



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 33, Public Access Defibrillator (PAD) Program

1. Purpose: This memorandum establishes the Fort Leonard Wood (FLW) PAD Program
2. References:
 - a. AR 40-3 (Medical, Dental, and Veterinary Services)
 - b. DoDI 6055.06 (DoD Fire and Emergency Services (F&ES) Program)
 - c. 66 Federal Register 28495-28511/Section 7 of Public Law 106-129
3. Policy: Commanders on Fort Leonard Wood who chose to establish a PAD program will adhere to the procedures outlined below.
4. Responsibilities:
 - a. Overall responsibility for the Public Access Defibrillator (PAD) Program rests with the garrison commander. Execution of the PAD Program is delegated to the Director, Emergency services (DES). The DES exercises this effort through the Fire and Emergency Services (F&ES) PAD program manager.
 - b. The DES will determine how many Auxiliary External Defibrillators (AED) the garrison requires for garrison buildings and other areas under garrison control, where they will be placed, who should be trained in their use, and who will be responsible for ensuring adequate training and training record keeping.
 - c. Prior to purchase of an AED, commanders will appoint a PAD program coordinator for their facility and comply with the FLW PAD Program Guide.
 - d. The F&ES PAD program manager will maintain a master list of all AED by manufacturer, model number, serial number, location, electrode expiration dates and POC.
 - e. Commanders will inform soldiers and civilians in their organization of the locations of AEDs and will strictly enforce this policy within their area of control.

IMLD-ZA

SUBJECT: Garrison Policy 33, Public Access Defibrillator (PAD) Program

f. The GLWACH Emergency Medicine Physician and the F&ES PAD program manager will maintain prescriptive authority and sign off on the PAD Program Guide.

g. The servicing Staff Judge Advocate will review the garrison PAD Program Guide to ensure compliance with applicable Federal, State, local, and/or host nation laws and DoD and Army regulations.

5. Obtaining an AED:

a. The PAD equipment will consist of the AED with child key, accessory kit, cabinetry and mounting hardware shall be utilized under the installation PAD program. Organizations who already have AEDs in place may continue their use, but should contact the F&ES PAD Program Manager so he can enter their information into the Master list of all AEDs and associated information.

b. New facility construction will meet PAD requirements for recessed access boxes. All other existing facilities will have surface mounted boxes.

c. Commanders that acquire an AED for their facilities are responsible for all costs associated with purchase, operation and maintenance of the AED.

d. To obtain approval to order an AED and supporting equipment, the supply person for a Directorate or Tenant Unit will establish a Purchase Request (PR) within the General Fund Enterprise Business System (GFEBS), by utilizing PR number 10697551 along with their fund site to order the following:

CLIN 0001	AED	Unit Price:	\$1,023.30
CLIN 0002	AED Child Key	Unit Price:	\$58.00
CLIN 0003	Accessory Kit	Unit Price:	\$24.00
CLIN 0004	AED Cabinet	Unit Price:	\$140.00
Total:			\$1,245.30

e. Once the PR is received by the Contracting Office, the contracting officer will contact the F&ES PAD program manager, who will contact and provide the PAD program coordinator a copy of the FLW PAD Program Guide, explaining the process. The F&ES PAD program manager will forward the request to the GLWACH Emergency Medicine Physician for final approval. Once approval is granted the F&ES PAD Program Manager will send approval to the Contracting Officer, who will process the order.

f. Upon receipt of the AED, the PAD program coordinator will coordinate with the PAD program manager who will maintain a master list of all AED by manufacturer, model number, serial number, location, and electrode expiration dates

IMLD-ZA

SUBJECT: Garrison Policy 33, Public Access Defibrillator (PAD) Program

g. POC's are:

GLWACH Emergency Medicine Physician

Primary: CPT Bradley Kinder (596-0456) bradley.j.kinder.mil@mail.mil

Alternate: CPT Evan Cameron (596-0456) evan.r.cameron.mil@mail.mil

Fire Department PAD Program Manager:

Primary: Mr. Buddy Glover (596-0886) buddy.w.glover.civ@mail.mil

Alternate: Mr. Brad Bowling (596-2152) Bradley.j.bowling2.civ@mail.mil

6. Training:

a. Per AR 40-3, Chapter-17, Para 17-4d., Public access to AEDs does not mean that any member of the public who witnesses an event should be able to use an AED. Public access refers to the accessibility of the device itself. While AEDs are reasonably uncomplicated to use, AEDs should be used only by persons who have received proper training and education and who have been certified by a competent authority. Persons without these basic credentials should not use AEDs.

b. Commander's employing AEDs will ensure they have adequate number of individuals who are trained in first aid, CPR and AED. Although there is no recognized ratio of personnel trained per facility, a minimum of two personnel is recommended, with a suggested 5% of the total facility occupants trained.

c. The fire department will provide the training facility (Bldg 625 classroom), all training materials and will be the POC for scheduling personnel for the class. GLWACH Education Branch will provide the instructors. The class is approximately one hour in length, includes certification and there is no cost for the class. The F&ES PAD program manager will track all personnel completing the course.

d. To sign up for the class, contact Mr. Buddy Glover at (573) 596-7130 or buddy.w.glover.civ@mail.mil to reserve a seat. Reservations are first come, first served.

7. Maintenance:

a. PAD program coordinators will visually inspect assigned AED(s) monthly and report deficiencies to the PAD program manager.

b. GLWACH Emergency Medicine Physician and the F&ES PAD program manager will review this PAD Program Guide and operational protocols annually and as necessary.

IMLD-ZA

SUBJECT: Garrison Policy 33, Public Access Defibrillator (PAD) Program

8. Point of contact at the Fire & Emergency Services Division at (573) 596-2152.



TRACY L. LANIER

COL, LG

Commanding

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