



Pittsford Mustangs Soccer Club (PMSC)

AED Implementation Plan

Based on NYSWYSA Sample

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Part 1

Equipment Checklist

AED Machines (PMSC-Owned)

- AED Machine #1 – Jefferson Road Elementary School
- AED Machine #2 – Mendon Center Elementary School
- AED Machine #3 – Recreation Program / Summer Camps (with Mike Britton)
- AED Machine #4 – Backup (with Club President)

AED Machines (Town-Owned)

- AED Machine #5 – Great Embankment Park
- AED Machine #6 – Thornell Farm Park
- AED Machine #7 – Hopkins Park

Part 2

AED Training

Coaches, managers, and team personnel should be trained in the use of an AED machine on a regular basis. Team personnel can include coaches, assistant coaches, team managers, and parents who will be identified, and trained in the use of an AED machine.

AED training can be done through:

- Pittsford Volunteer Ambulance
- American Heart Association
 - In person
 - Online
- Other

The PMSC will arrange opportunities for team personnel to receive training but ultimately it is the responsibility of the team personnel to be trained.

Part 3

Maintenance of AED machines

PMSC-owned AED machines will be inspected on an annual basis. Batteries and pads will be replaced per their expiration date listed on the product. The Town is responsible for maintenance of Town-owned AED machines.

Part 4

Guidelines for use

HOW TO USE AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) FOR CARDIAC ARREST RESPONSE

Cardiac arrest is a life-threatening emergency, and the timely use of an Automated External Defibrillator (AED) can significantly increase the chances of survival. This article provides step-by-step guidance on how to use an AED effectively, along with essential information about the role of lay rescuers in providing early defibrillation.

Step 1: Assess the Situation and Call for Help

During a cardiac arrest, time is critical. Assess the victim's responsiveness and breathing. If they are unresponsive and not breathing normally, immediately call for emergency medical services (EMS) by dialing 911 or instructing someone nearby to do so. Remember to stay calm and provide clear information about the situation.

WHEN YOU CALL EMERGENCY SERVICES:

State:

- 1) Your name
- 2) "There has been a suspected cardiac emergency at (location)"
- 3) "Please send an ambulance to (the location). I will meet the ambulance there."
- 4) Ask the projected time of arrival
- 5) Give them your phone number if possible

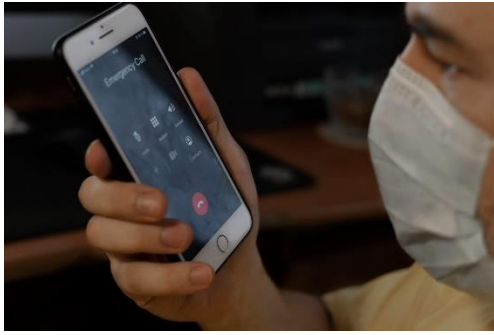
There are four key components to an EAP:

- 1) Access to phones
- 2) Directions
- 3) Player Information
- 4) **EAP Personnel – Charge Person (usually head coach) and Call Person (usually asst. coach or team manager), as well as alternates**

Procedures

The Call Person will:

1. Keep a record of emergency phone numbers.
2. Make the telephone call for assistance.
3. Provide all necessary information to dispatch (including location, nature of injuries, description of First Aid that has been done)
4. Report back to the Charge Person
5. Clear any traffic from the entrance/access road before an ambulance arrives.
6. Wait by the driveway entrance to guide the ambulance when it arrives.



Step 2: Begin Chest Compressions

You can't wait for professional emergency responders to arrive before performing high-quality chest compressions on the victim's bare chest. Place the heel of one hand on the center of the chest, with the other hand on top. Use your body weight to deliver compressions at the American Heart Association recommendation rate of 100 to 120 compressions per minute. Allow the chest to fully recoil between compressions to pump blood to the vital organs effectively.

Step 3: Retrieve and Prepare the AED

Locate the nearest AED and bring it to the victim's side. When the AED arrives, ensure the area is safe and free from any hazards. Turn on the AED according to the manufacturer's instructions, which may involve lifting the lid, pressing the power button, or removing the defibrillator pads.



Step 4: Apply the AED Electrode Pads

Remove any medication patches or clothing from the person's chest to expose their bare skin. Open the AED electrode pads and peel off the backing to reveal the adhesive side. Firmly place one pad on the upper right side of the victim's chest, just below the collarbone, and the other on the lower left chest, below the armpit. Ensure the electrode pads are correctly positioned using visual guides provided on the electrode pads or packaging. To use an AED, you must know the correct placement, which is made easy with the visual guides, even for those who have had no AED training or AED skills.



