

William B. Ogden Free Library
AED AVAILABILITY/STAFF TRAINING

Purpose

In the event of a sudden suspected cardiac event the William B. Ogden Free Library has an AED on premises and staff trained in CPR and AED use.

References

[American Health Association](#)

[American Red Cross](#)

[Manufacturer's Instructions](#) (currently Philips Heart Start)

Procedure

1. Training

- The Library staff will be trained in CPR and AED use by an organization chosen by the Library Director
- Re-education will take place per the training organization guidelines.

2. Implementation

- In the event of the sudden collapse of an individual, the library staff will respond with the AED unit while another staff member or patron calls 911 to activate the system.
- The AED unit and CPR will be initiated as per training.
- Care will be continued until the arrival of Emergency Services

3. Placement and Signage of AED Unit

- The AED unit will be kept in a central and easily accessible area of the library.
- Prominent signage will be displayed at the location.
- There will be signage at the main entryways indicating that an AED unit is on premises.

4. AED Maintenance

- The unit will be inspected as directed by the manufacture
- Batteries and pads will be monitored for out dates and replaced as indicated.

5. Reporting

- An incident report will be completed for each event.
- Incident reports will be given to and maintained by the Library Director. The usual process for review of the incident will be followed.

Adopted Date: May 23, 2023