



## Goddard Procedural Requirements (GPR)

**DIRECTIVE NO.** GPR 1800.5B **APPROVED BY Signature:** Original Signed By  
**EFFECTIVE DATE:** May 17, 2017 **NAME:** Raymond J. Rubilotta  
**EXPIRATION DATE:** May 17, 2022 **TITLE:** Director, Management Operations Directorate

---

---

### COMPLIANCE IS MANDATORY

---

---

**Responsible Office:** 250/Medical and Environmental Management Division

**Title:** Automated External Defibrillator Program

---

---

## PREFACE

### P.1 PURPOSE

The purpose of this GPR is to define requirements of the Goddard Automated External Defibrillator (AED) Program.

### P.2 APPLICABILITY

- a. This directive applies to GSFC employees, both civil service and contractors, who may use an AED. This applies at Greenbelt, Wallops Flight Facility (WFF), Goddard Institute for Space Studies (GISS) in New York, and Independent Verification & Validation (IV&V) in West Virginia.
- b. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

### P.3 AUTHORITY

[NPR 1800.1](#), NASA Occupational Health Program Procedure

### P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Memorandum from NASA Chief Health and Medical Officer. “Guidance for Implementing an AED Program,” July 20, 2000.
- b. [Form GSFC 23-69](#), AED Response Post Summary Report and Checklist
- c. [Form GSFC 23-71](#), AED BiMonthly Check List

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

**DIRECTIVE NO.** GPR 1800.5B  
**EFFECTIVE DATE:** May 17, 2017  
**EXPIRATION DATE:** May 17, 2022

**P.5 CANCELLATION**

GPR 1800.5A, Automated External Defibrillator (AED) Program

**P.6 SAFETY**

Not Applicable.

**P.7 TRAINING**

The AED program director shall ensure that users of AED equipment are properly trained and re-trained as required by the American Heart Association, the American Red Cross, the AED manufacturer, and applicable federal and state regulations.

**P.8 RECORDS**

<b>Record Title</b>	<b>Record Custodian</b>	<b>Retention</b>
Training Records	AED program coordinator who supervises this function	*NRRS 3/33G. Destroy 5 years after employee discontinues or completes training.
Drill Records	AED program coordinator	*NRRS 1/124. Retire to FRC when 3 years old. Destroy when 10 years old.
Daily, Weekly and Post Utilization Checklists	AED program coordinator	*NRRS 1/124.
Incident Report	AED program director	*NRRS 1/121B. Retire to FRC when 4 years old. Destroy when 20 years old.
Incident Review (NASA Occupational Health Program OHP)	AED program director	*NRRS 1/121B.
Outcomes	AED program director	*NRRS 1/121B.

\*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

**P.9 MEASUREMENT/VERIFICATION**

Incidents of AED usage and response time are tracked by the appropriate program coordinator and annually reviewed by the appropriate AED program director to ensure compliance with established procedures, or to modify the program as necessary.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

## **PROCEDURES**

### **Introduction**

Ventricular fibrillation (V fib) is a chaotic and disordered contraction of the heart ventricles that results in the absence of heartbeats and is rapidly fatal if unchecked. Essential treatment, specifically electric shock, must be delivered as soon as possible. The American Heart Association and the American College of Cardiology have recommended that a rapid response with semi-automated external defibrillators be available in locations where sudden death due to V fib might occur. On July 20, 2000, NASA's chief health and medical officer issued guidance for implementing an AED program.