Step 5: Connect the AED Pads to the Device

If they are not already attached, connect the pad cables to the AED. The AED will automatically analyze the patient's heart rhythm once connected, enabling it to determine if an electrical shock is required. If the heartbeat is not at a normal rhythm, then the AED delivers a shock.

Step 6: Clear the Victim's Surrounding Area

Ensure no one touches the patient's body and instruct bystanders to stand clear. Clearing the area allows the AED to analyze the heart rhythm accurately without interference. Stand back and follow the AED's voice instructions or visual prompts.



Step 7: Follow AED Prompts and Deliver Shocks if Advised

Listen carefully to the AED's voice instructions or follow the visual prompts displayed on the device. If the AED determines that a shock is needed to treat ventricular fibrillation or another shockable rhythm, press the shock button if using a semi-automatic AED. For fully automatic AEDs, the device will deliver the shock automatically. Please be sure to stand clear during the shock delivery. ***Note:** In between shock delivery, the AED will prompt you to perform CPR and when to stop CPR.

Step 8: Resume CPR or Follow AED's Instructions

If the AED does not advise a shock, immediately continue performing CPR, starting with chest compressions. Follow the AED's voice instructions or visual prompts for the duration and sequence of compressions and rescue breaths. Continue CPR until emergency responders or paramedics arrive. Using an AED correctly is crucial for increasing the chances of survival in cardiac arrest victims. AEDs are designed to be user-friendly, and even lay people can learn the necessary skills through AED certification courses. By promptly initiating CPR, applying AED electrode pads, and following the device's voice instructions or visual prompts, you can provide early defibrillation and support professional emergency responders in their life-saving efforts. Remember, every minute without CPR and defibrillation decreases the chances of survival. Knowing how to use an AED and having the confidence to act can significantly save lives during cardiac arrest emergencies.

Part 5

Process to notify Department of Health in the event an AED machine is used.

If an AED machine is used through the action of a lifesaving activity the Club President will contact the New York State Department of Health with the details of the incident.

Part 6

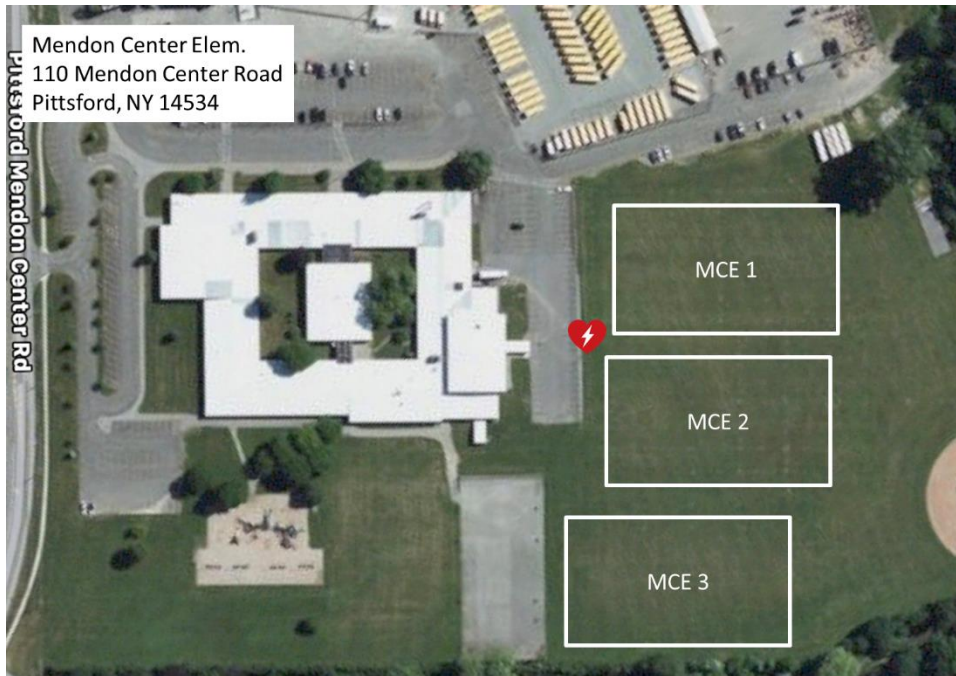
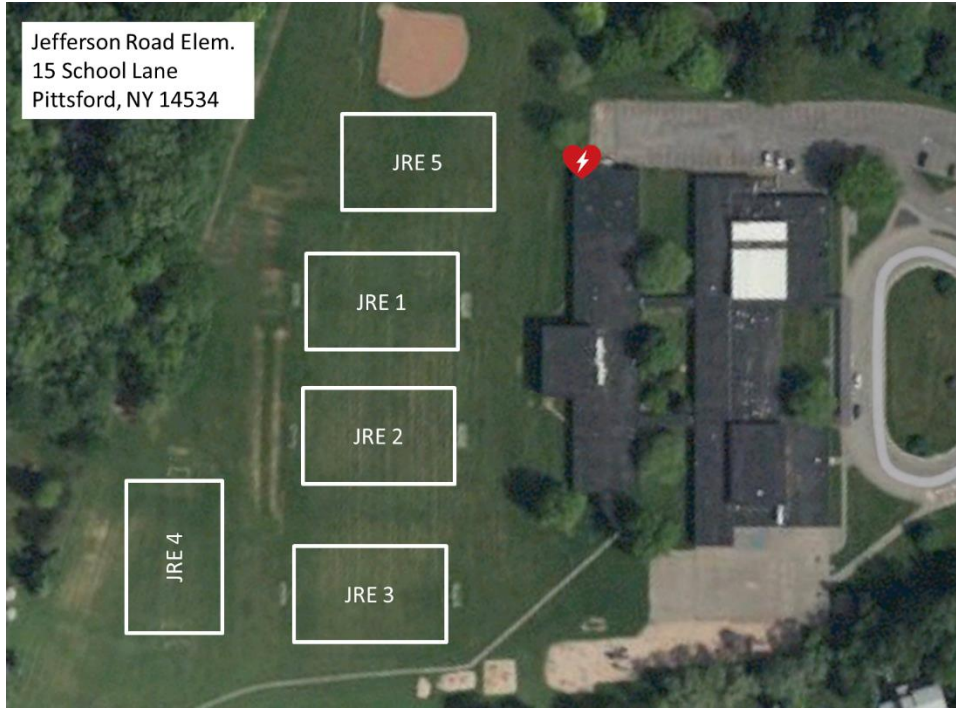
Potential AED Vendors

