

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**Bureau of Land Management**  
**Oregon State Office**  
**P.O. Box 2965**  
**Portland, OR 97208**

**In Reply Refer to:**

1112 (OR-950) P

April 22, 2003

EMS TRANSMISSION 04/23/2003

Information Bulletin No. OR-2003-139

To: DSDs, Staff and Branch Chiefs

From: Associate Deputy State Director for Management Services

Subject: OSO Protocol for Medical or Trauma Emergency Response Unresponsive Patient

The use of Automated External Defibrillators (AEDs) can save the lives of employees who experience cardiac arrest while on the job. Each year 300,000 to 400,000 individuals die from cardiac arrest. Most cardiac arrest deaths occur outside the hospital. Current out-of-hospital survival rates are 1 to 5 percent.

AEDs are easy to use and can make the critical difference in reviving individuals who suffer a cardiac crisis. Administered within three minutes, the electric shock (defibrillation) restores the normal rhythm to the victim's heart and can increase survival rates to nearly 75 percent. Immediate defibrillation can revive more than 90 percent of victims.

There are several AEDs placed throughout the Robert Duncan Plaza Building and many agency employees have been certified to use these devices. AEDs are located on the 4<sup>th</sup> floor in Management Services (NE), in the Health Unit, and also on the 3<sup>rd</sup> floor near the Conference Center.

The Oregon State Office (OSO) Emergency Response Program and Protocol is provided as Attachment 1, for your review. The Protocol outlines emergency procedures for responders. Information is also provided regarding training requirements, medical direction and oversight, locations of AED units, and information regarding liability.

Please contact Peggy Tribble, OSO Safety and Health Program Manager at 503-808-6202, for questions or additional information.

**Districts with Unions** are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
John K. Keith  
Associate Deputy State Director  
For Management Services

Authenticated by  
Heather Gisch  
Computer Specialist

1 Attachment(s)

1 – [Protocol for Medical or Trauma Emergency Response](#) (7pp)

Distribution  
WO-740

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
OREGON STATE OFFICE**

**Robert Duncan Plaza Building  
333 SW 1<sup>st</sup> Avenue  
Portland, Oregon 97204**



**EMERGENCY RESPONSE PROGRAM AND PROTOCOLS  
FOR  
MEDICAL OR TRAUMA EMERGENCY RESPONSE  
UNRESPONSIVE PATIENT**

**April 2003  
Oregon State Office**

---

**Bureau of Land Management  
Oregon State Office**

**Emergency Response Program and Protocols  
For**

## **Medical or Trauma Emergency Response Unresponsive Patient**

### **Purpose**

To establish a protocol for responding to a sudden cardiac arrest or other medical emergency in the office where the patient is, or becomes, unresponsive. This protocol includes:

- Assuring safety of the patient and responders
- Activation of Emergency Medical Services (EMS 911)
- Initial assessment of patient
- Initiation of Cardio Pulmonary Resuscitation (CPR) efforts if required
- Use of the Automated External Defibrillator (AED) if indicated

### **Training Requirements**

Several OSO employees are trained in basic 1<sup>st</sup> Aid and CPR and in the use of the AED. Those trained in 1<sup>st</sup> Aid are recertified each two years. Employees trained in CPR and the use of an AED require yearly recertification. The American Red Cross instructional staff provides all components of training.

The OSO Safety Manager sponsors yearly training opportunities for BLM employees as well as other agency employees in the Robert Duncan Plaza Building. Additional options for training are arranged as required through the American Red Cross.

### **Medical Direction and Oversight**

The medical staff of the Department of Occupational Health Center, located in the Robert Duncan Plaza building provides direction and oversight for this Public Access Defibrillation (PAD) program. The Health Center is located on the fourth floor, west and south of the elevators.

### **Liability Statement**

All 50 states have addressed the issue of liability concerns for AED use through special legislation aimed at protecting AED rescuers from liability risks. These protections generally extend to the owner of the AED (OSO BLM), the trainers, the responders, and the health center medical staff providing medical oversight. At the federal level, the Cardiac Arrest Survival Act of 2000 provides an additional level of protection against liability.

OSHA has released a Technical Information Bulletin (TIB 01/12/17, December 2001) recommending that employers “should consider the use of an AED at their worksites to reduce the time to defibrillation with the goal of improving survival.”

---

The State of Oregon passed a three-part “*Good Samaritan*” statute in 1999:

- *OR. Rev. Stat. §30.801 AED User Immunity*
- *OR. Rev. Stat. §30.800 Emergency Assistance Immunity*
- *OR. Rev. Stat. §682.135 Request for License*

These statutes provide immunity for rescuers as well as for acquirers and enablers. These statutes also encourage and/or require current CPR and AED training for all users, specify medical involvement, and define procedures for EMS notification and activation.

