orientation to the use and maintenance of the EMT service provider's specific AED device(s).

3. Instruction in documentation, internal response and operational plan, reporting requirements, and EMS Agency policies and procedures related to AED use.
  4. Continued competency training and documented demonstration of skills proficiency which shall occur, at a minimum, every two (2) years.
- E. Provide the following to the EMS Agency or EMS Authority upon request for each AED authorized user:
1. If an EMT AED provider, EMT certification number with expiration date and issuing agency.
  2. Date of most recent CPR/AED training.
  3. Most recent AED skills competency date.
- F. Maintenance of Equipment/Supplies
1. Have a written policy with the procedure to be used to ensure AED equipment is properly maintained.
  2. All AEDs and supplies shall be maintained and inspected after each use and, at a minimum, every thirty (30) days.
- G. Response and Operational Plan shall include the following:
1. How emergency response will be activated, e.g. 9-1-1 call, internal number, radio, etc.
  2. Geographical response area, location of each AED and number of AEDs in service.
  3. Response personnel.
  4. Scene safety.
  5. Documentation post AED application.
- V. Program Review and Reporting
- A. Approved programs shall be subject to periodic on-site surveys by the EMS Agency.
  - B. The EMS Agency shall be notified in writing within thirty (30) days of any change to program coordinator, and/or changing, adding, or upgrading AEDs.
  - C. Complete Ref. No. 412.2, AED Service Provider Annual Report and submit by March 31<sup>st</sup> for the previous calendar year.
- VI. Record Keeping
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- A. Each program shall maintain the following records for four (4) years which shall be available for review:
1. All documentation required for program approval.
  2. Training and competency rosters.
  3. Instructional and testing material.
  4. Maintenance/inspection log sheets.
  5. Curriculum vitae and qualifications for the program coordinator.
- B. Patient care records shall be maintained in accordance with EMS Agency policies.

CROSS REFERENCE:

Prehospital Care Manual:

- Ref. No. 412.1, **EMT AED Service Provider Program Application**  
Ref. No. 412.2 **AED Service Provider Annual Report**  
Ref. No. 602, **Confidentiality of Patient Information**  
Ref. No. 606, **Documentation of Prehospital Care**  
Ref. No. 610, **Retention of Prehospital Care Records**  
Ref. No. 814, **Determination/Pronouncement of Death in the Field**  
Ref. No.911, **Public Safety First Aid (PSFA) and Basic Tactical Casualty Care (BTCC) Training Program Requirements**