

# LEON COUNTY E.M.S.

## Standard Operating Guideline

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Title: CPR & AED Training  
Effective: December 2012  
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Pages: 1

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### I. PURPOSE:

To provide an outline of information that needs to be covered during CPR & AED training at schools, businesses, churches, and civic clubs.

### II. GENERAL GUIDELINE:

The Captain for Public Education is responsible for scheduling the CPR & AED training events.

### III. PROCEDURE:

Leon County EMS personnel should check-in with the Public Education Captain prior to the event to receive the details of the assignment along with contact information for the individual in charge at the location. The EMS personnel should gather all appropriate material for the training event. Upon arrival at the location, the crew should make contact with the individual in charge to find the training area. Once the training area is located, the crew should assemble the CPR manikins. All participants should sign-in on the Leon County EMS sign-in sheet. The EMS personnel should play the American Heart Association's Friends and Family CPR training DVD. EMS personnel should observe the participants for proper technique during the hands-on portion of the CPR training. EMS personnel should demonstrate the proper use of the AED and allow participants to interact with the AED trainer. Allow time for questions. At the completion of the training, have the participants complete the Leon County EMS evaluation. Disassemble and clean the manikins.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for completing a run report in HealthEMS, and returning all equipment to storage.