

TAMPA ELECTRIC COMPANY ENERGY SUPPLY AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROGRAM

PURPOSE

The purpose of this program is to develop guidance to increase the awareness of and application of Automatic External Defibrillators (AEDs) in TAMPA ELECTRIC, Energy Supply workplaces to increase the chances of an employee surviving a sudden cardiac arrest (SCA).

INTRODUCTION

TAMPA ELECTRIC is dedicated to providing a safe and healthful workplace for its employees by communicating information concerning the use and application of AEDs. This program applies to TAMPA ELECTRIC Energy Supply employees who have been trained in AED use to save lives.

An AED is used to treat victims who experience SCA. The AED should be applied to an unconscious and not breathing victim to further aid the First Responder in initial assessment. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

This written program contains the following elements which are incorporated into the training materials:

- Responsibilities
- Employee Training
- AED Care and Maintenance
- Medical Response
- Post Response Review

RESPONSIBILITIES

Each Business Unit Director is responsible for the implementation of the Automatic External Defibrillation (AED) Program.

The Joint Departmental Committee Safety Programs is responsible for reviewing, maintaining and revising this program as necessary.

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The Designated First Aid Responder(s) are responsible for:

- Responding to an emergency requiring first aid treatment
- Activating the internal emergency response system per Business Unit procedures
- Providing prompt basic life support including AED and first aid according to training and experience
- Understanding and complying with the requirements of this AED Program.
- Notifying the Safety Department that an AED was used upon completion of the emergency response

The Medical Director of the AED program is responsible for:

- Proving medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs/CPR.
- Evaluating the post-event review forms and digital files downloaded from the AED

The Safety and Health Equipment Technician is responsible for:

- Performing all accessory maintenance on AEDs
- Conduct and document bi-annual system readiness reviews of AEDs under the ownership of Energy Supply. Assist in performing post event reviews. Obtain necessary post event documentation from AEDs used in emergencies.

A Volunteer Responder is anyone, at their discretion, who provides voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to perform emergency response only to the extent that they are trained and comfortable. The emergency medical response of these individuals may include:

- Cardiopulmonary Resuscitation (CPR), AED or other medical first aid
- Activating the internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience
- Understanding and complying with the requirements of this AED Policy

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EMPLOYEE TRAINING

Target Audience - First Aid Responders

Frequency - Initial training shall be provided to each designated employee prior to the assignment of tasks which may require the use of an AED.

Retraining shall be conducted bi-annually and documented.

Methods – Training shall be accomplished through Computer-Based Training, by PowerPoint presentation with video, or other training materials determined adequate by the Environmental Health and Safety Department.

At a minimum, the content of the training shall include instruction in the use of the available AED s in use throughout Tampa Electric Energy Supply.

Documentation – All employee training will be documented electronically in the Medgate database. Classroom training will require the attendees to sign a roster and that information will later be transferred into the electronic Medgate database. When Computer Based Training is used, the training may be documented in the separate CBT program database or transferred into the Medgate database, where practical.

Employees should know the locations of AEDs at their worksite. Business Units shall include the locations of AEDs at their site in their Emergency Action Plan.

EQUIPMENT MAINTENANCE

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- All Employees shall be informed of changes in availability of emergency medical response equipment at their site. If equipment is withdrawn from service, all employees shall be informed when that equipment is returned to service.
- At the Power Plants the Superintendent of Plant Operations (SPO) / Team Leader or Designee shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- The location management shall be responsible for having regular equipment maintenance performed. Maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions (minimum every six months) Records of inspection shall be maintained until the end of the next calendar year.

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- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to Tampa Electric's Bloodborne Pathogen Program.

MEDICAL RESPONSE DOCUMENTATION

Internal Post Event Documentation

It is important to document each use of the AED in a medical emergency. An online Energy Supply Incident Report shall be completed within 24 hours of such an event.

External Post Event Documentation

Medical emergencies involving the use of an AED require special documentation: All patient information generated during AED use must be collected into the patient's confidential medical file. A copy of AED use information shall be presented to the medical director of the AED program and the EMS county AED program coordinator within 72 hours of the emergency. At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

The Safety Department will be responsible for ensuring that external documentation and notifications are made for each event.

POST EVENT REVIEW

Following each deployment of the AED, a review shall be conducted to learn from the experience. The Safety Department shall conduct and document the post event review for events involving Energy Supply employees. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post event will be reviewed in the monthly safety meeting. The Safety Department shall maintain a copy of the post event review summary for a minimum of five years from the date of the event.

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APPENDIX A – GLOSSARY

Automatic External Defibrillator (AED) - A device that automatically analyzes the heart rhythm and, if it detects a problem that may respond to an electrical shock, that permits a shock to be delivered to restore a normal heart rhythm.

Cardiopulmonary Resuscitation (CPR) - is a procedure to support and maintain breathing and circulation for a person who has stopped breathing (respiratory arrest) and/or whose heart has stopped (cardiac arrest).

Sudden Cardiac Arrest (SCA) - is the sudden, unexpected loss of heart function, breathing and consciousness. Sudden cardiac arrest usually results from an electrical disturbance in your heart that disrupts its pumping action and causes blood to stop flowing to the rest of your body.