



August 03, 2017

AED Policy and Procedures –automatic external defibrillators

Diocesan policy has been amended to allow the use of automatic external defibrillators –AED’s at diocesan locations contingent on;

1. Notification of the diocesan Insurance Department and insurance broker of the locations that currently have AEDs and those locations that plan to obtain AEDs for use at their location.
 - a. Notification; use the DSJ Property Use and Change Form
 - b. Sign and attach the AED Policy and Procedures document to the Property Use and Change Form
2. The location hosting the AEDs uses the services of the third-party service company – identified by the diocese to provide the AEDs, training, recordkeeping, maintenance and use of the AEDs to meet the requirements of the California Health & Safety Code Division 2.4, Section 1797 ‘Good Samaritan’ provisions.

Contact the diocesan Insurance Department for the third-party contact information

3. The location is to provide a copy of the signed third-party service agreement to the diocesan Insurance Department and to the insurance broker
4. That third-party vendor along and the location will insure the ongoing records are recorded on paper and via online/web based records for the training, record keeping, maintenance and use of the AEDs, and annual notifications that are required.
5. The third-party vendor and the location are to also notify the diocese of any location that is out of compliance.
6. Any location that elects to have AEDs and does not notify the diocese Insurance Department and insurance broker, and does not use the services of the third-party vendor; that location assumes the cost of the self insured reserve.
 - a. If there is an incident during the use of AED’s and the location is determined not to meet the requirements of the Health & Safety Code, the Diocese loses its Good Samaritan protections.
 - b. The Diocesan self insured reserve (SIR) on the insurance policies is one-hundred thousand dollars for property and liability insurance and five – hundred thousand dollars for employees (workers compensation) for FY 2017-18. The SIR can change annually.

Signed

Location

Date