

AUTOMATED EXTERNAL DEFIBRILLATOR EMERGENCY ACTION PLAN



COLLINGSWOOD/OAKLYN SCHOOL DISTRICT

Updated: 8 August 2016

COLLINGSWOOD/OAKLYN SCHOOL DISTRICT
EMERGENCY MEDICAL RESPONSE ACTION PLAN
FOR AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
IN THE SCHOOL SETTING

TABLE OF CONTENTS

SECTION NUMBER	SECTION TITLE	PAGE
1.0	PURPOSE	3
2.0	APPLICABILITY & BACKGROUND	3
3.0	RESPONSIBILITIES	4
4.0	AUTOMATED EXTERNAL DEFIBRILLATOR	4
5.0	DESIGNATED STAFF RESPONDERS	6
6.0	COVERED EVENTS	6
7.0	RESPONSE	7
8.0	RECOGNITION OF AN EMERGENCY	7
9.0	ASSESSMENT/INTERVENTION	7
10.0	POST EVENT ACTIONS	8
11.0	EQUIPMENT MAINTENANCE PLAN	9
12.0	PHYSICIAN OVERSIGHT	9
13.0	ANNUAL NOTIFICATIONS	9
14.0	ATTACHMENTS	10
ATT-A	LOCATION OF AEDS	11
ATT-B	DESIGNATED STAFF RESPONDERS	19
ATT-C	ASSESSMENT/INTERVENTION FLOW CHART	27
ATT-D	NOTIFICATION OF AED USE FORM	28
ATT-E	AED WEEKLY CHECKLIST	29
ATT-F	AED MONTHLY CHECKLIST	30
ATT-G	SAMPLE ANNUAL NOTIFICATION LETTER	32
ATT-H	PROGRAM DOCUMENTATION CHART	33
ATT-I	COPY OF JANET'S LAW	34
ATT-J	MEMO-CLARIFICATIONS TO JANET'S LAW	36

This program is being provided only as an informational resource to the members of the ACCASBO, BCIP and GCSSD Joint Insurance Funds. Information contained herein is from a variety of resources believed to be knowledgeable and reliable at the time of development. The program contains both regulatory material and standard industry practices which may or may not be suitable and applicable to every organization's needs. Districts are strongly encouraged to thoroughly review and modify this program to meet their unique individual exposures. No guarantee or warranty is expressed or implied that use of this program will fully meet the requirements of or compliance with any federal, state or local regulations. Risk Assessment Services LLC, Arthur J. Gallagher Risk Management Associates, the ACCASBO/BCIP/GCSSD Joint Insurance Funds and their officers, employees and agents shall not be liable for the use of the information contained herein.

**EMERGENCY MEDICAL RESPONSE ACTION PLAN
FOR AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
IN THE SCHOOL SETTING**

1.0 Purpose

To provide direction and detailed procedures for the implementation of Janet's Law regarding the placement and use of Automated External Defibrillators (AED) on school grounds and responding to a sudden cardiac event. It is estimated that over 382,000 people experience sudden cardiac arrest (SCA) in the United States annually. Approximately 92% of those people do not survive. According to the American Heart Association (AHA), the only definitive treatment for SCA is a defibrillation shock that restores normal heart rhythm. The chance of a SCA victim's survival decreases approximately 10% for every minute that passes without intervention.

2.0 Applicability & Background

P.L.2012, CHAPTER 51, approved September 19, 2012

Section 1 states, in part:

- a. beginning on September 1, 2014, the board of education of a public school district and the governing board or chief school administrator of a nonpublic school that includes any of the grades kindergarten through 12 shall ensure that:
 - (1) each public or nonpublic school has an automated external defibrillator, as defined in section 2 of P.L.1999, c.34 (C.2A:62A-24), which is made available in an unlocked location on school property with an appropriate identifying sign. The defibrillator shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the district or nonpublic school are participating. The defibrillator shall be within reasonable proximity of the school athletic field or gymnasium, as applicable;
 - (2) a team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during the athletic event or team practice, is trained in cardio-pulmonary resuscitation and the use of the defibrillator in accordance with the provisions of section 3 of P.L.1999, c.34 (C.2A:62A-25). A school district or nonpublic school shall be deemed to be in compliance with this requirement if a State certified emergency services provider or other certified first responder is on site at the event or practice; and
 - (3) each defibrillator is tested and maintained according to the manufacturer's operational guidelines and notification is provided to the appropriate first aid, ambulance, or rescue squad or other appropriate emergency medical services provider regarding the defibrillator, the type acquired, and its location in accordance with section 3 of P.L.1999, c.34 (C.2A:62A-25).

- b. A school district or nonpublic school and its employees shall be immune from civil liability in the acquisition and use of defibrillators pursuant to the provisions of section 5 of P.L.1999, c.34 (C.2A:62A-27).

P.L.2012, CHAPTER 51, approved September 19, 2012

Section 2 states, in part:

- a. The board of education of a public school district and the governing body or chief school administrator of a nonpublic school that includes any of the grades kindergarten through 12 shall establish and implement an emergency action plan for responding to a sudden cardiac event including, but not limited to, an event in which the use of an automated external defibrillator may be necessary.

3.0 Responsibilities

The District Superintendent shall be responsible for ensuring that the provisions of this plan are implemented and enforced. It shall be the responsibility of the School Principal, School Nurse, AED Program Coordinator and Athletic Department Supervisor to coordinate their efforts to ensure all elements of this program are followed at each applicable school or other location.

4.0 Automated External Defibrillator (AED)

4.1. General

- 4.1.1. AED: A portable electronic device that automatically diagnoses potentially life threatening cardiac arrhythmias in patient, and is able to treat them through defibrillation - the application of an electrical shock which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.
- 4.1.2. AEDs are simple to use, provide audio and visual commands and their use is taught in CPR/AED classes available to laypersons as well as professional level rescuers.
- 4.1.3. Effective September 1, 2014, an AED shall be available within reasonable proximity of the school athletic field or gymnasium at which a school-sponsored athletic event or team practice in which pupils of the district are participating, is taking place.