### **1. Roles and Responsibilities**

#### **1.1 The AED Program Director shall:**

- a. Be a licensed physician. At Greenbelt, including GISS and IV&V, the GSFC Medical Director serves as the AED program director; at WFF, the WFF medical physician serves as the AED program director.
- b. Implement and oversee the AED program and ensure compliance with policies, procedures, and applicable federal and state regulations;
- c. Maintain written AED process and protocols;
- d. Register the AED Program with the respective state Emergency Medical Services Systems if applicable;
- e. Ensure training for all response team members;
- f. Ensure critical incident debriefing for team members;
- g. Ensure on-going program evaluation;
- h. Report equipment malfunction incidents to NASA's Office of the Chief Health and Medical Officer and the Food and Drug Administration Medical Device Reporting;
- i. Approve all potential lay responder team members prior to training;
- j. Approve purchases of AED equipment;
- k. Develop procedures for AED use;
- l. Following an AED response, notify the manager, NASA OHP, as soon as possible. Retain originals of records and send copies within 24 hours;
- m. Conduct a debriefing following AED response; and

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

- n. The program director provides feedback to the responders after review of the record of a drill or emergency response. In the event of possible deficiencies in the response, the program director meets with the responders to review the situation and provide corrective instruction. If a problem response is considered by the program director to indicate profound deficiency in assessment or delivery of care by a responder, the program director may direct the responder to obtain additional training and/or certification.

**1.2 AED program coordinators (or designee) shall:**

- a. Coordinate activities and provide operational oversight at their respective sites;
- b. Maintain the AED and all associated equipment according to manufacturer’s recommendations;
- c. Maintain an adequate inventory of supplies;
- d. Create and maintain a list of trained responders at their respective sites;
- e. Coordinate training programs and drills, and post incident debriefings;
- f. Maintain current training records;
- g. Ensure that appropriate written documentation is completed after an incident;
- h. Assure that incident data is forwarded to the program director;
- i. Coordinate post-incident debriefing sessions;
- j. Assure that, at the location of each AED, appropriate supplies, written processes and protocols, and the manufacturer’s operators manual are in place;
- k. Assure that the manufacturer’s maintenance procedure is performed to assure functionality of the machine and complete the [GSFC 23-71](#), Bimonthly Checklist;
- l. Assure that supplies are checked for loss, damage, and dated expiration;
- m. Update rosters of team members and locations of AEDs in the program documentation and complete the [GSFC 23-71](#), Bimonthly Checklist; and
- n. Following a response, assure all supplies (checklist) are restocked, and the AED prepared for next use.

**1.3 Emergency Medical Technician (EMT) and other security personnel responders shall:**

- a. Respond to medical/cardiac emergencies per their job descriptions;
- b. Immediately following an AED response, verbally notify both the AED program coordinator or director, and send the written record of the response and AED data disc to the AED program director by the next morning;
- c. If appointed by the coordinator, perform the a bimonthly AED check; and

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

d. Notify the AED coordinator of equipment needs.

#### **1.4 Lay Responders Shall:**

- a. Be approved by the AED program director for participation;
- b. Complete AED and Basic Life Support (BLS) training that is approved by the program director;
- c. Participate in a semi-annual drill which is separate from training. An actual event requiring the use of an AED will serve as the required drill for those who responded; and
- d. Immediately following an AED response, verbally notify the AED program coordinator. Complete form [GSFC 23-69](#) (AED Response Post Summary Report and Checklist) and fax to the program coordinator and director.

## **2. Site-Specific Requirements**

### **2.1 All Locations**

- a. All laws and NASA policies regarding confidentiality of medical information shall apply to the GSFC AED program.
- b. No personal or other AED units or teams are allowed at GSFC without prior review and consent by the GSFC AED program director.

### **2.2 Greenbelt**

#### **a. Roles and Responsibilities**

- (1) AED program director: At the Greenbelt facility, the AED program director shall be the GSFC medical director.
- (2) AED program coordinator: At Greenbelt there are two AED program coordinators: the Protective Services program manager or designee serve as the AED Coordinator for the EMTs, and the clinical health program manager at the Health Unit serve as the AED coordinator for the AEDs in the Health Unit and the Fitness Center.

