

City of Jackson
Automated External Defibrillator Program

It is the policy of the City of Jackson to comply with Tennessee Code Annotated, Section 63-6-218 and Title 68, Chapter 140, and provide a written plan relative to automatic external defibrillators. The Department's AED Program is to operate in compliance with all applicable laws and rules as established by the State of Tennessee.

In order to ensure public health & safety, this plan describes guidelines to be followed by Public Works, Recreation, and Administration Departments of the City of Jackson when using an AED.

TRAINING:

Under the direction of the City of Jackson Fire Department, the Fire Department training division is responsible for providing training for department members. The Fire Department will identify appropriate performance standards, training curriculum, and instructors. The Training Division, in conjunction with all City locations with AED's, is responsible for tracking each member's AED training. The Training Division will schedule training on an annual basis to meet requirements of new employee training and re-certifications. Should other departments of the City of Jackson purchase an automated external defibrillator, these training standards shall apply.

AED Equipment:

AED equipment includes AED device and accessories, and the storage container for these items. The user's guide is to be kept with the AED equipment.

Each Department is responsible for providing appropriate storage and performing monthly preventative maintenance and operational inspections.

Form 117 is to be used to record the findings of the specified monthly inspections. Form 118B is to be used to record inspections following each use. These forms will be kept in the area assigned to each AED device. New forms may be obtained in the Risk Management Department.

***AED devices will be maintained by Master Medical Equipment (MME) at 2345 Dr. F. E. Wright Drive, Jackson, TN, 38306, 731-554-1223. In the event that an AED device is determined to be non-operational, contact MME at the number above. Master Medical Equipment will schedule a time to pick up or your department to deliver the non-operational AED device and replace it with a working AED.

AED response:

The Fire Department and Medical Center EMS units will be dispatched to **all** AED response calls.

AED Procedures:

1. Instruct someone to call **911!**
2. Locate the AED in your building.
3. AED equipment is to be used **only** by persons properly trained and certified in **AED procedures.**
4. Follow all instructions on the AED. If needed, refer to the HeartSaver AED New Edition Incorporating ECC Guidelines 2005 manual, which should be located with each AED.
5. Complete form 118A regarding AED usage.
6. Complete form 118B regarding AED inspection after each use.

NOTE: Each building should post the location of the automated external defibrillator along with other emergency information, i.e. emergency exit plans.

AED Response Reports:

An Accident/Incident Report form will be completed on all AED responses. These forms will be submitted to the Risk Management Department. (See Accident/Incident Report form attached)

Patient, treatment and condition information is **confidential** and **is not to be disclosed** by members of the Department. Persons making requests for said information are to be referred to Medical Center EMS.

CITY OF JACKSON
Automated External Defibrillator Report

Date: _____

Time AED used:

Person using AED:

Location of AED usage:

Describe what happened:

Patient condition at Departure:

Action taken:

CPR performed Yes No Who performed?

AED shock performed Yes No How many?

CITY OF JACKSON
Automated External Defibrillator Locations
Revised 11/25/2020 (SDS)

City of Jackson Public Locations:

Main contact for other City locations: Sharon Smith

ssmith@cityofjackson.net

731-425-8277

1. & 2. Westwood Community Center - 3 Westwood Gardens Drive, Jackson, TN 38301

- Contact: (731) 425-8372, David Marc Mingledorf, Coordinator Pks. & Rec.
- AED # 1
- #1 Located: at front desk of WWCC.
- AED Manufactured/ Model: Phillips Heartstream FR2 EM
- AED Serial #: 0402059319
- Asset # **B7959**

- AED #2
- Located: Storage Room (Greg Ballard)
- AED Manufactured/ Model: Phillips Heartstream FR2 EM
- AED Serial #: 0201023061
- Asset # **B8167**

* **NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

3. The Tennis Center - 3 Westwood Gardens Drive, Jackson, TN 38301

- Contact: (731) 425-8373, Heath Harpole, Athletics Coordinator Parks & Rec.
- Located: In cabinet in the small office area.
- AED Manufactured/ Model: Phillips Heartstream FR2 EM
- AED Serial #: 0402059288
- Asset # **B7957**

* **NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

4. T. R. White Sportsplex - 304 North Hays, Jackson, TN 38301

- Contact: (731) 425-8381, Terry Smith, T.R. White
- Located: In Lobby behind the counter
- AED Manufactured/ Model: Phillips Heartstream FR2 EM
- AED Serial #: 0402059309
- Asset # **B7958**

During open evening hours (6 p.m. – 8:00 p.m.): Contact Hilliard Baker at (731) 425-8380