4.2. AED Identification

- 4.2.1. Each AED shall be identified by a unique identifying number.
 - 4.2.1.1. ex: (School name) - (Unit Number).
- 4.2.2. AED may be:
 - 4.2.2.1. *Fixed*: assigned to a specific location within the school/facility.
 - 4.2.2.2. Must be easily accessible (unlocked or un-restrained).

- 4.2.2.3. May be located in a clearly marked, unlocked AED cabinet or mounted in another manner that allows ease of access in an emergency.
- 4.2.2.4. Cabinet or mounting may be alarmed with local and/or remote alarm capabilities.
- 4.2.2.5. Each "Fixed" AED location shall include a map showing additional AEDs in the immediate area.
- 4.2.2.6. "Fixed" AEDs shall not be removed from their designated location except in an emergency situation.
 - 4.2.2.6.1. If removed for maintenance or repair the cabinet/location shall be clearly marked as "Out of Service" and the next closest location shall be identified.
 - 4.2.2.6.2. A portable AED may be temporarily placed in this location.
- 4.2.2.7. *Portable:* For use at locations remote from the building proper or to supplement fixed locations.
 - 4.2.2.7.1. Portable AEDs shall be checked-out for use by contacting Alfred Hird, who shall maintain a log of the user, date issued, location, and returned status.
 - 4.2.2.7.2. Portable AEDs are primarily for use outdoors on practice or playing fields or for other activities not easily supported by "Fixed" AEDs.
 - 4.2.2.7.3. Portable AEDs shall be housed in a weather-proof, shock-absorbent, brightly colored, highly visible carrying case.
 - 4.2.2.7.4. Portable AEDs shall be clearly marked with their unique identifying number.
 - 4.2.2.7.5. Each "portable" AED shall have affixed to it a map (see "Attachment A") showing the location of "fixed" AEDs within the school building.
- 4.2.3. "Attachment A" shall list all AEDs in the possession of the school, and as a minimum shall include the AED identification number, location, type (Fixed or Portable) and status (Available for use or Out Of Service). A map shall be affixed to and made a part of "Attachment A" showing the facility's entrances/exits and AED locations. The current "Attachment A" shall be located in the B&G Office and maintained and updated as needed by the AED Program Coordinator.
- 4.3. AEDs shall be so located as to be within reasonable proximity to the covered event. As much as practical, this shall be within a three minute response time to retrieve the AED and begin emergency care.
- 4.4. Location of "fixed" AEDs shall be provided to all staff members each school year by the provision of "Attachment A".

5.0 Designated Staff Responders

- 5.1. Each school shall have no less than five (5) school employees that hold a current CPR/AED certification. This shall include team coaches, licensed athletic trainers or other designated staff members. Additional certified employees shall be provided as necessary to ensure all applicable events are adequately covered.
- 5.2. A team coach or other designated staff member if there is no coach shall be present during any athletic event or team practice.
- 5.3. Designated Staff Responders shall hold a current certification in a training program recognized by the NJ Department of Health and Senior Services in cardio-pulmonary resuscitation (CPR) and in the use of an Automated External Defibrillator (AED).
 - 5.3.1. Certification from an "online only" web-based class is not acceptable.
- 5.4. The certification of the Designated Staff Responders shall be reviewed and updated at least once each semester.
- 5.5. "Attachment B" shall be completed and shall list the current Designated Staff Responders, their certification(s), and expiration date of their certification(s).
 - 5.5.1. A copy of a training class roster showing the appropriate information is an acceptable substitute for "Attachment B".
- 5.6. The Current Year "Attachment B" shall be maintained, held and made available by the AED Program Coordinator and other key personnel as determined by the Program Coordinator.

6.0 Covered Events

- 6.1. An AED must be available, along with a trained designated employee or certified first responder during any school-sponsored athletic event, regardless of the physical location. When practical, this AED should be on-site at the event. If this is not possible, the AED shall be within a reasonable proximity of the event. Medical experts have determined that a reasonable proximity is a three (3) minute retrieval time from the initial notification of a medical emergency. Factors such as terrain, obstacles and building access locations must be evaluated when determining this reasonable proximity.
- 6.2. For the purposes of this program, this will include all organized school athletics programs, physical education programs, recess activities, intramural games, after school clubs and similar school sponsored events with an athletic component.
- 6.3. When participating in athletic events at an off-site location, the Athletic Director, team coach or other designated employee will ensure that the hosting site is equipped with an approved, functioning and maintained AED. If not, a school AED shall be signed out and transported to the off-site location.

- 6.4. For athletic events in which the participants are spread out over a large area, such as cross country and golf, the Athletic Director and team coach will determine the best methods for location of the AED(s) and designated staff responder(s). This may include stationing at a fixed location along the designated course or pacing the participants via foot, bicycle, golf cart and/or motor vehicle. Multiple AEDs may be necessary depending on the venue and should be part of the planning discussions.
- 6.5. Athletic events on school property involving third party groups or individuals are not covered under the provisions of this law.

7.0 Response

7.1. Communication

- 7.1.1. Designated Staff Responders at a school sponsored function shall be provided a means of communication between each other, the school main office and 9-1-1 center.
- 7.1.2. In the event of an emergency, Designated Staff Responders shall be contacted by any available means and shall begin the care of the injured or ill person consistent with their training.
 - 7.1.2.1. In outdoor areas, phones or portable radios shall be made available.
 - 7.1.2.2. In the school proper, the PA system as well as phones and portable radios may be used.
 - 7.1.2.3. Bystanders may be asked to assist in contacting additional personnel.

8.0 Recognition Of An Emergency

- 8.1.1. All staff participating or attending a school sponsored function are expected to be cognizant of the activities of the participants in the event.
- 8.1.2. In the event that a participant is observed to be in distress due to a medical or traumatic event, the staff member shall assure that the appropriate Designated Staff Responders as identified in this document are alerted to the emergency, that 9-1-1 is activated, and assist if needed.
- 8.1.3. Designated Staff Responders shall assure that the injured or ill person is provided the appropriate care, including administration of CPR and application of the Automated External Defibrillator as needed and provided for in their training.
- 8.1.4. All attendees should be afforded the same level of care in the event of injury or illness as those specifically covered by this legislation.