#### **b. AED Placement and Staffing**

In addition to the requirements defined in Section 2.1, the following requirements apply at Greenbelt:

- (1) AEDs are maintained in the mobile security vehicles and in the Protective Services Division Office and the Joint Polar Satellite System (JPSS) building.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

- (2) EMTs from the Protective Services Force are on staff every shift (24/7).
- (3) All Security Division Officers are cardiopulmonary resuscitation (CPR) and AED certified.
- (4) An AED is maintained in both the Fitness Center and the Health Unit.
- (5) The Fitness Center staff are trained and certified in basic CPR and AED use, and available at all hours the fitness center is open for use.
- (6) The GSFC medical director and health unit staff shall be Advanced Cardiac Life Support (ACLS) certified, and the health unit equipped to perform ACLS.

**2.3 Wallops Flight Facility (WFF)**

a. Roles and Responsibilities

- (1) AED program director: At WFF, the medical physician shall serve as the AED program director .
- (2) AED program coordinators: At WFF, the Aircraft Office and the Protective Services program manager or designee serves as the AED program coordinators.

b. AED Placement and Staffing

In addition to the requirements defined in Section 2.1, the following apply at WFF:

- (1) Fully-equipped, Advanced Life Support ambulance service is available at both of the two WFF fire stations (main base and island). Each fire station is staffed 24/7 with firefighters, all of whom are certified EMTs and trained in the operation of AEDs and in CPR.
- (2) The WFF medical physician and health unit staff are Advanced Cardiac Life Support (ACLS) certified, and the health unit equipped to perform ACLS.
- (3) Placement of additional AEDs at WFF will be considered and approved by the Medical and Environmental Management Office.

**2.4 GISS and IV&V**

a. Roles and Responsibilities

- (1) AED program director: At IV&V and GISS, the AED program director is the GSFC medical director.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

(2) AED program coordinator: At IV&V and GISS, the AED program coordinators are the Protective Service supervisors respectively.

b. AED Placement and Staffing

In addition to the requirements defined in Section 2.1, the following apply at IV&V and GISS:

- (1) Two AEDs are maintained in the most accessible location at IV&V and one AED at the GISS location.
- (2) At IV&V and GISS, the AED response teams consist of Protective Service officers.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

## Appendix A - Definitions

- A.1 AED:** Automated External Defibrillator or Semi-automated External Defibrillator – A device used to administer an electric shock through the chest wall to the heart. A built-in computer assesses the patient’s heart rhythm, judges whether defibrillation is needed, and, if needed, then administers the shock or instructs the operator to press the shock button. Audible and/or visual prompts guide the user through the process.
- A.2 AED Response** – An incident in which responders employed, or should have employed, an AED by attaching it to the patient and either monitoring or shocking.
- A.3 Defibrillation** – The use of electric shock to attempt to stimulate the heart to assume an effective pumping rhythm and rate.
- A.4 Emergency Medical Technician (EMT) Responder** – An EMT who has been trained and certified in emergency medical response, including use of AED. An EMT/Responder may also be a member of the GSFC security force or WFF Fire Department whose recognized job responsibilities include responding to medical emergencies.
- A.5 Lay Responder** – A responder who is not a professional in delivery of health care or first aid, but who has volunteered to join an AED response team. The lay responder must be trained and drilled in use of AED and basic cardiac life support. Lay responders shall be approved by the AED Program Director for participation. Responsibilities may include responding to medical/cardiac emergencies, performing the daily AED check, and notifying the AED coordinator of equipment needs.
- A.6 Ventricular Fibrillation** – A chaotic rhythm of the main pumping chambers of the heart, which is ineffective for pumping blood.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

## Appendix B – Acronyms

**ACLS** Advanced Cardiac Life Support  
**AED** Automated External Defibrillator  
**BLS** Basic Life Support  
**CPR** Cardiopulmonary Resuscitation  
**EMT** Emergency Medical Technician  
**GISS** Goddard Institute for Space Studies (New York City)  
**GSFC** Goddard Space Flight Facility  
**IV&V** Independent Verification and Validation Facility (West Virginia)  
**JPSS** Joint Polar Satellite System  
**OHP** Occupational Health Program  
**V Fib** Ventricular Fibrillation  
**WFF** Wallops Flight Facility

