



**SARATOGA NATIONAL CEMETERY
HONOR GUARD ASSOCIATION
SCHUYLERVILLE, NEW YORK**

**STANDARD OPERATING PROCEDURE - HG 7 Rev. 01:
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM**

June 20, 2023

This Standard Operating Procedure (SOP) supersedes all previous editions of Standard Operating Procedures addressing automated external defibrillator program equipment, , Policies and procedures, and training requirements.

PURPOSE: This SOP defines & establishes policy for Saratoga National Cemetery Honor Guard Association (HGA) members in rendering emergency aid to our members, Saratoga National Cemetery staff and visitors in the event of a sudden cardiac arrest while performing or attending events at the Gerald B. H. Solomon Saratoga National Cemetery and related HGA activities. As a volunteer organization, HGA's Volunteer AED Response Program does not require our trained members to act in response to a sudden cardiac event, however, strongly encourage intervention and participation should they witness a sudden cardiac event.

APPLICABILITY: The policies, procedures and representations contained in this SOP apply to all HGA members who complete the HGA's Volunteer AED Response Program and the Volunteer AED Responder Form (Appendix A).

AUTHORITY: Compliance with this SOP is derived from approval of this document by the Saratoga National Cemetery Honor Guard Association elected leadership, implemented by the Commander on the date signed herein.

LAWS AND REFERENCES:

- A. New York Public Health Law - § 3000-a - New York State regulates the use of AEDs through **Public Health Law § 3000-b**, which requires training and registration of the devices with the appropriate regional council designated by NYS DOH before they can be used by non-health care professionals.
- B. New York State Public Health Laws, Article 30 – Emergency Medical Services; 3000a. Good Samaritan Clause states, *“Any person who voluntarily and without expectation of monetary compensation renders first aid or emergency treatment at the scene of an accident or other emergency outside a hospital, doctor’s office, or any other place having proper and necessary medical equipment, to a person who is unconscious, ill, or injured, shall not be liable for damages, for injuries alleged to have been sustained by such person or for damages for death of such persons alleged to have occurred by reason of an act or omission in the rendering of such emergency treatment unless it is established that such injuries were or such death was caused by gross negligence on the part of such person.”*
- C. New York State Laws 3000b – Requires all automated external defibrillators to be reported via Department of Health Form DOH-4135 with the Regional Emergency Medical Organization.
- D. Saratoga Emergency Management also requests a copy of Form DOH 4135 to be maintained at their office.

DEFINITIONS:

AUTOMATED EXTERNAL DEFIBRILLATOR (AED): A device used to treat victims who experience sudden cardiac arrest (SCA) and only applied to victims who are pulseless, unconscious, and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable heart rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator prior to delivering a shock.

AED PROGRAM COORDINATOR: An HGA member appointed by the Commander to manage the AED Program by scheduling training, conducting equipment inspections, maintaining adequate supplies, and ensure all documentation is completed and necessary notifications are made to ensure compliance.

SARATOGA NATIONAL CEMETERY (SNC): Officially known as the Gerald B. H. Solomon National Cemetery located in Schuylerville, NY, and referred to as “Cemetery” throughout this document.

SARATOGA NATIONAL CEMETERY HONOR GUARD ASSOCIATION (SNC HGA): The designated and Department of Veterans Affairs approved volunteer organization, located in Schuylerville, New York, performing Military Funeral Honors at the Gerald B. H. Solomon Saratoga National Cemetery.

SUDDEN CARDIAC ARREST (SCA): A condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

UNRESPONSIVE INDIVIDUAL: Refers to an individual who does not respond to visual, audible, or painful stimuli.

VOLUNTEER AED RESPONDER PROGRAM:

Establishes and defines the use, training, and documentation in which the HGA utilizes an automated external defibrillator.

TABLE OF CONTENTS

CHAPTER 1: TRAINING REQUIREMENTS

CHAPTER 2: RESPONSE PLAN

CHAPTER 3: DOCUMENTATION

CHAPTER 4: INSPECTIONS

CHAPTER 5: INVENTORY

APPENDIX A: LETTER OF AGREEMENT - VOLUNTEER CPR/AED RESPONDER FORM

APPENDIX B: AED RESPONSE FORM

CHAPTER 1: TRAINING REQUIREMENTS

- A. HGA members accepted to participate in the AED Program shall be trained in Cardiac Pulmonary Resuscitation and use of the automated defibrillator to the American Heart Association Standard and the recommendations of the AED manufacturer. Each member shall complete the required training every two years as required by the American Heart Association. Training shall be provided via HGA by certified personnel at no cost to the members.
- B. Should a member have current CPR/AED training via another source, proof of such shall be submitted to the AED Program Coordinator for verification and submitted to the HGA Executive Committee for approval to be added to the Volunteer AED Responder Program.
- C. Copies of training roster and volunteer responder forms will be maintained by the AED Program Coordinator and the Adjutant.
- D. A list of current HGA Volunteer Responders shall be submitted to the Saratoga National Cemetery director.