9.0 Assessment/Intervention

- 9.1. The following actions must be performed (see "Attachment C").
 - 9.1.1. Recognize that an emergency situation exists.

- 9.1.2. Assess situation/scene for safety of responders and bystanders.
- 9.1.3. Evaluate patient's consciousness, breathing and circulation status and intervene as needed/appropriate in accordance with their training.

Note that 9-1-1 activation should be considered for ANY illness or injury, and all injured or ill patients should be fully assessed and evaluated despite responsiveness and breathing status.

- 9.1.3.1. For non-responsive persons immediately activate the Emergency response.
 - 9.1.3.1.1. Alert 9-1-1 and on-scene personnel.
 - 9.1.3.1.2. Send for the AED.
- 9.1.3.2. For non-breathing patients.
 - 9.1.3.2.1. Alert 9-1-1 and on-scene personnel.
 - 9.1.3.2.2. Send for the AED.
 - 9.1.3.2.3. Immediately begin CPR in accordance with provided training.
 - 9.1.3.2.4. Patient shall be transported by Ambulance to hospital
- 9.1.4. Apply and use the AED when available and appropriate.
 - 9.1.4.1. Follow the AED Voice Prompts for application.
 - 9.1.4.2. Follow any additional manufacturer's recommended guidelines for use of the AED.
 - 9.1.4.3. Patient shall be transported by Ambulance to hospital
- 9.1.5. Assure prompt transport to medical facility by way of properly staffed Ambulance.
 - 9.1.5.1. Do not transport by personal vehicle.

10.0 Post Event Actions

- 10.1. Replace any used AED equipment as recommended.
 - 10.1.1. Electrode Pads and other consumable supplies.
- 10.2. Make notification to the AED Program Coordinator regarding AED use.
 - 10.2.1. See "Attachment D"
- 10.3. Inspect the AED for any damage prior to returning to storage.
- 10.4. Provide information to medical director/AED Program Coordinator at a minimum.

11.0 Equipment Maintenance Plan

- 11.1. All AEDs placed in service must be inspected at regular intervals in accordance with the manufacturer's guidelines to assure functionality when needed.
- 11.2. An inspection checklist shall be maintained for EACH in-service AED.
 - 11.2.1. Attachment E: SAMPLE Weekly AED inspection Checklist. (This SAMPLE must be revised to reflect the manufacturer's recommendations for the specific AEDs in service.).
 - 11.2.2. Attachment F: SAMPLE Monthly AED inspection Checklist. (This SAMPLE must be revised to reflect the manufacturer's recommendations for the specific AED in service.).
- 11.3. The AED Program Coordinator shall have overall responsibility for AED inspection and maintenance.
 - 11.3.1. Physical Inspections shall be performed by the AED Program Coordinator or other trained designated employee.

12.0 Physician Oversight

- 12.1. The following individual provides medical oversight and assists with quality assurance each time the AED is used.
 - 12.1.1. Name: Dr. Kathryn Lambert
Address: 42 E. Laurel Rd., Suite 2100, Stratford, NJ 08084
Office Phone: 856-566-6341
Cell: 856-304-5515
E-mail: lamberkc@rowan.edu

13.0 Annual Notifications

- 13.1. The AED Program Director or designated representative shall on an annual basis notify in writing the local ambulance/rescue squad(s) of the presence of AEDs on school property. This shall include the number, types and locations of the AEDs. Attachment G may be used for this purpose. You may also provide Attachment A as part of this letter. Note that depending on the location of the school buildings, multiple ambulance squads may need to be notified.

14.0 Attachments

- 14.1. Attachment A: Location of AEDs.
- 14.2. Attachment B: Designated Staff Responders.
- 14.3. Attachment C: Assessment/Intervention Flow Chart.
- 14.4. Attachment D: Notification Form and Checklist.
- 14.5. Attachment E: SAMPLE Weekly AED Maintenance/Inspection checklist.
- 14.6. Attachment F: SAMPLE Monthly AED Maintenance/Inspection checklist.
- 14.7. Attachment G: SAMPLE Notification letter to local ambulance squad.
- 14.8. Attachment H: Program Review Documentation Chart
- 14.9. Attachment I: Copy of Janet's Law
- 14.10. Attachment J: Memo - Clarification To Janet's Law

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: **Collingswood High School**

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
HS-1	Philips HeartStart FRx	6/2014	B14D-01421	P	Trainer Crash Cart	
HS-2	Philips HeartStart FRx	6/2014	B14D-00338	F	Irvine Gym Lobby	
HS-3	Philips HeartStart FRx	6/2014	B14D-01382	F	By HS Principal's Office	
HS-4	Philips HeartStart FRx	04/2014	B14A-01876	P	District School Bus	
HS-5	Philips HeartStart FRx	04/2014	B14A-02365	P	Athletics Mobile Unit	
HS-6	Philips HeartStart FRx	04/2014	B14A-01851	P	Athletics Mobile Unit	
HS-7	Philips HeartStart FRx	08/2014	B14F-03592	F	HS Stadium - Bay 3	
HS-8	Philips HeartStart FRx	08/2014	B14B-03596	P		

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: Collingswood Middle School

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
MS-1	Philips HeartStart FRx	02/2013	B12K-00341	F	Ben Mark Gym Lobby	
MS-2	Philips HeartStart FRx	06/2014	B14D-00587	F	Outside MS 206 (Teacher's Lounge)	

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: Zane North School

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
ZAN-1	Philips HeartStart FRx	06/2014	B14D-00694	F	Lobby outside Main Office	

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: William Tatem School

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
TAT-1	Philips HeartStart FRx		B10K0197	F	Main Lobby	

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: James Garfield School

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
GAR-1	Philips HeartStart FRx	1/31/14	B13L-03183	F	Outside Main Office	