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

<b>DIRECTIVE NO.</b>	<u>GPR 1800.5B</u>
<b>EFFECTIVE DATE:</b>	<u>May 17, 2017</u>
<b>EXPIRATION DATE:</b>	<u>May 17, 2022</u>

Page 10 of 11

### **Appendix C - List of References**

Owner's Manual, Heartstart FRx Defibrillator Edition 12, Philips Medical Systems

Information and Application Packet, "Maryland Facility Automation External Defibrillation Program," undated. dhmh.maryland.gov

Education Article Section 13-517 of the Annotated Code of MD

Memo regarding the End of Virginia AED Registration Requirements, April 3, 2003, <http://www.vdh.virginia.gov/oems/AED/AEDendletter.pdf>

Previous requirements described in Virginia EMS Compliance Manual, PART VI. EARLY DEFIBRILLATION SERVICE REGISTRATION. Undated.

[http://www.vdh.virginia.gov/OEMS/Compliance\\_Manual/ComplianceManual.asp](http://www.vdh.virginia.gov/OEMS/Compliance_Manual/ComplianceManual.asp)

Early Defibrillation Program, Registration Guidelines, Feb. 7, 2000; West Virginia EMS System, West Virginia Dept. of Health and Human Services.

Policy Statement No. 98-10, Sept. 4, 1998; Bureau of Emergency Medical Services, New York State Dept. of Health, Bureau of Emergency Services.

Information Packet, "Public Access Defibrillation Programs," American Heart Association, undated.

Cardiac Arrest Survival Act, 42, U. S. C. \* 201 (p)

Cardiac Arrest Survival Act of 2015, H.R.4152

42 USC 238q field-end:cite : Liability regarding emergency use of automated external defibrillators July 7, 2016. [Uscode.house.gov](http://uscode.house.gov)

2001 Health and Human Services Guidelines for Public Access Defibrillation Programs in Federal Facilities. Roles and Responsibilities at 1.0

<https://www.aedbrands.com/resource-center/choose/aed-state-laws/>

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

**DIRECTIVE NO.** GPR 1800.5B  
**EFFECTIVE DATE:** May 17, 2017  
**EXPIRATION DATE:** May 17, 2022

**CHANGE HISTORY LOG**

<b>Revision</b>	<b>Effective Date</b>	<b>Description of Changes</b>
Baseline	06/14/06	Initial Release
A	09/22/10	Standardized terminology. Clarified Roles and Responsibilities to indicate 2 Program Coordinators. Clarified definition of AED in P.10. Revised roles of AED Program Coordinator, section 2.3. Added Appendix C. Revised name of owning organization to reflect new title.
	08/21/15	Administratively extended for one year.
B	05/17/17	<p>P.4 Applicable Documents:</p> <ul style="list-style-type: none"> <li>Removed reference to 23-70 Post Utilization Checklist</li> <li>Removed reference to 23-71 Monthly Checklist</li> <li>23-71 Changed from Monthly Checklist to Bimonthly Checklist due to manufacturer requirements</li> </ul> <p>Removed the following statements per NPR 1800.1:</p> <p>Updated 1. Roles and Responsibilities</p> <p>1.1 The AED Program Director shall:</p> <ul style="list-style-type: none"> <li>l. Review the AED program annually, prepare a program evaluation...etc.</li> <li>m. Periodically notify employees of the existence and performance of the program</li> </ul> <p>GSFC electronic form 23-70 was removed</p> <p>Reference to form was replaced with 23-71 Bimonthly Checklist</p> <p>Section 2.2 Greenbelt added that AED is maintained in the JPPS facility</p> <p>Section 2.3 Wallops Flight Facility (WFF) replaced title “WFF Medical Director” with WFF Medical Physician</p> <p>Section 2.4 GISS and IV&amp;V added that IV&amp;V has two AEDs at location</p>

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.