



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 6700.1B
7B

FEB 27 2015

COMBAT CENTER ORDER 6700.1B

From: Commanding General
To: Distribution List

Subj: PUBLIC ACCESS DEFIBRILLATION PROGRAM

Ref: (a) American Heart Association (AHA) - Heartsaver Automatic External Defibrillator (AED) Implementation Guide
(b) American Red Cross (ARC) - Standard First Aid/AED with Adult, Child and Infant Cardiopulmonary Resuscitation (CPR) Course
(c) Inland County Emergency Medical Agency (ICEMA) - Lay Rescuer AED Implementation Guidelines
(d) SECNAVINST 5100.17
(e) SECNAV M-5210.1
(f) <http://www.29palms.marines.mil/Staff/G7MissionAssurance/FireDept.aspx>

Encl: (1) AHA AED Maintenance Checklist
(2) Lay Rescuer Implementation Guidelines - Attachment B, Notification of Defibrillator Site

1. Situation. Sudden cardiac arrest is a common cause of death in the United States. Calling "911" for advanced life support services and bystander (i.e., layperson) cardiopulmonary resuscitation without rescue breathing is currently the most effective method of saving lives. Adding the use of an AED can be beneficial for people who are suffering sudden cardiac arrest until they begin receiving advanced life support interventions.

2. Cancellation. CCO 6700.1A.

3. Mission. In accordance with the references, the purpose of this Order is to establish policy implementing and establishing a Public Access Defibrillation (PAD) program aboard Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To allow the placement and installation of AED cabinets and the use of AEDs by lay persons aboard the Combat Center.

(2) Concept of Operations. To provide standardized equipment, program oversight and training to organizations aboard the Combat Center who desire to purchase and install public access AEDs within their facilities.

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b. Subordinate Element Missions(1) Assistant Chief of Staff G-7, Fire Department

- (a) Is responsible for the PAD program aboard the Combat Center.
- (b) Assign a PAD Coordinator to perform the following:
 - 1. Develop the PAD program.
 - 2. Serve as the installation's point of contact for all matters involving the PAD program.
 - 3. Serve as the installation's point of coordination in planning, scheduling, and administration of AED training.
 - 4. Maintain CPR and AED training records in accordance with (IAW) references (a) and (c).
 - 5. Provide the AED Medical Director with all pertinent information and data that is retrieved when an AED is utilized within the PAD program, regardless of whether or not shocks were delivered.
 - 6. Establish and maintain a Continuous Quality Improvement Program IAW references (a) and (c).
 - 7. Implement changes to reflect current standards and to correct problematic issues within the PAD program.
 - 8. Maintain an inventory listing and location of all AEDs that are aboard the Combat Center.
 - 9. Provide the Public Safety Answering Point, "E911 Center," with a list of current AED sites and their specific locations.
 - 10. Enclosures (1) and (2), when applicable, are to be retained for a minimum of two years IAW reference (e).
 - 11. Submit enclosure (2), when failure or malfunction of an AED occurs.
 - 12. Work with tenant units considering purchase and placement of AED to insure compatibility with fire and emergency services equipment.
- (c) Provide additional Fire Department personnel to perform quarterly AED inspections for the first year that the PAD program is implemented. Thereafter, Fire Department personnel will perform semiannual AED inspections.

(2) Commanding Officer, Naval Hospital Twentynine Palms

- (a) Request an Emergency Medicine physician to fulfill the responsibilities of a PAD Program Medical Director to provide review and report finding of lessons learned when an AED is utilized within the PAD program.

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(b) PAD Program Medical Director responsibilities

1. Provide medical oversight for the PAD program.
2. Work in concert with the PAD Coordinator to ensure compliance with the program and protocols.
3. Reevaluate the PAD program annually and when the AHA changes their recommendations in the use of AEDs, modify or make changes to the program as necessary.
4. Conduct a post-incident review and communicate recommendations and findings in writing to the PAD program participants in a timely manner, all incidents in which an AED was utilized. This includes incidents where the AED was applied to a patient, regardless of whether or not the patient was defibrillated.

(3) Authorized PAD Providers (Tenant Units & Directorates). Those participating in the PAD program shall be responsible for the initial purchase and annual maintenance costs of their respective AEDs.

(a) Prior to purchase, ensure that the AEDs are approved for use in the PAD program by the PAD Coordinator. The following information must be provided as a minimum requirement: Manufacturer, model number, and type of AED desired.