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: **Mark Newbie School**

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
NEW-1	Philips HeartStart FRx	06/2014	B14D-01327	F	Outside Main Office	

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: **Thomas Sharp School**

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
SHA-1	Philips HeartStart FRx	06/2014	B14D-01429	F	Outside Room 109 (Nurse's Office)	

Attachment A: AED Locations (Affix school map showing Exit Doors and AED Locations)

AEDs Located at: **Oaklyn School**

school name

AED ID #	Brand	Date of Purchase	Serial Number	Fixed (F) Portable (P)	Location/Comments	Status
OAK-1	Philips HeartStart FRx	05/2014	B14D-01621	F	Outside Gym in hallway	
OAK-2	Philips HeartStart FRx	05/2014	B14D-01573	F	Room 123 (Nurse's Office)	

Attachment B Designated Staff Responders:

Designated Staff Responders at Collingswood High School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Matt Genna	Adult CPR/AED and Child CPR		June 2017	Principal
Douglas Newman	Adult CPR/AED and Child CPR		June 2017	Assistant Principal
Samantha Steiner	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Wayne Matthews	Adult CPR/AED and Child CPR		June 2017	Security Staff
Patrick Dorney	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Ron Hamrick	Adult CPR/AED and Child CPR		June 2017	Athletic Director
Christa Varga	Healthcare Provider		March 2017	Nurse
Matt Procida	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Chuck Karns	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Jack McConnell	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Michael Paolucci	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Liz Martin	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach

Attachment B Designated Staff Responders:

Designated Staff Responders at Collingswood High School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
J.P. Larmore	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Taryn Silverman	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Hollie Hirsh	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Steven Swern	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Charles Witte	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Lisa Hall	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Marty Casey	Health Care Provider		August 2018	Nurse
Debra Vesper	ECSI Community Adult/Child CPR/AED		July 2017	CST
Brandon Davis	ECSI Community Adult/Child CPR/AED		July 2017	Custodial Foreman
Maureen Brous	ECSI Community Adult/Child CPR/AED		July 2017	CST
Leslie DiMola	Adult CPR/AED and Child CPR		July 2018	Teacher/Aide
Abby Adams	First Aid/CPR/AED Instructor/IT		April 2017	Teacher/Coach

Attachment B Designated Staff Responders:

Designated Staff Responders at Collingswood High School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Alfred Hird	ECSI Community Adult/Child CPR/AED		August 2018	
Wesley Topeka	Adult & Child CPR/AED		April 2017	PE Teacher/Coach
Theodore McKinney	Adult & Child CPR/AED		April 2017	PE Teacher/Coach

Attachment B Designated Staff Responders:

Designated Staff Responders at Collingwood Middle School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Jack McMullin	ECSI Community Adult/Child CPR/AED		July 2018	Administrator
Christa Varga	Healthcare Provider		March 2017	Nurse
Val Dayton	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
April Jackson	ECSI Community Adult/Child CPR/AED		July 2018	Teacher/Aide
Melissa Gross	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Jenn Verdone	Adult CPR/AED and Child CPR		June 2017	Teacher/Coach
Wayne Matthews	Adult CPR/AED and Child CPR		June 2017	Security Staff
Marty Casey	Health Care Provider		August 2018	Nurse
Michael Jefferson	ECSI Community Adult/Child CPR/AED		July 2017	Administrator
Adrienne Earle	ECSI Community Adult/Child CPR/AED		July 2017	Administrator
Brandon Davis	ECSI Community Adult/Child CPR/AED		July 2017	Custodial Foreman
Maureen Bros	ECSI Community Adult/Child CPR/AED		July 2017	CST

Attachment B Designated Staff Responders:

Designated Staff Responders at Collingwood Middle School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Regina Smith	ECSI Community Adult/Child CPR/AED		July 2018	Teacher
Nancy Beard	ECSI Community Adult/Child CPR/AED		July 2018	Technology

Attachment B Designated Staff Responders:

Designated Staff Responders at Zane North School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Thomas Santo	ECSI Community Adult/Child CPR/AED		August 2018	Administrator
Anita Genca	ECSI Community Adult/Child CPR/AED		June 2018	Superintendent's PA
Bonnie Weightman	ECSI Community Adult/Child CPR/AED		June 2018	Personnel Secretary
Patti Butler	Health Care Provider		September 2017	Nurse
Stephen P. Miller	ECSI Community Adult/Child CPR/AED		July 2017	Custodian
Scott Oswald	ECSI Community Adult/Child CPR/AED		June 2018	Superintendent

Attachment B Designated Staff Responders:

Designated Staff Responders at William Tatem School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Dawn Graham	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Brooke Klevenz	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Tina Olsen	ECSI Community Adult/Child CPR/AED		August 2018	Teacher
Cecilia Taglang	ECSI Community Adult/Child CPR/AED		July 2018	Building Secretary
Hillary Roof	Health Care Provider		Sept. 2017	Nurse
Judy Groeling	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Peggy Jubb	ECSI Community Adult/Child CPR/AED		July 2017	Aide
Jen McPartland	ECSI Community Adult/Child CPR/AED		June 2018	Building Principal

Attachment B Designated Staff Responders:

Designated Staff Responders at James Garfield School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Joe Carolan	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Eric Day	ECSI Community Adult/Child CPR/AED		July 2018	Building Custodian
Kathy Mauger	ECSI Community Adult/Child CPR/AED		July 2018	Building Secretary
Mark Wiltsey	ECSI Community Adult/Child CPR/AED		July 2018	Building Administrator
Joanne Rongione	Health Care Provider		March 2017	Nurse
Amy Hoffman	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Nicole Negri	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Marie Mayer	ECSI Community Adult/Child CPR/AED		July 2018	Teacher

Attachment B Designated Staff Responders:

Designated Staff Responders at Mark Newbie School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Allison Howley	Health Care Provider		February 2017	Nurse
Angela Keck	ECSI Community Adult/Child CPR/AED		July 2018	Teacher
Linda Feely	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Steve Smith	ECSI Community Adult/Child CPR/AED		July 2018	Building Administrator
Tara Mote	ECSI Community Adult/Child CPR/AED		July 2018	Teacher
Jillian Junod	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Nancy Masarek	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Mark Peters	ECSI Community Adult/Child CPR/AED		August 2018	Teacher