* **NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

5. City Hall - 101 East Main Street, Jackson, TN 38301

- **Contact:** (731) 425-8277, Sharon Smith, OHS Officer
- **Located:** in City Hall on 2nd Floor hall across from bathrooms by the Planning Department
- **AED Manufactured/ Model:** Phillips Heartstream FR2 EM
- **AED Serial #:** 0302057435
- **Asset #** **A3537**

6. Carl Perkins Civic Center - 400 S. Highland Avenue, Jackson, TN 38301

- **Contact:** (731) 425-8532, Tosh Newman, Building Manager
- **Located:** in Front main office in cabinet on wall.
- **AED Manufactured/ Model:** Phillips Heartstream FR2 EM
- **AED Serial #:** 0402059300
- **Asset #** **A3756**

*** NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

7. Cultural Art Center, "The Ned" – 314 E. Main Street, Jackson, TN 38301

- **Contact:** (731) 425-8397, Diann Robinson, Building Manager
- **Located:** Near box office in main gallery area outside theatre
- **AED Manufactured/ Model:** Phillips Heartstream FR2 EM
- **AED Serial #:** 0701038127
- **Asset #** **A3759**

*** NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

8. Fairgrounds – 800 S. Highland Avenue, Jackson, TN 38301

- **Contact:** (731) 425-8384, Deann Ellis, Fairgrounds
- **Located:** Main Office Building in the corner by the phone
- **AED Manufactured/ Model:** Phillips Heartstream FR2 EM
- **AED Serial #:** 0402059361
- **Asset #** **A3760**

*** NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

9. South Jackson Community Center - 412 Bolivar Highway, Jackson, TN 38301

- **Contact:** (731) 425-8614, Linda Kauffman, Coordinator, Parks & Recreation
- **Located:** On wall on right side of hallway as you enter the big room
- **AED Manufactured/ Model:** Heartstart HS1
- **AED Serial #:** A04E-00691
- **Asset #** **A3758**

*** NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

10. Bemis Ceramic Center - 12 N. Missouri St., Jackson, TN 38301

- Contact: (731) 425-8360, Kim Preece (cell # 731-616-1859)
- Located: On left side of the duplex right inside the door
- AED Manufactured/ Model: Phillips Heartstream FR2 EM
- AED Serial #: 1000013295
- Asset # **B8168**
- * **NOTE:** If a special event is scheduled, staff will be available and hours of the event shall be posted!

11. Public Service Complex - 180 Conalco Dr., Jackson, TN 38301

- Contact: (731) 425-7010, Leon McFarlin (wrk cell # 731-431-9593)
- Located: 1st floor near kitchen area between H&S & the Street Dept.
- AED Manufactured/ Model: Phillips Heartstream FR2 EM
- AED Serial #: 1000015081
- Asset # **E1745**

12. Oman Arena – 179 Allen Avenue, Jackson, TN 38301

- Contact: (731) 425-8532, Tosh Newman
- Located: Front office near the Lane Avenue entrance
- AED Manufactured/ Model: Phillips Heartstream FR2 EM
- AED Serial #: 0402059395
- Asset # **A3757**

Total City buildings AED's (other than Fire/Police): 12

NOTE: As of 2/6/2019, Sportsplex AED's are owned by West TN Healthcare, but their contract is up this year, so we are deleting them until Sportsplex decides if they will renew the contract or purchase their own AED's.

JACKSON FIRE DEPARTMENT

Main contact for Fire Department: David Dorris

ddorris@cityofjackson.net

731-425-8685

STATION ONE (#1):

Locations: 13. Battalion 1

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X14J711631
Asset#: D5366

14. Engine 12

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X16B813569
Asset#: D5367

15. Engine 13

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X16A812289
Asset#:

16. Quint 1

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X16B813961
Asset#: D5368

17. Squad 1 (medical response)

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X17C905132
Asset#: Not assigned 7-25-17

STATION TWO (#2):

Locations: 18. Engine 22

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X16B814095
Asset#: D5369

19. Truck 2

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X16A812780
Asset#: D5370

20. Squad 2 (medical response)

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X17C905057
Asset#: Not assigned 7-25-17

STATION THREE (#3):

Location: **21. Engine 32**
AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X16B814092
Asset#: **D5371**

STATION FOUR (#4):

Locations: **22. Engine 42**
AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X16A812765
Asset#: **D5371**

23. Quint 4
AED Manufactured/ Model: Zoll Aed Plus
AED Serial #: X16B813944
Asset#: **D5373**

STATION FIVE (#5):

