



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 65	Subject: Automated External Defibrillators	Effective Date: 09/01/1999
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish policy, procedures and responsibility for the use of Automated External Defibrillators (AED).

II. Policy

Sudden cardiac arrest is a major cause of death in the United States. Abnormal heart rhythms cause most sudden cardiac arrests. A critical step in treating victims suffering from heart arrhythmia is the delivery of an electrical shock (defibrillation) to the heart with the use of an AED. It is the policy of this department to respond quickly and safely to all possible cardiac emergencies and to use the AED equipment as trained on all cardiac arrest victims with the goal of reducing the mortality rate within the University community due to sudden cardiac arrest.

III. Scope

This directive shall affect all sworn police officers.

IV. Procedures

A. Training

1. All sworn personnel are required to maintain current MPOETC requirements for CPR and Red Cross First Aid prior to AED training or using an AED.
2. All sworn personnel are required to successfully complete initial AED training before using an AED.
3. All personnel must undergo annual re-certification on the use of the AED.
4. Personnel may only use AED equipment that they have been trained to use.

B. Patrol Responsibilities

1. Patrol officers will be responsible for the care and maintenance of an AED unit and related equipment assigned to them. AED units will be stowed in the passenger compartment or cargo area of the officer's assigned vehicle and secured by seatbelt, or other appropriate manner. AED units shall not be stowed in the trunk or on the floors of vehicles due to the unit's sensitivities to impact, moisture and temperature.
2. Assigned officers will obtain an AED unit at the beginning of their shift from the PennComm center, completing UPPD-78, "Defibrillator Sign- out Sheet". Officers shall examine the AED unit to verify that the AED is in operating order and is equipped with a set of defibrillator pads. Any damage or deficiencies to the unit observed by the officer shall immediately be reported to the shift supervisor.
3. It is the responsibility of patrol officers to respond to all possible cardiac arrest incidents in a safe and expeditious manner. Upon arrival, officers shall remove the AED unit and related equipment from the police vehicle before their initial approach to the victim. PennComm must be notified of the initial arrival at the scene and immediately advised when an AED is applied to the victim for accurate time records.
4. If it is determined that a victim is experiencing cardiopulmonary arrest, the AED protocol, as trained, shall be followed. This procedure shall continue until relieved by EMS personnel.
5. An AED unit shall not be used in any situation precluding safe use such as on a victim immersed in water or near a metal surface.
6. If an AED is utilized during an incident, a UPPD-14, "AED Incident Report" shall be completed. This is in addition to any other incident report that may be required for the incident.
7. At the conclusion of an AED incident, the officer involved is responsible for obtaining a new set of defibrillator pads from the PennComm Police Supervisor. The officer will then connect the new set of pads to the AED unit. The PennComm Police Supervisor will indicate on the UPPD Summary Sheet (UPPD-8) that the AED was utilized and that a new set of defibrillator pads was issued to that unit.
8. Whenever possible, the AED utilized in a cardiac incident will be taken out of service until the data in the unit can be downloaded by the AED Project Coordinator or designee.
9. Any officer experiencing a problem with an AED unit shall immediately place that unit out of service and notify their immediate supervisor. The unit shall either be turned over to the AED Coordinator if available or secured in the Sergeant's office. A memo detailing the problem with the unit shall be directed to the AED Coordinator.
10. Any officer putting down a mobile unit equipped with an AED down for repair is responsible for transferring the AED unit to the temporary car currently being used by that officer. The

officer who first puts the mobile unit back into service is responsible for the return of the AED unit.

11. The assigned officer is responsible for returning the AED to the PennComm Center prior to reporting off duty.

C. PennComm Center Responsibilities

1. Upon receiving a report of a possible cardiac arrest incident, the nearest available patrol unit equipped with an AED unit shall be dispatched to the scene. This may be in addition to other units already assigned.
2. The dispatcher, in addition to notifying Philadelphia Fire Rescue, shall immediately enter the officer arrival and AED application times into the CAD when notified by the officer at the scene.

D. AED Project Coordinator

1. The designated AED Project Coordinator will be responsible for all AED training to assure that all sworn personnel are initially trained and re-certified in the use of the AED within the yearly time period.
2. The Project Coordinator will review all AED incident reports to verify that AED protocol is being properly followed. Additional responsibilities include the filing of all AED reports, the record keeping of maintenance history/use of each individual AED unit, and the ordering of new supplies.
3. The Project Coordinator will, on a monthly basis, generate a report to the project Medical Director and to the Office of the Chief of Police detailing the use, and outcome of all incidents involving the AED.

E. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

F. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

G. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will

only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.