



Public Access Defibrillation Policy

1. Purpose

The Geneva Public Library (“the Library”) maintains this policy to guide the rapid deployment and use of the Library’s automatic external defibrillator (AED) in an effort to decrease the number of deaths associated with sudden cardiac arrest. The AED is designed to act as a lifesaving bridge during the time spent waiting for emergency medical providers to arrive and take over.

2. Medical Direction

Medical direction, oversight, and review is facilitated by AED.US Program Management. This subscription-based service includes the following:

Includes:

- Full support and guidance from team AED.us to assist with set up
- AED Rx accessible in digital file cabinet
- Mobile app for easy access for inspections
- Automated tracking and expiration reminders
- EMS registration
- AED program design
- Medical Direction and Physician Review of events
- Loaner AEDs (as needed)
- FDA recall monitoring
- Access to AED Law Center
- Standard & Custom report options
- Built in Resources direct from all AED Manufacturers

The current AED.US Program Management subscription runs through March 1, 2029.

3. Administration

The Executive Director will be referred to as the Program Administrator. They will work cooperatively with the program’s Emergency Health Care Provider through AED.US Program Management. The Program Administrator will be responsible for scheduling

appropriate training for Library employees who opt to participate in the PAD program, maintaining equipment and supplies, completing all required written documentation concerning the program, and assisting the Emergency Health Care Provider with quality assurance and policy issues as they arise. The Program Administrator will delegate authority to other employees to carry out these tasks in the event of the Program Administrator is away for an extended period. Post-event follow up and paperwork will be initiated by the Program Administrator and trained responder using the AED if the Emergency Health Care Provider is not present at the time of the incident. It will then be passed on to the Emergency Health Care Provider for review.

4. Training

Library employees participating in the PAD program will be required to receive training from an approved CPR and AED training agency such as the American Heart Association or the American Red Cross. Employees will need to demonstrate proficiency in CPR and AED use by maintaining a certificate of satisfactory course completion. Recertification will be required by the expiration date on the course certificate in order for the individual to continue in the program.

The Library may maintain a list of employees who have been trained in CPR and AED use either printed in an office or in the General Data section of employee computers.

Adopted by the Board of Trustees: October 24, 2018

Amended by the Board of Trustees: 3/31/2021, 3/30/2022, 3/27/2024, 3/26/2025, 3/25/2026

Reviewed by the Policy Review Committee: 3/12/2026