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Medical Command

**WING ACCESS DEFIBRILLATION (WAD)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the 90th Space Wing's WAD program, and implements public law. The program provides for Automated External Defibrillators (AED) to be placed in strategic locations on the installation to allow access by trained individuals to use in reviving victims during certain cardiac crises, prior to arrival of medical personnel. It identifies responsibilities, maintenance, quality assurance, and documentation requirements. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information. This publication prescribes 90 SW Form 1, **Event Summary**.

1. Responsibilities:

- 1.1. The 90 SW/CC. The Wing Commander has the overall responsibility for the WAD program. The 90th Space Wing Commander directs the Director of Base Medical Services (DBMS) to ensure proper medical objectives are maintained for the WAD program.
- 1.2. The 90 MDG/CC. The DBMS is responsible to the 90 SW/CC for implementation of the WAD program. The DBMS will ensure all medical objectives are maintained and provide professional guidance on program administration. The DBMS will appoint in writing a medical director and program coordinator for the WAD program.
- 1.3. Medical Director. The medical director will be a physician, proficient in emergency medical services protocols, cardiopulmonary resuscitation (CPR), and the use of AEDs in accordance with Wyoming State Law, W.S. 35-26. The medical director is responsible for providing oversight for training, emergency medical services coordination, protocols, standing orders, and formulation of AED deployment strategies. The medical director will develop quality assurance and guidelines for use of

the AED and will review, or have a designated representative review, all event summary sheets within 5 days of AED use.

1.4. **Program Coordinator.** The program coordinator, as a minimum, will be a Basic Life Support (BLS) Instructor from the MDG. The program coordinator will oversee all training processes for adult CPR in conjunction with the AED training. The program coordinator will be responsible for providing recommendations to squadron commanders for individuals to serve as site coordinators. The program coordinator will coordinate with site coordinators and Fire Department Medical Coordinator to determine appropriate locations for AEDs in each placement area. The program coordinator will arrange with the site coordinator the number of targeted responders that will be necessary for each placement area and assist with AED training.

1.5. **Site Coordinators.** There will be a site coordinator at each placement area who will be appointed in writing by the squadron commander. A copy of the appointment memorandum will be sent to the program coordinator. The site coordinator will, as a minimum, be trained and maintain currency in BLS through a nationally recognized organization. The site coordinator will ensure that the 90 SW Form 1, **Events Summary**, is faxed to the MDG within 24 hours of the AED being used. The site coordinator will be responsible for the AED and ensure all required inspections and maintenance actions are accomplished in accordance with the manufacturer's manual.

1.6. **Targeted Responders.** Targeted responders are responsible for using the AED in emergency situations to revive victims during certain cardiac crises prior to the arrival of medical personnel. To ensure the greatest survival, the AED should be applied within 3 minutes or less after the cardiac arrest. This response time requirement will dictate the appropriate number of targeted responders for each placement area. The site coordinator and the program coordinator will determine the number of targeted responders required for each placement area. Those individuals identified as targeted responders will, as a minimum, be trained and maintain their currency in adult CPR and AED through a nationally recognized organization.

1.7. **Events Summary Sheet.** A 90 SW Form 1, **Events Summary**, (located at <http://www.e-publishing.af.mil/forms/Unit.asp?Unit=90SW>) will be completed by the individual using an AED on a victim and forwarded to the program coordinator or designee within 24 hours. The purpose of this form is to document the use of the AED and provide information of the event to the Medical Director and Program Coordinator.

2. Maintenance. The 90th Medical Group Medical Equipment Repair (90 MDSS/SGSLR) will serve as the point of contact for site coordinators and the manufacturer representatives concerning any problems with AEDs. Additionally, Medical Equipment Repair will be responsible for any inspections or maintenance beyond the site coordinator's ability to accomplish using the manufacturer owner's manual.

3. Quality Assurance. The medical director or designee will review all event summary sheets to assess the quality of care in accordance with Wyoming statutes.

4. Equipment. The AED will be maintained in a location arranged by both the program coordinator and site coordinator. It will not be moved to a new location without the consent of the program coordinator. The AED and associated supplies will be kept in a wall cabinet (preferably alarmed). Required additional equipment to be purchased/kept with AED(s):

Non-latex protective gloves

CPR face mask/shield

Disposable razors to dry shave a victim in chest area if required

Bandage scissors

Spare battery and electrode pads

Biohazard/medical waste container/bags

Pad of paper and pens

Absorbent towel

5. Requesting Additional Placement Sites. Squadron commanders may request evaluation of any area for AED placement by written request to 90MDG/CC (E-mail is acceptable), providing justification in layman's terms. The MDG/CC will evaluate the proposed area, (population at risk, logistics of maintaining personnel qualifications, and AED maintenance) and make recommendation to 90 SW/CC within 30 days.

6. Prescribed Form. 90 SW Form 1, Event Summary.

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Commander