

## **EMERGENCY MEDICAL TRAINING**

**4037**

(No. 8 January 2009)

## **REQUIRED TRAINING**

**4037.1**

(No. 8 January 2009)

All firefighters and peace officers in California, except those whose duties are primarily clerical or administrative, shall be trained to administer first aid and cardiopulmonary resuscitation.

The initial training shall be satisfactorily completed within one (1) year from the effective date of the individual's initial employment and, whenever possible, prior to assumption of regular duties.

The training requirements are satisfied by successfully completing an approved course (Health and Safety Code Section 1797.182 and 1797.183; Penal Code Section. 13518; California Code of Regulation Title 22, Section 100009, 100012, 100014, 100018, and 100026).

## **CARDIO PULOMARY RESUSCITATION (CPR) TRAINING**      **4037.1.1** **PURPOSE**

The Department is an CPR Provider as defined by the [California Code of Regulations \(CCR\), Title 22](#), Division 9, Chapter 1.5, Article 4 §100026. Approved Courses

Departmental employees throughout the State will be trained in techniques of CPR based on American Heart Association (American Heart Association - Healthcare Provider or American Red Cross Professional Provider) current established guidelines as approved by the Department's Medical Director and State EMSA.

## **PROCEDURE**

Public Safety Employees, as defined in Title 22, Division 9, shall be trained in CPR as outlined in [California Code of Regulations \(CCR\), Title 22](#), Division 9, Chapter 1.5, Article 1 §100007 and Article 3. Training Standards § 100018. Scope of Course.

- Personnel will maintain their CPR certification by recertification classes once every two years.

## **RESPONSIBILITY FOR TRAINING**

**4037.2**

(No. 8 January 2009)

It is the Unit Manager's responsibility to ensure that all employees working under his/her direction have received the required training. Individuals that have not satisfied the training requirement shall not be used for emergency response.

## **ROLES AND RESPONSIBILITIES**

**4037.2.1**

### **Department Medical Director**

For the purposes of this policy, the CAL FIRE Medical Consultant acts as the Department's Medical Director, and is responsible for providing direction on CPR

The Medical Director or designee shall review curriculum for current and excepted EMS standards.

### **Department EMS Coordinator**

The Department EMS Coordinator, under the direction of the Medical Director, implements the department's CPR program, including the following:

- Develop and maintain CAL FIRE CPR Policy, Procedure and curriculum.

### **Unit EMS Coordinator**

The minimum qualifications of a Unit EMS Coordinator are EMT level or above medical certification and they must have attended the department's Train-the-Trainer CPR/AED program.

- Maintain current certification in CPR.
- Conduct annual instructor CPR cadre list.
- Coordinate with the Department EMS Coordinator.

## **LEVELS OF TRAINING**

**4037.3**

(No. 8 January 2009)

All employees listed in this section, except those who are clerical or administrative, will be trained in cardiopulmonary resuscitation (CPR) (section 4037.1.1) and Automatic External Defibrillator (AED)

Employees in the following classifications, except those who are clerical or administrative, will be trained, at a minimum, to the Public Safety First Aid level:

Division Chief  
Fire Apparatus Engineer L.T.  
Firefighter II L.T.  
Firefighter I  
Forester II  
Communications Operator  
Fire Prevention Specialist I & II  
Volunteer Firefighter/Paid Call Firefighter (PCF)  
Select support personnel

The Board of Forestry has established a departmental goal of training CAL FIRE field personnel to the Emergency Medical Technician (EMT-I) level. As a step toward meeting

this goal, employees in the following classifications, except those who are clerical or administrative, will be trained, as a minimum, to the First Responder level:

- Battalion Chief
- Forester I
- Fire Captain (A)
- Fire Captain (B)
- Heavy Fire Equipment Operator
- Forestry Pilot
- Forestry Assistant I & II
- Fire Apparatus Engineer
- Forestry Technician
- Firefighter II

## **ADMINISTRATION OF TRAINING PROGRAM**

**4037.4**

(No. 8 January 2009)

Regulations, standards and scope of practice for pre-hospital emergency medical care are continuing to evolve. In order to stay current with emergency medical training issues the department must maintain a well-defined, department-wide training program.

Instructor guidelines have been established for all of the emergency medical training programs for which the department is the certifying authority. These guidelines identify the roles, qualifications and responsibilities for each of the positions within the program. Administration of the program shall be in accordance with these guidelines.

The retraining requirements prescribed by CCR Title 22, Chapter 1.5 are satisfied by successfully completing an approved retraining course.

Refresher training standards have been established for the emergency medical training courses for which the department is the certifying authority.