- Avive Solutions, Inc
- <https://www.avive.life/>
- 185 Valley Drive, Brisbane, California 94005-1340

- AED.com
- <https://www.aed.com/>
- 1001 Flagpole Court, Brentwood, TN 37027

Part 7

AED Locations





Hopkins Park
25 Barker Road
Pittsford, NY 14534



Part 7

Arrival and Departure Procedures for JRE/MCE

Pittsford Mustangs Soccer Club (PMSC)

AED Procedures – JRE / MCE

Table of Contents

1. **Arrival** at Jefferson Road or Mendon Center Elementary
2. **Departure** from Jefferson Road or Mendon Center Elementary
3. **Communication** of AED issues

Note these procedures apply to the club-owned AED machines used at Jefferson Road Elementary and Mendon Center Elementary. These Arrival and Departure procedures are not necessary at Pittsford town parks.

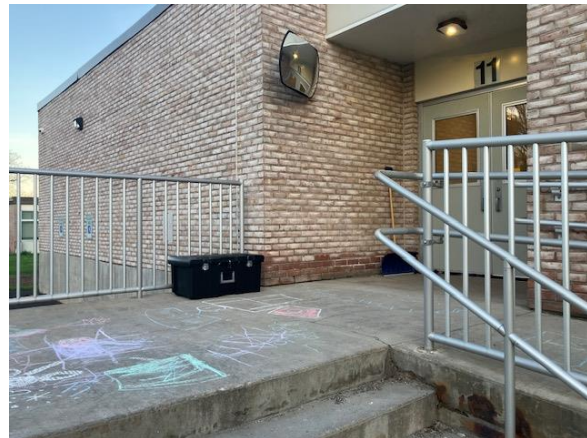
1 – ARRIVAL

ENSURE ACCESS TO AED

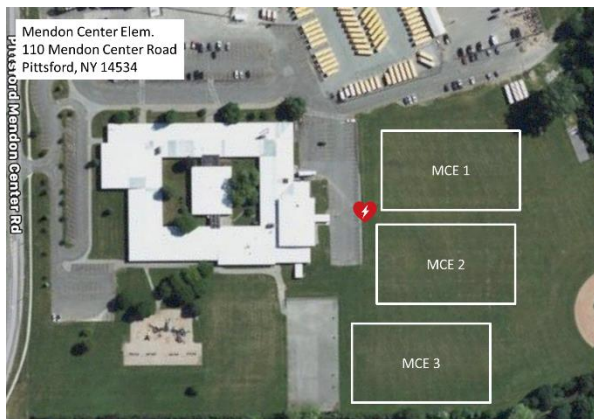
The AEDs at Jefferson Road Elementary School and Mendon Center Elementary School are locked in an unmarked storage container when the Pittsford Mustangs Soccer Club is not using the soccer fields. Follow these steps to ensure an AED is easily accessible and visible whenever our soccer club is practicing or playing games.