Locations: **24. Engine 52**
AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 0201024105
Asset#:

25. Engine 53
AED Manufactured/ Model: Zoll Aed Plus
AED Serial #: X19A102452
Asset#:

26. Tower 5
AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 0900012031
Asset#:

27. Squad 5 (medical response)
AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 0402059298
Asset#:

STATION SIX (#6):

Location: **28. Engine 66**
AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 0900012039
Asset#:

STATION SEVEN (#7):

Locations: **29. Engine 77**
AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 0900012029
Asset#:

30. Tanker 7

AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 120278270
Asset#: DO3975

FIRE ADMINISTRATION:

Locations: 31. Training Director - Vehicle - 240

AED Manufactured/ Model: Zoll Aed Plus [3023229]
AED Serial #: X17C904631
Asset#: Not assigned 7-25-17

FIRE ADMINISTRATION:

Locations: 32. Training Officer – Vehicle - 241

AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 0900012043
Asset#:

33. Training Officer – Vehicle - 242

AED Manufactured/ Model: Phillips FR2 EM
AED Serial #: 0900012045
Asset#:

34. Public Ed - 251

AED Manufactured/ Model: Cardiac Science
Model #: 9390A-501
AED Serial #: 4403519
Asset#:

35. Fire Administrative Building Cabinet (Reception Area)

AED Manufactured/ Model: Heartstart HS1
AED Serial #: A04E-00682
Asset#:

36. Fire Safety House (Reception Area)

AED Manufactured/ Model: Life Pak 500
AED Serial #: 30924394
Asset#:

37. Fire Training Drill Field Bag

AED Manufactured/ Model: Zoll Aed Plus
AED Serial #: X18B001688
Asset#: D6141

Total Fire AED's: 25

JACKSON POLICE DEPARTMENT

Main contact for Police Department: Sgt. Don Laux

dlaux@cityofjackson.net

731-425-8516

JPD MAIN BUILDING

234 Institute St.

Locations: 38. Front Desk

AED Manufactured/Model: Heartstart HS1 (M5066A)

AED Serial #: A10F-03574

Asset #: N/A

39. North Window

AED Manufactured/Model: Heartstart HS1 (M5066A)

AED Serial #: A10F-03842

Asset #: N/A

JPD ANNEX

191 Auditorium Dr.

Location: 40. Training Division

AED Manufactured/Model: Heartstart HS1 (M5066A)

AED Serial #: A10F-03987

Asset#:

JPD CRIMINAL INVESTIGATION DIVISION/SPECIAL OPERATIONS

447 E. Main St.

Location: 41. Criminal Investigation Division

AED Manufactured/Model: Heartstart HS1 (M5066A)

AED Serial #: A10F-03553

Asset #: N/A

42. Special Operations

AED Manufacturer/Model: Heartstart HS1 (M5066A)

AED Serial #: A10F-03148

Asset #: N/A

North Precinct

19 N. Star Dr.

Location: 43. Printer/Fax Machine Room

AED Manufacturer/Model: Heartstart FR-X (861304)

AED Serial #: B16F-02134

Asset #: C10172

JPD Patrol Supervisors assigned AED's for their unit

Locations: 44. Sgt. D. Laux

AED Manufactured/Model: Heartstart FR2

AED Serial #: 0900012036

Asset #: N/A

JPD Patrol Supervisors assigned AED's for their unit (con't)

Locations: 45. Sgt. M. Melton

AED Manufactured/Model: Heartstart FR2

AED Serial #: 0900012037

Asset #: N/A

46. Lt. D. Demoss

AED Manufactured/Model: Heartstart FR2

AED Serial #: 0900012048

Asset #: N/A

JPD Patrol Supervisors assigned AED's for their unit

Locations: 47. Sgt. S. Story

AED Manufactured/Model: Heartstart FR2

AED Serial #: 0900012027

Asset #: N/A

48. Sgt. T. Ferguson

AED Manufactured/Model: Heartstart FR2

AED Serial #: 0900012034

Asset #: N/A

49. Sgt. L. Jones

AED Manufactured/Model: Heartstart FR2

AED Serial #: 0900012026

Asset #: N/A

50. Sgt. D. White

AED Manufactured/Model: Heartstart FR2

AED Serial #: 0900012047

Asset #: N/A

51. SWAT truck – Stewart Cepparulo

AED Manufactured/Model: Heartstart HS1

AED Serial #: 0900012047

Asset #: N/A

Total Police AED's: 14

TOTAL CITY AED'S: 51