CHAPTER 2: RESPONSE PLAN

- A. The Automated External Defibrillator (AED) shall be stowed in the Honor Guard Squad Room at all times except when the HGA is participating in an event or detail.
- B. Squad Leaders are responsible to ensure the AED unit is on the Squad Bus (on-site) for all HGA events conducted at the Cemetery. Storage location on the bus shall be on the shelf directly behind the driver.
- C. In the case of an off-site event taking place in the same time frame as Cemetery activities, the AED shall remain on Cemetery property.

- D. Event leaders (Color Guard, Flag Fold Detail, Parade Leaders) will be allowed to remove the AED from the Cemetery for the purpose of the specific event; however, the device shall be returned and stored in the Squad Room immediately following the event.
- E. On Cemetery Property: should an HGA member witness an individual collapse and be rendered unresponsive by any means, the following plan of action shall be implemented. Should a Volunteer AED Responder witness an individual collapse and be rendered unresponsive off-site (not on Cemetery property) and the AED is present, they shall follow the steps below minus Step 2, below..
1. Activate the 911 system: Dial 911 from any phone, describe the incident and await instructions and questions from the emergency operator.
 2. Notify the Cemetery staff via Cemetery radio or any other communication means, stating, *“This is a Medical Emergency – the Honor Guard has an emergency at [location], we have an [unresponsive person].”*
 3. If available, the Cemetery staff will respond to assist and stage an escort (Cemetery Staff or HGA Member) at the Cemetery’s main entrance to escort emergency personnel to the site of the incident.
 4. Evaluate the patient (check ABC’s):
 - a. Airway – is it open and are they breathing?
 - b. Bleeding – Major bleeding should be addressed.
 - c. Circulation – Do they have a pulse?
 5. If the patient is not breathing and does not have a pulse, CPR shall be initiated, and someone should retrieve the AED from the Squad Bus.

6. Once the AED is on site with the patient:
 - a. Open the unit and remove the pads from packaging.
 - b. CPR should only be interrupted long enough to place the pads on the chest. Immediately return to chest compressions.
 - c. Turn AED on and follow the directions from the device.
 - d. When the machine states, “*analyzing heart rhythm*” the HGA member at the chest is responsible to ensure no one is touching the patient. Said member will also be ready to re-engage in chest compressions at the direction of the AED’s instruction.

CHAPTER 3: DOCUMENTATION

- A. All HGA members that wish to participate in the Volunteer AED Responder Program must complete the Letter of Agreement (see Appendix A).
- B. HGA AED Response Form (Appendix B) shall be completed whenever AED is utilized regardless if shocks were delivered or not.
- C. The Squad Leader, Assistant Squad Leader or Event Leader will be responsible to complete the documentation prior to departing the grounds or event.
- D. The commander and AED Program Coordinator shall be notified at least 24 hours prior to an HGA event utilizing the AED.

Chapter 4: INSPECTIONS


- A. The AED Program Coordinator is responsible for monthly inspection checks of each AED unit under their purview. Monthly inspection checks should include a visual check of the unit, a check of the AED status indicator light to ensure it is “green,” and an inventory of the emergency kit equipment maintained in the AED bag.
- B. The AED Program Coordinator should coordinate with the AED vendor in order to be set up on the AED online management system, which will automatically remind AED Site Coordinators to check their AED units on a monthly basis, send reminders to replace electrode pads and batteries, provide reminders of staff CPR and AED certification expirations, and notify the AED Program Coordinator of any software updates and recalls.
- C. The AED Program Coordinator should immediately contact the AED vendor if the AED is damaged, missing, or if the status light is “red.”
- D. AED Program Coordinator is responsible for maintaining batteries, spare pads, and emergency supply equipment for each AED unit. The Executive Board should be notified if the AED Program Coordinator is unable to successfully contact the AED vendor service representative or if there are potential warranty issues associated with their AED unit.
- E. It should be noted that in most situations when the status light on the AED displays a red light, the batteries should be replaced.

CHAPTER 5: INVENTORY

- A. The AED Program Coordinator will purchase approved new or replacement equipment items to maintain the established on-hand quantities.
- B. An additional set of pads and batteries shall be kept in storage, should the AED unit be used the pads will be replaced if shocks were delivered, the batteries will be replaced. Both Batteries and the pads have a five (5) year shelf life.

Related Standard Operating Procedures:

Approved on 6/21/2023

Art Dutcher, Commander 
Saratoga National Cemetery Honor Guard Association, Inc

Last page