Attachment B Designated Staff Responders:

Designated Staff Responders at Thomas Sharp School

school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Meghan DelMonte	ECSI Community Adult/Child CPR/AED		July 2018	Teacher
Karen Principato	ECSI Community Adult/Child CPR/AED		July 2018	Building Administrator
Allison Howley	Health Care Provider		February 2017	Nurse
Stacey Jackson	ECSI Community Adult/Child CPR/AED		July 2018	Teacher/Aide
Karen Kowasa	ECSI Community Adult/Child CPR/AED		June 2018	Building Secretary
Lisa Remchuk	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Lindsay Santiago	ECSI Community Adult/Child CPR/AED		July 2017	Teacher
Emily Proudfoot	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Paula Trapuzzano	ECSI Community Adult/Child CPR/AED		February 2018	Teacher

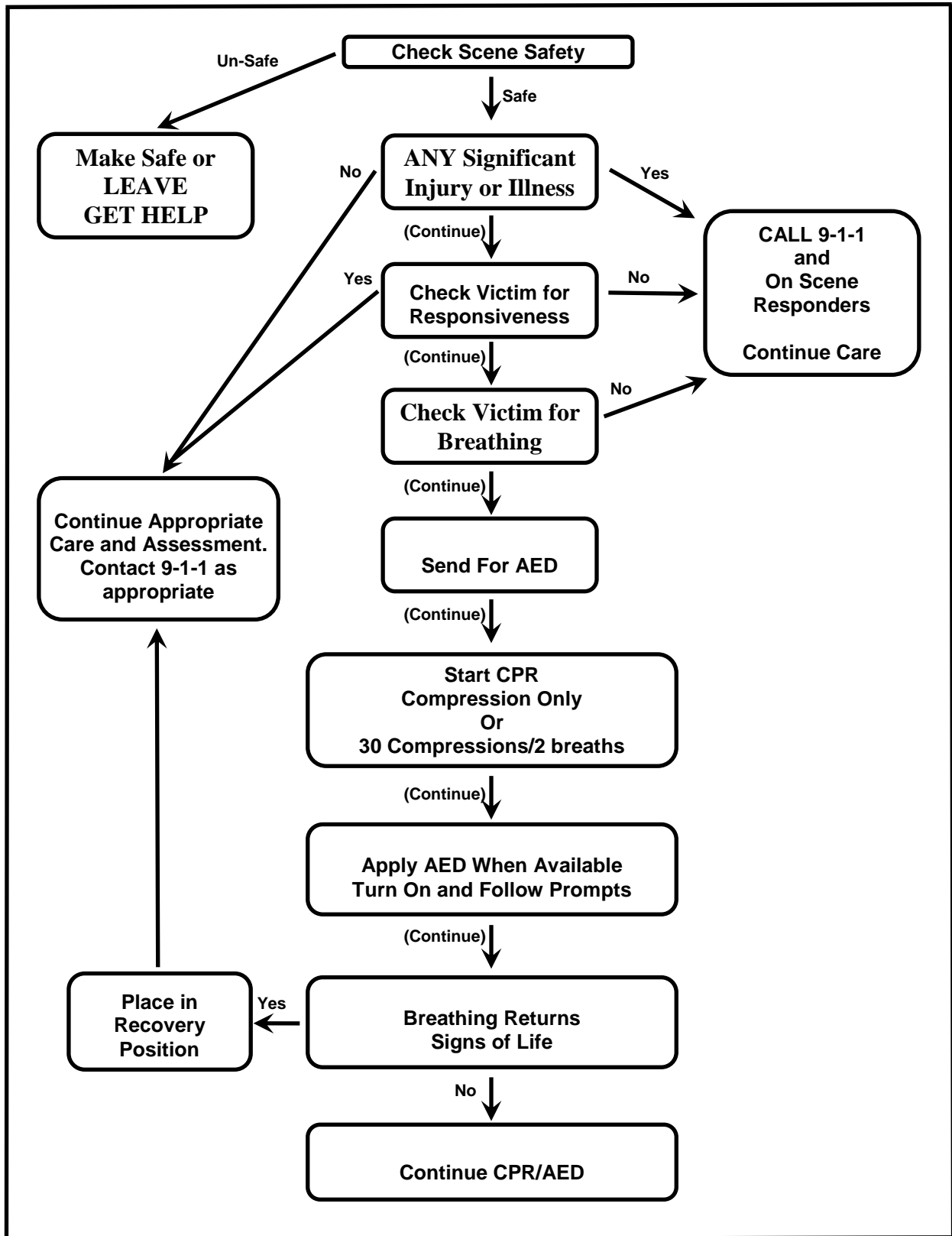
Attachment B Designated Staff Responders:

Designated Staff Responders at Oaklyn School
school name

Name	Certification (CPR/AED, FA,)	Brand	Expiration Date	Comment
Sandra Carro	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Lori Fleming	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Sandra Hart	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Joseph Meehan	ECSI Community Adult/Child CPR/AED		June 2018	Teacher
Rosalie Hudson	Health Care Provider		January 2017	Nurse

Attachment C Emergency Care Flow Chart

Emergency Care Flow Chart



Attachment D Notification of AED Use

_____ School

Notification of AED Use

This form may be used to notify appropriate personnel of the use of an AED. Copies are to be provided as below.