Step 1: Check to see if AED is already available

The AED at Jefferson Road Elementary is located near the north west corner of the building. It is up a few steps (or ramp) near door 11.



The AED at Mendon Center Elementary is located along a chain linked fence that divides the soccer fields from a parking lot. It is on the field side of the fence between soccer fields #1 and #2. Building door 7 is visible from the AED.



Another Mustangs team may have already opened up the AED storage container. If the storage container is unlocked, the AED is in it, and the AED sign is displayed matching the setup pictured in Step 6, you are all set to use the soccer fields. If not, proceed to Step 2.

Step 2: Unlock and unlatch the AED storage container

If you arrive and the black AED storage container is locked, unlock it using the combination **7672** (PMSC) and open the two latches on the black container.



Step 3: Verify the AED is inside

The AED is stored in a red waterproof case inside the black storage container. Verify the AED is there, then leave the AED in the latched red case to protect it from the elements and leave the red case in the black storage container.



Step 4: Put out the AED sign

There is an AED sign attached to two metal rings. Rotate it out so that it hangs down the front of the storage container and is visible from afar.



Step 5: Optionally, close the black storage bin

If bad weather is expected it is ok to close the black storage bin, but DO NOT latch or lock it while our club is using the fields.

Step 6: Verify setup

When you are done, the black container should be unlocked and unlatched, and the AED sign should be visible as shown:



2 – DEPARTURE

ENSURE AED SECURED

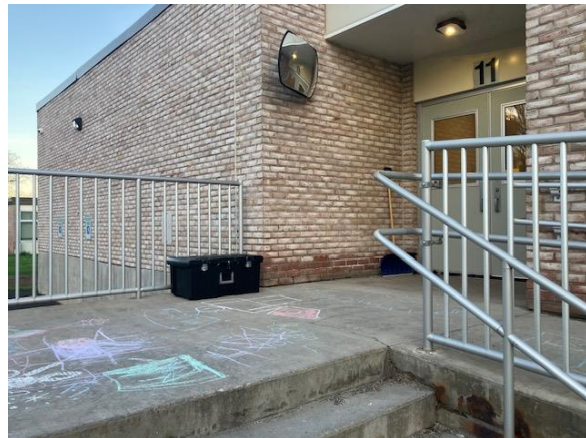
The AEDs at Jefferson Road Elementary School and Mendon Center Elementary School are owned by the Pittsford Mustangs Soccer Club and are locked in an unmarked storage container when our club is not using the soccer fields. Follow these steps to ensure our AEDs are secure when our club is not using the soccer fields.

Step 1: Check to see if another Mustangs team is still using the fields

Another team in our club may still be using the soccer fields. If you are not the last Mustangs team to leave a school, leave our AED accessible and visible. If you are not sure, check with anyone you see using the soccer fields. If you are the last Mustangs team to leave, proceed to Step 2.

Step 2: Proceed to the AED storage container

The AED at Jefferson Road Elementary is located near the north west corner of the building. It is up a few steps (or ramp) near door 11.



The AED at Mendon Center Elementary is located along a chain linked fence that divides the soccer fields from a parking lot. It is on the field side of the fence between soccer fields #1 and #2. Building door 7 is visible from the AED.



Step 3: Verify the AED is inside the storage container

The AED is stored in a red waterproof case inside the black storage container. Verify the AED is inside the red case and then latch the red case. Place the red case back in the black storage container.



Step 4: Put away the AED sign

There is an AED sign attached to two metal rings. Rotate it into the storage container so it will not be visible while the storage container is locked.



Step 4: Latch and lock the AED storage container

Close the black storage container and close the two latches. Secure the black storage container with the padlock using the combination **7672** (PMSC).



Step 6: Verify setup

When you are done, the black container should be locked and latched, and the AED sign should not be visible as shown:



3 – ISSUES

COMMUNICATE ANY ISSUES

If the AED, the AED case, AED storage container, AED sign, or any related items are missing or damaged notify the Club President and Field Coordinators. Do not use the school fields if you do not have an AED available.

<https://www.pittsfordmustangs.com/board>