(b) Maintain and provide required ancillary support equipment and consumable items for their AEDs. Examples of such equipment are: AED defibrillator pads, towels, 4x4 dressings, razors, and replacement batteries.

(c) AEDs should be placed in appropriate AED cabinets that are well marked by three-dimensional signs visible in all possible directions and will produce an audible alarm when opened.

(d) Be responsible for replacement costs of a new AED if it is determined that the existing on site AEDs require replacement.

(e) Provide the PAD Coordinator with a list of intended locations with a site map showing the physical location of each AED under their cognizance.

(f) Provide the PAD Coordinator with a list of AED trained staff members.

(g) Assign an AED Person in Charge (PIC) to perform the following:

1. Ensure AEDs are maintained and in good working order.
2. Ensure daily and monthly AED inspections occur.
3. Ensure proper documentation for AED inspections occur.
4. Fax inspection documentation, enclosure (1), to the PAD Coordinator within the first week of every month.

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5. Report any deficiency to the PAD Coordinator.
 6. Report any AED trained member vacancies to the PAD Coordinator.
 7. Notify PAD Coordinator of any incident where AEDs were utilized.
 8. Maintain communications with AED trained staff regarding their site program.
 9. Ensure AED is centrally located and easily accessible.
 10. In accordance with references (a) and (b), ensure AED trained staff maintain their certification that meets or exceeds the standards of AHA or ARC.
 11. Ensure at least one AED trained member is available at the site during operating or business hours.
 12. Ensure all personnel are aware of the AED location.
 13. Coordinate and implement mock drills to evaluate personnel preparedness for cardiac arrest within their facility.
 14. Ensure enclosure (2) is completed by the AED operator when an AED is utilized.
- (h) Assign an alternate PIC to fulfill the responsibilities of the primary PIC when required.
- (i) Provide CPR/AED trained personnel that can perform the following:
1. Provide CPR and operate the AED in accordance with nationally accepted standards and protocols.
 2. Complete monthly AED checkouts utilizing enclosure (1).
 3. Complete enclosure (2) when an AED is utilized and notify the site AED PIC or designee when an AED is utilized.

c. Coordinating Instructions

(1) Current Marine Corps Community Services locations designated to be PAD facilities on program start up:

- (a) Camp Wilson Gym
- (b) Community Center
- (c) East Gym
- (d) Family Pool
- (e) Outdoor Adventure

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- (f) Single Marine Program
- (g) Sports Department
- (h) Training Tank
- (i) West Fitness Center
- (j) West Gym
- (k) Marine Corps Exchange

(2) Additional locations will be determined by the Medical Director and PAD Coordinator based on a number of requirements, including but not limited to:

- (a) Need at the location.
- (b) Number of available trained personnel.
- (c) Location in relation to other AEDs.

(3) Enclosures (1) and (2) can be found utilizing reference (f).

5. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via email upon request and can be viewed at: <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all active duty, reserve, and civilian personnel aboard the Combat Center.

b. Signal. This Order is affective the date signed.


J. E. HANLON
Chief of Staff

Distribution: A

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American Heart
Association®

Fighting Heart Disease and Stroke

Automated External Defibrillator Maintenance Checklist

Date _____ Location _____

Inspection Performed by _____

Criteria	Status	Corrective Action / Comments
AED		
Placement visible, unobstructed and near phone		
Verify battery installation		
Check the status/ service indicator light		
Note absence of visual/ audible service alarm		
Inspect exterior components and sockets for cracks		
Supplies		
Two sets of AED pads in sealed package		
Check expiration date on pad packages		
Pocket mask with one-way valve		
Examination gloves		
Razors		
Absorbent gauze or hand towels		

Please refer to manufacturer's User's Manual for more information and proper annual maintenance procedures.

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REFERENCE: 6040

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ATTACHMENT B

Notification of Defibrillator Site

Name Of AED Service Provider:	
Date of Occurrence:	
Time of Occurrence:	
Place of Occurrence: (Address & specific location)	
Patient's Name:	
Patient's Age:	
Patient's Sex:	
Approximate down time prior to your arrival:	
Did anyone witness the collapse/arrival?	
Alert Time (time you were notified):	
Was CPR used prior to AED on victim?	
Time of first shock(s) given):	
Total number of shocks:	
Did victim regain a pulse at scene?	
Responder Name(s):	
Name and phone number of person completing form:	

SAMPLE

Additional Comments Information:

*FAX this completed report to ICEMA within twenty-four (24) hours of use of an AED.
FAX to: (909) 388-5825*