Please PRINT

- Medical Director
- Nurse
- AED Maintenance
- AED Program Coordinator
- _____

Date: _____ User: _____

AED ID Number: _____ Current Status: _____

Location Used: _____

Brief Description of Emergency: _____

Supplies Expended; _____

Completed by: _____

Date: _____

Attachment E AED Weekly Check List – **SAMPLE**

_____ **School**
AED Weekly Check List

(Modify to meet specific Manufacturer's recommendations)

AED IDENTIFICATION NUMBER _____		LOCATION: _____										
ITEM	MONTH/WEEK											
	1	2	3	4	5	6	7	8	9	10	11	12
1. EXTERIOR: CLEAN NO DAMAGE	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1
	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2
	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3
	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4
2. PADS: UNOPENED WITH-IN EXPIRE DATE	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1
	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2
	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3
	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4
3. READY- STATUS: ALL "GREEN" OR "OK"	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1
	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2
	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3
	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4
4. IN-USE BATTERY: INSTALLED	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1
	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2
	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3
	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4
5. SPARE BATTERY: WITHIN "USE-BY" DATES	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1
	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2
	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3
	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4
6. ANCILLARY SUPPLIES: PACK PRESENT AND CONTAINS: BARRIERS GLOVES RAZOR SCISSOR TOWEL	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1
	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2	W2
	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3	W3
	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4	W4
INSPECTOR INITIALS												

INSTRUCTIONS

1. ✓ IF ITEM OK
2. ■ FILL IN BLOCK IF NOT OK
3. INITIAL BOTTOM ROW
4. REPORT "NOT OK" TO RESPONSIBLE PARTY

Attachment F AED Monthly Check List (Front)

AED Monthly Check List

A.E.D. Monthly Checklist

This AED Requires Service:

INSPECTION DATE: ____/____/____ INSPECTED BY: _____

General Information

FACILITY: _____

AED PHYSICAL LOCATION: _____

AED NUMBER (ASSIGNED BY FACILITY): N/A _____

AED BRAND: _____

MANUFACTURER MODEL # _____ SERIAL # _____

Exterior Inspection Items Check One / Comments

- 1. AED CLEAN, NO DIRT OR CONTAMINATION; NO SIGNS OF DAMAGE OK SEE NOTE # ____
- 2. DEFIBRILLATION PADS, SEALED, UNDAMAGED, WITHIN EXPIRATION DATE
 - a. ADULT PADS #1 OK SEE NOTE # ____
 EXPIRATION DATE: ____/____ (MM/YYYY)
 - b. ADULT PADS #2 (SPARE) OK N/A SEE NOTE # ____
 EXPIRATION DATE: ____/____ (MM/YYYY)
 - c. PEDIATRIC (CHILD) PADS #1 OK N/A SEE NOTE # ____
 EXPIRATION DATE: ____/____ (MM/YYYY)
 - d. PEDIATRIC (CHILD) PADS #2 (SPARE) OK N/A SEE NOTE # ____
 EXPIRATION DATE: ____/____ (MM/YYYY)
 - e. PEDIATRIC "KEY" PRESENT (IF EQUIPPED) OK N/A SEE NOTE # ____
- 3. ANCILLARY SUPPLIES N/A
 - a. HAND TOWEL OK N/A SEE NOTE # ____
 - b. SCISSORS OK N/A SEE NOTE # ____
 - c. RAZOR OK N/A SEE NOTE # ____
 - d. CPR BARRIER (# OF BARRIERS: ____ MIN OF 2) OK N/A SEE NOTE # ____
 - e. GLOVES (# OF PAIRS: ____ MIN OF 2) OK N/A SEE NOTE # ____
 - f. _____ OK N/A SEE NOTE # ____

Ready Status Inspection Items Check One / Comments

- 4. Ready Status INDICATOR showing "OK" OK See Note # ____
 Indicator light(s) "Green"; No "RED" lights or "Beeping" or "X"s
- 5. Battery INSERTION Test (B.I.T.) (See User's Manual) OK N/A SEE NOTE # ____
 NO ERRORS INDICATED

Battery Information Check One / Comments

- 6. INSTALLED BATTERY OK SEE NOTE # ____
 INSTALL BY: ____/____ (MM/YYYY) EXP DATE: ____/____
- 7. SPARE BATTERY OK N/A SEE NOTE # ____
 INSTALL BY: ____/____ (MM/YYYY) EXP DATE: ____/____

Notes (IF ADDITIONAL SPACE IS NEEDED, CHECK HERE AND CONTINUE ON REVERSE SIDE)

- 1. _____
- 2. _____

READ YOUR A.E.D.'s INSTRUCTION MANUAL AND CHECK FOR ADDITIONAL INSPECTION ITEMS

Attachment F AED Monthly Check List (Back)

AED Monthly Check List
(Modify to meet specific Manufacturer's recommendations)

Instructions:

For EACH A.E.D. in the facility:

1. READ the user's manual that came with YOUR A.E.D.
2. Check the "Maintenance" section for any items that may need to be added or clarified on the checklist.
3. Check the A.E.D.s actions when a Battery is first/re- installed ("Battery Insertion Test") and assure that appropriate items are included on the Checklist.
4. Complete the "General Information" section, and check all "N/A"s that apply TO THIS A.E.D - this will make the checklist unique for the identified A.E.D.
5. Make copies of this unique to THIS A.E.D. "blank" form and issue one per month to the inspector for completion.
6. If ANY item is not marked as "OK", Check the box in the UPPER RIGHT CORNER and hand deliver to the person responsible for A.E.D. maintenance.
7. If appropriate, the A.E.D should be removed from service and a notice placed on the cabinet showing the location(s) of other available A.E.D.s

Notes (Continued)

3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

This generic A.E.D checklist has been prepared by Digby Systems, Inc., "The CPR Guy" at CPR-Guy.com and is offered for your use "As Is" with no warranty as to completeness, accuracy or appropriateness for checking YOUR A.E.D. Always refer to your User/Maintenance manual for the manufacturer's instructions on the care and maintenance of your A.E.D.

Attachment G Annual Notification Letter to Local Emergency Medical Services

January 1, 2014

Keith Davis
Collingswood Fire Department
20 W. Collings Avenue
Collingswood, NJ 08108

RE: AED Notification Letter

Dear Chief Davis:

In accordance with P.L. 1999, c.34 and P.L. 2012, c.51, this letter is to inform you that Collingswood School District has Automated External Defibrillators on its properties. The following is a list of the AED types and locations (or a location chart is provide-Attachment A):

UNIT#	BRAND	MODEL	LOCATION
1.			
2.			
3.			
4.			
5.			
6.			
7.			

