DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 CALVERT ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5100.2
USNA
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COMMANDANT OF MIDSHIPMEN INSTRUCTION 5100.2

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: AUTOMATED EXTERNAL DEFIBRILLATORS STANDARD OPERATING PROCEDURES

Ref: (a) SECNAVINST 5100.17A
(b) OPNAVINST 5100.29A
(c) LIFEPAK CR2 Defibrillator Operating Instructions

Encl: (1) Bancroft Hall AED Locations
(2) Bancroft Hall AED Inventory Sheet
(3) Bancroft Hall AED Enclosure, Sign and AED Photos

1. Purpose. Per reference (a), to establish guidelines for the placement, use, maintenance and training of Automated External Defibrillators (AED).

2. Background. Sudden cardiac arrest (SCA) is a leading cause of death in the United States, claiming approximately 250,000 lives annually. Use of AEDs in the pre-hospital environment has shown a definite reduction in morbidity and mortality from SCA. For every minute that passes between the event and defibrillation, the probability of survival decreases by 7-10 percent. The survivability of cardiac arrest victims increases with AEDs, early activation of Emergency Medical System (EMS) and effective cardiopulmonary resuscitation (CPR) procedures.

3. Scope and Applicability. All personnel assigned to the Brigade of Midshipmen will familiarize themselves with the AED Standard Operating Procedures and policy listed in reference (a).

4. Definitions

a. AED is a device that analyzes the heart's rhythm and, if necessary, delivers a shock to a victim of sudden cardiac arrest to restore an effective heart rhythm.

b. Ventricular Fibrillation (VF) is a condition that causes the heart to beat in a chaotic, irregular fashion, causing the heart to stop pumping blood.

5. Responsibilities

a. The AED program falls under the responsibility of the AED Program Manager.

The Bridge Medical Officer (BMO) will provide physician oversight for the AED program in its entirety per reference (b).

b. The installation Fed Fire will be the governing body to recommend changes and access to AEDs. AEDs will be placed in locations where there is a probability of use. AEDs will be accessible during normal work hours at these locations. AEDs will be placed at a reasonable height and near a telephone to ensure rapid notification of EMS personnel. The installation Fire Department will review all post events where an AED unit was deployed and ensure proper feedback is given by means of a critical stress debrief to the responder staff. All events will be documented in the minutes. Data Management of the events will be downloaded from the AED unit to a designated computer within the installation Fed Fire and Navy Medical Readiness Training Command (NMRTC) Annapolis to be included in the patient's medical record. The AED Coordinator will review the U.S. Naval Academy (USNA) instruction and standard operating procedures annually to ensure all training requirements are followed.

c. The Installation Fed Fire will be responsible for the AEDs performance and maintenance on an annual basis. If an AED is found to be malfunctioning either during the daily check or the post deployment data report, the unit will be sent to the installation Fire Department repair and a back-up unit, if available, will be provided during the repair time.

d. The AED Program Coordinator will be responsible for the day-to-day operations of the AED program. They will be the point of contact to collect the AED event log and data management from the AED for review. Follow-up data will be maintained by the Program Coordinator and reported in the minutes of the critical care committee maintaining compliance with reference (a). The AED Coordinator will be assigned to maintain AEDs. They will be responsible for stocking supplies, operation checks and notification of deployment or problems. The AED Coordinator will keep an updated roster of trained personnel within their workspace or building. They will be knowledgeable in the use of AEDs. They will be the point of contact and the liaison to assist in training related to the AED.

6. Training Requirements. All Civil Service employees will be offered, on a volunteer basis an initial training course on use of AEDs in conjunction with CPR training. All military personnel will be required to complete AED training. Quarterly drills will be performed at each location possessing an AED and training rosters documenting drills will be kept with the AED Coordinator. Placement of AEDs must be detailed to all trained personnel within that workspace. Because AEDs are designed for use by unskilled and untrained rescuers, AEDs could be deployed by anyone responding to the event pending the arrival of trained responders. However, Bureau of Medicine (BUMED) guidance states federal employees must be qualified and trained prior to operating the AED unit.

7. EMS. All Emergency Medical Transport Vehicles will be equipped with AED units and upon being dispatched to an event, will bring an additional back-up unit in the event of a malfunctioning AED. The location of all AEDs will be provided to the Emergency Communications Center, the installation Fire Department prior to being disseminated for use in enclosure (1).

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records - and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the AED Program Coordinator will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

C. A. CORNELL

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php

BANCROFT HALL AED LOCATIONS

AED locations (16 AED available in Bancroft)

Rotunda

Location	3rd Wing			4th Wing	
4	6			24	4
3	4			22	3
2	8			27	2
1	7	1	MainO	26	1
0	1	IT's O	19	19	0
B					B
AED		3001	4101		

1st Regiment

Location	1st Wing		3rd Wing		5th Wing		7th Wing	
4	5		6		12		17	4
3	5		4		11		16	3
2	3	Breeseway	8	Breeseway	10	Breezeway	15	2
1	2		7		18		14	1
0	2		1		9		13	0
B			Staff					B
AED	1018		3244		5241		7211	
			3B12		5012		7013	

2nd Regiment

Location	2nd Wing		4th Wing		6th Wing		8th Wing	
4	23		24		30		36	4
3	23		22		29		35	3
2	21	Breeseway	27	Breeseway	28	Breezeway	34	2
1	20		26		33		32	1
0	20		19		25		31	0
B			Staff					B
AED	2018		4244		6241		8212	
			4B15		6012		8014	

BANCROFT HALL AED INVENTORY SHEET

Bancroft Hall AED History								
AED	Serial #	location	AED Date Purchased batt and pads included	New Battery	New Pads	New AEDs, Battery and Pads required	Notes	
1	50077753	2-018	29-Oct-21	21-Aug-25	21-Aug-25	2029		
2	50079206	4-244	29-Oct-21	21-Aug-25	21-Aug-25	2029		
3	50079194	6-012	29-Oct-21	21-Aug-25	21-Aug-25	2029		
4	50079202	6-241	29-Oct-21	21-Aug-25	21-Aug-25	2029		
5	50075822	8-014	29-Oct-21	21-Aug-25	21-Aug-25	2029		
6	50076991	8-212	29-Oct-21	21-Aug-25	21-Aug-25	2029		
7	50076876	4B15	29-Oct-21	21-Aug-25	21-Aug-25	2029		
8	50080416	1-018	29-Oct-21	21-Aug-25	21-Aug-25	2029		
9	50079211	3-244	29-Oct-21	21-Aug-25	21-Aug-25	2029		
10	50079150	5-012	29-Oct-21	21-Aug-25	21-Aug-25	2029		
11	50077302	5-241	29-Oct-21	21-Aug-25	21-Aug-25	2029		
12	50076928	7-013	29-Oct-21	21-Aug-25	21-Aug-25	2029		
13	50079511	7-211	29-Oct-21	21-Aug-25	21-Aug-25	2029		
14	50079571	3B12	29-Oct-21	21-Aug-25	21-Aug-25	2029		
15	50080244	4-101	29-Oct-21	21-Aug-25	21-Aug-25	2029		
16	Unknown	3001	Unknown	Unknown	Unknown	Unknown		
	Lifespan		8 years	4 years	4 years			
	Total cost		28K	2K	3K			

BANCROFT HALL AED ENCLOSURE, SIGN AND AED PHOTOS





