11.14 Use of Automated External Defibrillators (AEDs) SOP

Section 1 - Purpose and Objectives

(1) To provide guidance to CFA members on the:

   a. Deployment of CFA associated Automated External Defibrillators (AEDs);
   b. Post-deployment actions;
   c. Maintenance of units; and
   d. Associated records and data management.

Section 2 - Scope

(2) This procedure applies to all CFA members.

(3) This procedure does not include activities undertaken in accordance with the following SOPs 10.24 Emergency Medical Response (EMR) and 10.27 Fire Medical Response (FMR).

Section 3 - Procedure

(4) To maintain organisational consistency, Brigades must only purchase or accept (including via donation) the appropriate AED brand/model as specified in Schedule 1.

(5) The purchase or acquisition of an AED does not mean that a brigade is a designated EMR or FMR brigade. Brigades acquiring AEDs will not be responded directly to EMR and FMR events by Triple Zero Victoria.

(6) AEDs should be operated by, in order of preference:

   a. A member trained in the use of an AED as part of a formal medical, paramedical, nursing or first aid qualification; or
   b. A member who has completed the appropriate AED operator awareness package, or where no appropriately trained members are immediately available;
   c. An untrained member.

(7) The Brigade Captain (or delegate) is responsible for ensuring that the AED is properly maintained by members with suitable training in the use and care of AED equipment.

   a. CFA approved AEDs perform daily self-tests to detect potential faults, however, AEDs must be manually checked at least monthly to ensure that they are ready for use. Refer to Schedule 1 for the CFA approved AED manufacturer's manual.
   b. The Brigade Captain is responsible for ensuring that any maintenance issues or faults are reported to defibs@cfa.vic.gov.au.

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c. If an AED has not been maintained in accordance with CFA or manufacturer requirements, it should be removed from service.

> Note – AED batteries should not be removed from the AED during maintenance checks unless advised by the manufacturer.

(8) Where AED deployment is required (the patient is unresponsive and not breathing normally):

a. In accordance with current first aid guidelines, notify FireCom (or Triple Zero Victoria) immediately to request ambulance response and commence CPR immediately.

b. Deploy the AED. To ensure safe use of the AED follow the instructions provided, stand clear when it is analysing, charging, and a shock is being delivered.

c. CFA members deploying the AED at an incident should wear the following Personal Protective Clothing (PPC) wherever possible:
   i. Nitrile gloves;
   ii. Respiratory protection (a mask); and
   iii. Eye protection.

d. Where possible, at least two CFA members should be present when an AED is deployed.

e. When deployment of the AED is required, all CFA members should be aware of the potential for exposure to biological hazards and potentially traumatic events.

(9) AEDs on/in CFA property are to be recorded on the AED Tracking Register by contacting the email address defibs@cfa.vic.gov.au. Any AEDs that are not CFA approved will not be recorded or maintained by the Statewide Defibrillator Program (SDP).

(10) For Brigades that fall under the SDP program, consumables (e.g. AED pads and batteries) should only be sourced and received through the SDP.

Publicly Accessible AEDs

(11) CFA approved AEDs listed in Schedule 1 may be installed in publicly accessible locations on CFA property. Prior to installing a publicly accessible AED on CFA property:

a. Responsibility (including maintenance) for the AED should be clearly identified and documented;

b. Approval must be sought from the relevant District Assistant Chief Fire Officer (or delegate); and

c. Notification must also be provided to the SDP via defibs@cfa.vic.gov.au.

(12) CFA members must not service or maintain any publicly accessible AEDs not on CFA premises.

(13) CFA members must not service or maintain any publicly accessible AEDs on CFA premises that are owned by other parties or organisations.

(14) CFA members must not register any AED that is inside CFA property or a CFA vehicle with the Ambulance Victoria/GoodSAM Registry as publicly accessible.

(15) CFA members may only register an AED with Ambulance Victoria/GoodSAM Registry if the unit is mounted on the outside of the station, and is available to members of the public at all times.

(16) Prior to registering a publicly accessible AED with the Ambulance Victoria/GoodSAM Registry, approval must be provided by the SDP via defibs@cfa.vic.gov.au.

Notifications

(17) Where a brigade deploys an AED during an operational response to another incident, FireCom must be notified of the following (in addition to normal radio procedures):

a. Ambulance required (if not already advised).
b. Medical situation reports as status changes to include the following details:
     i. Number of patients;
    ii. Gender and approximate age of patient(s);
   iii. Patient's condition, eg:
        - CPR in progress;
        - AED deployed;
        - Patient is conscious/unconscious.
c. Patient handover to ambulance or other/higher medical authority.

(18) Where an AED is deployed on a CFA member, Chief Officer's SOP 14.06 – Notifications of Injuries and Fatalities must be followed.

> Note: private patient information should not be shared in radio communications.

Post Incident Actions

(19) Where a brigade deploys an AED, the District Duty Officer (DDO)/State Duty Officer (SDO) should be advised.

(20) Where a brigade deploys an AED, contact defibs@cfa.vic.gov.au for further advice regarding the removal of data from the used AED and Patient Care Record (PCR) creation.

(21) All patient information is to be kept private and confidential in accordance with CFA's Privacy Policy.

(22) When an AED has been deployed, the brigade should consider requesting wellbeing services (signal 2-7 via FireCom) in accordance with Chief Officer's SOP 14.02 Welfare Services – Activation Of.

Safety Note

(23) CFA members should consider weather, environmental and safety implications when using the equipment. For example, when deploying the AED:

a. In wet conditions;
b. In an explosive environment where there is the presence of flammable materials;
c. On or near conductive materials (e.g. metal).

Environmental Note

(24) Nil.

Section 4 - Definitions

(25) Commonly defined terms are located in the CFA centralised glossary. Document-specific definitions are listed below.

(26) Statewide Defibrillator Program (SDP): CFA Headquarters manages all CFA-approved AEDs located on CFA appliances, in stations and on external CFA property walls (public access AEDs). The SDP program does not record, manage or maintain any non-CFA approved AEDs associated with CFA property. The SDP supplies consumables and advice relating to the AEDs managed via this program.

Section 5 - Related Documents

(27) [Standard Order 11: Health and Safety](#)

Schedule 1:

CFA Approved AED:	Manufacturer Documentation
Philips HeartStart FRx	[Phillips HeartStart FRx Owners Manual](#)

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Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
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Expiry Date	Not Applicable
Accountable Officer	Jason Heffernan Chief Officer
Responsible Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
Author	Emma Pollard
Enquiries Contact	Statewide Defibrillator Program

Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"FireCom" - The callsign for day to day / normal radio communications to CFA vehicles and aircraft.

"Personal Protective Clothing (PPC)" - Includes clothing used to provide protection to CFA members from the risks associated with performing a specific operational task for which they are competent and endorsed

"Brigade Captain" - The Captain is the highest ranking officer of a volunteer brigade. Where the position of Captain is currently vacant these responsibilities are carried out by next highest ranking officer.

"Patient Care Record (PCR)" - A patient care record is a formal means by which to document care provided to a patient, while also recording other information pertinent to patient care. A PCR should be completed any time significant care is provided to a patient (community member or CFA member) by a CFA member. For further information, please contact fmr@cfa.vic.gov.au.

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