The AEDs are overseen by the AED Program Coordinator, Alfred Hird. You may contact him at (856) 962-5701 extension 6145 with any questions or concerns. Thank you for your attention to this matter.

Sincerely,

Michael Sinesi
Collingswood Public Schools
Attachments: School map with AED locations noted

Attachment H

PROGRAM REVIEW DOCUMENTATION

In accordance with P.L. 2012 c. 51, this AED Emergency Action Plan shall be reviewed by the AED Program Coordinator or other qualified person at least each school semester for the purposes of reviewing and updating the list of certified Designated Staff Responders and at least annually for the content of this program. Any changes to the program shall be communicated to all key personnel in writing.

DESIGNATED STAFF RESPONDER LIST REVIEW

DATE	REVIEWED BY:	CHANGES (Y/N)	STAFF NOTIFIED
Ex. 1/1/2014	B. Smith, RN	N	N/A

ANNUAL PROGRAM REVIEW

DATE	REVIEWED BY:	CHANGES (Y/N)	STAFF NOTIFIED
Ex. 1/1/2014	B. Smith, RN	N	N/A

Attachment I-Copy of Janet's Law

§§1-3 - C.18A:40-41a to 18A:40-41c

P.L.2012, CHAPTER 51, *approved September 19, 2012*

Assembly Committee Substitute for
Assembly, No. 1608

1 **AN ACT** concerning sudden cardiac events and schools and
2 supplementing Title 18A of the New Jersey Statutes. 3

4 **BE IT ENACTED** by the Senate and General Assembly of the State
5 of New Jersey:

6
7 1. a. Notwithstanding the provisions of any law, rule, or
8 regulation to the contrary, beginning on September 1, 2014, the
9 board of education of a public school district and the governing
10 board or chief school administrator of a nonpublic school that
11 includes any of the grades kindergarten through 12 shall ensure
12 that:

13 (1) each public or nonpublic school has an automated external
14 defibrillator, as defined in section 2 of P.L.1999, c.34 (C.2A:62A-
15 24), which is made available in an unlocked location on school
16 property with an appropriate identifying sign. The defibrillator
17 shall be accessible during the school day and any other time when a
18 school-sponsored athletic event or team practice is taking place in
19 which pupils of the district or nonpublic school are participating.
20 The defibrillator shall be within reasonable proximity of the school
21 athletic field or gymnasium, as applicable;

22 (2) a team coach, licensed athletic trainer, or other designated
23 staff member if there is no coach or licensed athletic trainer, who is
24 present during the athletic event or team practice, is trained in
25 cardio-pulmonary resuscitation and the use of the defibrillator in
26 accordance with the provisions of section 3 of P.L.1999, c.34
27 (C.2A:62A-25). A school district or nonpublic school shall be
28 deemed to be in compliance with this requirement if a State-
29 certified emergency services provider or other certified first
30 responder is on site at the event or practice; and

31 (3) each defibrillator is tested and maintained according to the
32 manufacturer's operational guidelines and notification is provided to
33 the appropriate first aid, ambulance, or rescue squad or other
34 appropriate emergency medical services provider regarding the
35 defibrillator, the type acquired, and its location in accordance with 36
section 3 of P.L.1999, c.34 (C.2A:62A-25).

37 b. A school district or nonpublic school and its employees shall
38 be immune from civil liability in the acquisition and use of
39 defibrillators pursuant to the provisions of section 5 of P.L.1999, 40
c.34 (C.2A:62A-27).

ACS for A1608

2

1 2. a. The board of education of a public school district and the
2 governing body or chief school administrator of a nonpublic school
3 that includes any of the grades kindergarten through 12 shall
4 establish and implement an emergency action plan for responding to
5 a sudden cardiac event including, but not limited to, an event in
6 which the use of an automated external defibrillator may be
7 necessary.

8 b. The emergency action plan shall be consistent with the
9 provisions of section 1 of this act and also, at minimum, include the
10 following:

11 (1) a list of no less than five school employees, team coaches, or
12 licensed athletic trainers who hold current certifications from the
13 American Red Cross, American Heart Association, or other training
14 program recognized by the Department of Health and Senior
15 Services, in cardio-pulmonary resuscitation and in the use of a
16 defibrillator. The list shall be updated, as necessary, at least once in
17 each semester of the school year; and

18 (2) detailed procedures on responding to a sudden cardiac event
19 including, but not limited to, the identification of the persons in the
20 school who will be responsible for: responding to the person
21 experiencing the sudden cardiac event, calling 911, starting cardio-
22 pulmonary resuscitation, retrieving and using the defibrillator, and
23 assisting emergency responders in getting to the individual
24 experiencing the sudden cardiac event.

25 3. The State Board of Education, in consultation with the
26 Commissioner of Health and Senior Services, and in accordance
27 with the "Administrative Procedure Act," P.L.1968, c.410
28 (C.52:14B-1 et seq.), shall adopt rules and regulations as may be
29 necessary to implement the provisions of this act. 31

32 4. This act shall take effect immediately. 33

34

35

36

37 "Janet's Law"; requires public and nonpublic schools to have
38 automated external defibrillators and to establish emergency action
39 plans for responding to sudden cardiac events.

Attachment J-Janet's Law Clarification Memo

To: ACCASBOJIF Fund Commissioners
BCIPJIF Fund Delegates
GCSSDJIF Fund Delegates

From: John W. Geitz, Safety Coordinator

Date: May 8, 2013

RE: Janet's Law Clarifications

JANET'S LAW CLARIFICATIONS

In January 2013 I distributed a safety notice detailing the requirements of Janet's Law. This law requires an accessible automated external defibrillator in all schools and where school-sponsored athletic events are taking place. Further, it mandates an action response plan to be implemented and certified staff on-site to respond during these activities. The law goes into effect in September 2014.