### **Quality Assurance (QA)**

The QA program included with this protocol consists of the following:

- How to activate an emergency call for the AED (See *Emergency Procedures* below)
- Integration with Facility Security and Emergency Medical Services (EMS) Systems
- Maintenance of AED and Support Equipment
- Provision of continuing Training Opportunities
- Documentation of Events and Periodic Review

---

## **EMERGENCY PROCEDURES**

### **The first person to respond shall:**

- Access scene for safety
  - Activate EMS – call 9-911 (provide nature and location of emergency)
  - Assign someone to call the Health Center Nurse: x2358
  - Assign someone to call the Security Guard Station: x5155
  - Assign someone to guide EMS responders from building entrance
  - Determine status of patient (assess level of responsiveness)
  - Request assistance from bystander(s)(trained personnel or other)
  - Send someone to retrieve AED
  - Begin CPR or other first aid care as indicated
  - If patient has no pulse, immediately apply AED to patient and follow prompts
  - Continue supportive care and reassess patient status as trained until arrival of EMS
- 

### **After Emergency Requirements**

- Review internal procedures with Safety Manager and Health Care Medical Staff and other agency representatives. Restore all equipment to ready status.
  - Replace pads if used. (Safety Manager).
- 

### **Integration with Facility Security and Emergency Medical Services (EMS) Systems**

The Occupant Emergency Plan for the Robert Duncan Plaza Building provides guidelines for various emergencies, including serious medical emergencies. These procedures parallel the protocol described in this policy.

### **Maintenance of AED and Support Equipment**

Weekly maintenance is performed by the OSO Safety Manager or designed representative. Inspection dates are recorded on the AED log. ([See Attachment 1](#))

Other equipment located with the AED includes:

- List of trained First Responders ([See Attachment 2](#))
- Blood borne Pathogens Infection Control Kit
- Laerdal Medical Pocket Mask
- Protective Gloves
- Physio-Control LIFEPAK®500 Procedure Reference Card
- Battery Recharge Unit

Expiration dates are tracked for all supplies, including electrode pads and batteries.

### **Location of AED Units in Robert Duncan Plaza Building**

Automated External Defibrillators units are available at the following locations in the RDP building:

- Fourth floor – Management Services (NE)
- Fourth floor - Health unit (West and South of the elevators)
- Third floor near main entrance of Conference Center

**Management Support**

BLM Management fully supports this program. Reference the *All Employee Bulletin* (AEB) of February 20, 2003. ([See Attachment 3](#))

**References**

- Federal Register Notice – Vol. 66, No. 100 May 23, 2001 – *Guidelines for Public Access Defibrillation Programs in Federal Facilities*
- Department of Health and Human Services/General Services Administration (GSA) GSA custody and control – 41CFR 101-20.103-4, *Occupancy Emergency Program – Physical Protection and Building Security* [Emergency definition here includes medical emergencies. See 41CFR 101-20.003(i)]

**Attachment 1**

**OREGON STATE OFFICE  
 AUTOMATED DEFIBRILLATOR  
 MAINTENANCE CHECK LIST\*  
 MEDTRONIC PHYSIO CONTROL LIFEPAK® 500**

**MONTH \_\_\_\_\_**

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
<b>Date Of Inspection</b>				
<b>Inspected By (initials)</b>				

\*Inspect defibrillator pads (sealed)  
 Battery Check (manual)

NOTES:

**Attachment 2**

**Oregon State Office  
 BLM and FS Employees  
 CPR/AED Certified\*  
 January 2003 – January 2004**

<b>NAME</b>	<b>ORGANIZATION</b>	<b>PHONE NUMBER</b>
Ted Barr	OR 914	x6346 (cell – 780.9340)
Amber Hein	OR 914	x6352
Liang Hsin	OR 931	x6079
Eric Hoffman	OR 932	x6039
Carole Smith	OR 935	x6165
Carl Ramzy	OR 955	x6268
Georgia Bosse	OR 955	x6120
Richard Weigel	OR 955	x6486
Mary Lyons	OR 955	x6617
Ray Scherler	OR 957	x6149
John Gilson	OR 957	x6336
Harold Heimark	OR 957	x6137
Steve Kaiser	OR 957	x6329
Tom Caster	OR 957	x6134
Steve Kaiser	OR 957	x6329
Ralph Kuhns	OR 958	x6163

Ray Abriel	FS	x2355
Dean Lee	FS	x2949
Jenifer McCune	FS	x2381
Jocelyn Biro	FS	x2411
Jack Fetterman	FS	x2908
Nella Dickson	FS	x2527
Jeff Park	FS	x2978 (cell – 804.7908)

\*All individuals are also certified in 1<sup>st</sup> Aid.

### Attachment 3

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, Oregon 97208**

1221-A (OR-950)

February 20, 2003

#### **ALL EMPLOYEE BULLETIN**

To: All State Office Employees

From: Associate Deputy State Director for Management Services

Subject: Automated External Defibrillator (AED)

Automated External Defibrillators (AEDs) improve survival after an out-of-hospital cardiac arrest. Their presence reduces the critical time for treatment. Less time to defibrillation improves victims' chances of survival. Having the devices appropriately located in a business or workplace improves the survivability of people experiencing a cardiac crisis.

The Bureau of Land Management has purchased a Medtronic Physio-Control LIFEPAK® 500, Automated External Defibrillator, which is now located in OR-950 in a two-drawer cabinet behind the administrative assistant's desk area. The drawer is marked appropriately with a sign and directions for use accompany the LIFEPAK.

Only those individuals trained in cardio pulmonary resuscitation and the use of the AED are authorized to use this device. Trained users are covered by the State of Oregon "Good Samaritan Law," which holds individuals who chose to render appropriate assistance during emergencies, harmless regarding outcome.

Contact the Oregon State Office Safety manager, Peggy Tribble at 503-808-6202, with any questions regarding the location or use of the device.

/s/ John K. Keith  
John K. Keith  
Associate Deputy State Director  
For Management Services