The law, as written, was ambiguous in several areas. I contacted the NJ Department of Education in order to clarify several potential conflicts within the law. Below is a list of my questions and the responses provided by Christene DeWitt-Parker, MSN, CSN, RN. She is the Coordinator for School Health in the Office of Student Support Services with the New Jersey Department of Education. Her responses have clarified many of the concerns and questions that materialized during the initial report of this law.

Question:

1. What constitutes a "school-sponsored athletic event"? Is it simply a competitive sports team that plays other schools or would it include activities such as intramural games, student/teacher games for fundraisers or fun days, after school clubs with an athletic component and regular physical education programs?

Answer:

1. The law states that the AED must be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which the pupils of the district or nonpublic school are participating. **The intent of the law is to ensure that there is a defibrillator and someone trained and certified to use the AED if necessary. Therefore, the answer is yes, it must be available for all events that involve any type of athletic participation, as well as during physical education and recess (physical activity).**

Question:

2. What about off-site practices for teams such as golf and swim? Does the school need to take along an AED for these events?

Answer:

2. Each district is responsible for developing a district-wide policy for managing a cardiac emergency. The policy should address, among many other things, the disposition of the AED for all events. The policy should include the mechanism for deciding how many AEDs are needed and who is responsible for ensuring that one is available for each after-school athletic event as well.

For example, if there is an athletic trainer (AT) on staff it is logical to consider that the policy may state that part of the AT's job description includes reviewing the calendar for all school-sponsored athletic events, whether on campus or away, and establish a protocol for ensuring that an AED is present at every game and practice. (Some schools have been doing this for years) So, if the swim team or golf team practices somewhere off campus, the AT would communicate with the swim facility/golf course and have a written agreement that the facility will have an AED that is available and ready for use if necessary.

If the facility does not have an AED the school must bring one to the site, either with the coach or AT, however the district policy indicates. If there is no AT at the school then it could be the coach's responsibility to be responsible for ensuring the AED is appropriately designated for each event. For athletic teams playing at another school, the host school should provide the AED. If the team is going to a school that does not have an AED the school must bring it with them. Again, these are details that must be considered in the development and the implementation of the school policy as well as the notification of all employees, parents and students regarding what is in the policy. [The law also says that someone must be designated at the school to be responsible for maintaining the defibrillator(s), including ensuring that the battery is active and the materials and supplies are current and in good order and ready for use if needed.]

Question:

3. What if a practice or game is played at a third party location (i.e. the fields of a third school district not involved in the game under a shared services agreement?) Does the third party have to provide the AED and certified user or one of the teams involved in the game?

Answer:

3. Third party sites for athletic events - The (school) person responsible for the team should bring their own AED in this case to ensure that there is working AED available.

Question:

4. I am assuming that the requirement for no less than 5 employees such as coaches, trainers, etc. being certified in CPR/AED is per school and not per district? So if a district has 5 schools where events would take place, they would need a minimum of 5 per location, or 25 total?

Answer:

4. You are correct in your understanding that the requirement for no less than five employees certified in CPR/AED applies to each school, not merely five in the district.

Question:

5. The law states that the AED must be within "reasonable proximity" to the gymnasium or athletic field where the event is taking place. Does the NJ Department of Education or NJ Department of Health have a determination of what is considered "reasonable proximity"?

Answer:

5. The scientific literature recommends a three-minute retrieval and return to victim time span. Some schools have golf carts to help with reaction time, but many simply bring the AED to the field (best practice).

Note: The U.S. Department of Health and Human Services, as well as many medical associations indicate a 3 minute response time from the time of the event to the time when you are starting to use the AED. Using the average human ability to run at approximately 5 mph, this equates to 440 feet/minute. Therefore, running 90 seconds out and 90 seconds back would require the AED to be within 660 feet of the event, assuming no other obstacles such as doors, gates, fences, hilly terrain, etc.

Some industry standards are more conservative and use a 90 second total response time, which would require the AED to be within about 325 feet of the event. As has been proven, the quicker the AED is employed, the greater the risk of survival. I would err on the side of caution and use a more conservative approach when possible. As noted, the best practice is to have the AED unit right at the event. Unfortunately, until this "reasonable proximity" definition is tested in court, we will not know for sure what is deemed appropriate.

Question:

6. Expanding on the off-site concerns, what about the unique exposure presented by cross-country running teams? In many cases, the students are individually running off-site through a local town on a multi-mile course. How does a school district provide an AED within "reasonable proximity"?

Answer:

6. There is no universal answer to the cross-country runner question. Each district needs to determine the approach based on their location and I recommend the school administrator discuss it with the local First Aid Squad.

Note: This will be a difficult issue to address because of the logistics presented by the events. We have discussed the liability issues with these teams previously. Some districts have opted to keep the teams on school property, which helps to limit liability risk and would allow the district to easily address the AED requirements. However, if your cross-country team still runs off-site, you may need to consider a "chase car" or "chase bike" that rides the course while students are running. Local paid emergency squads may be able to respond quickly, however volunteer squads will have a slower response time in most cases. This type of exposure will need to be properly addressed in your Emergency Action Plan. Again, until this type of exposure is legally challenged, we may not have a clearly defined guideline.

Summary

Based on these clarifications of the law, districts will need to evaluate all school-sponsored events with an athletic component. This should include on-site and off-site activities. When visiting third-party locations, you must verify the presence of an AED or bring your own, along with a certified user. Proximity to the events must be taken into account as larger districts may have several events spread out over different fields. Additional AEDs may need to be purchased to ensure adequate coverage.

The Joint Insurance Fund can assist in providing certifications training. As a reminder, you are entitled to one CPR/AED certification class annually from July 1 through June 30 for up to 16 people free of charge. Since this is a two year certification, you could have up to 32 people certified at all times at no charge.

Further, your Safety Incentive Program award money can be used towards the purchase of defibrillators. If you are not yet participating in the program or not achieving the highest level, now would be a great time to review the requirements and start the process. As always, we are here to assist you in any way possible. I hope that this memo has helped to provide guidance in developing your program and addressing key issues. Please let me know if you have any questions or need any assistance. Thank you.