## **DISEASE TRAINING**

**4037.5**

(No. 8 January 2009)

Every employer shall establish, implement, and maintain an effective injury prevention program that provides specific instruction with respect to hazards relating to each employee's job assignment (California Labor Code Sec. 6401.7). (Ref. CAL FIRE Handbook 1852.1)

## **AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)**

**4037.6**

(No. 19 January 2009)

### **PURPOSE**

The Department is an AED Service Provider and a Public Safety AED Service Provider as defined by the [California Code of Regulations \(CCR\), Title 22](#), Division 9, Chapter 1.5, Section 100006 and Chapter 2, Section 100056.1.

Departmental employees throughout the state will be trained in the use of AEDs by selected instructors approved by the Department's Medical Director.

## **PROCEDURE**

Public Safety Employees, as defined in Title 22, Division 9, shall be trained and certified in the use of an AED prior to AED deployment at that location. This includes personnel trained at the levels of Public Safety First Aid, First Responder and EMT.

ALS paramedics shall refer to their local protocols.

- Personnel may maintain their AED certification by attending CPR and AED recertification classes once every two years.
- Non-Public Safety personnel may be trained and certified in the use of an AED provided the following requirements are met CCR, Title 22, Division 9, Chapter 1.8, Section 100031)
- All personnel who are AED certified shall receive, in addition to the initial training, refresher training every two years of sufficient content and duration to maintain the competencies for AED certification. Videos, if available, may be obtained from the Unit AED Coordinator. ( AED training shall conform to regulations listed in CCR Title 22, Division 9, Chapter 1.5, Chapter 1.8 and Chapter 2 and State Emergency Medical Services Authority (EMSA) Policy).

## **ROLES AND RESPONSIBILITIES**

**4037.6.1**

(No. 19 January 2009)

### **Department Medical Director**

For the purposes of this policy, the CAL FIRE Medical Consultant acts as the Department's Medical Director, and is responsible for providing direction on the AED program through prospective training and protocols and retrospectively through field care audits.

The Medical Director or designee shall review all cases and reports of AED use by Department employees and Department trained personnel.

The Medical Director shall act as a prescribing physician for employees as defined by [CCR, Title 22](#), Division 9, Chapter 1.8, Section 100037.

### **Department EMS Coordinator**

The Department EMS Coordinator, under the direction of the Medical Director, implements the department's AED program, including the following:

- Develop and maintain CAL FIRE AED Policy and Procedure.
- Develop and maintain initial and refresher training programs.
- Monitor AED use in the field via Unit AED Coordinators and address problems or concerns.
- Compile statistical information as required for reporting to the State EMSA.
- Conduct continuous quality improvement for the AED program.

### **Unit Chief**

The Unit Chief is responsible for the following:

- Assign a Unit AED Coordinator to provide the security, accountability, timely repair and use of the AED devices.
- Establish a Standard Operating Procedure (SOP) for using AED devices in regards to local concerns or conditions.
- Make appropriate contacts regarding the Department's policy and procedures concerning utilization of the AEDs with local fire/rescue, ambulance providers, local EMSA and cooperating agencies.
- Ensure that all personnel who may use the device are properly trained prior to using an AED.

### **Unit AED Coordinator**

The minimum qualifications of a Unit AED Coordinator are EMT level or above medical certification and they must have attended the department's Train-the-Trainer CPR/AED program.

- Maintain the AED and related equipment at Station/facility level.
- Maintain current certification in CPR/AED.
- Conduct annual inventory of AEDs and related equipment.
- Maintain maintenance records and tracking AED use.
- Coordinate the repair and/or maintenance of AED and related equipment.
- Ensure adequate supplies for AED are maintained at the location of the AED.
- Ensure that lost, stolen or destroyed grant purchased equipment is reported to the Department EMS Coordinator.
- Coordinate with the Department EMS Coordinator to ensure that all required reports are submitted in a timely fashion.
- Review CAL FIRE 701 reports from the field
- Conduct Quality Assurance and Quality Improvement (QA/QI) as defined in Department policy. Document on Form [CAL FIRE 700: AED \(QA/QI\) Form](#).

## **AED TRAINING REQUIREMENTS**

**4037.6.2**

(No. 19 January 2009)

CAL FIRE is a approved Public Safety AED Provider through State EMSA in accordance with CCR Title 22, Division 9, Chapter 1.5, Sections 100006

### **PERSONNEL**

Public Safety Personnel (Safety retirement) AED training will be in accordance with [CCR Title 22](#), Division 9, Chapter 1.5, Sections § 100020.

Primarily clerical or administrative (as defined in [CCR Title 22](#), Division 9, Chapter 1.5, § 100012) Personnel AED training will be in accordance [CCR Title 22](#), Division 9, Chapter 1.8, § 100038.

## **INITIAL TRAINING 4037.6.3**

(No. 19 January 2009)

Initial training in the use of AED will be in compliance with [CCR Title 22](#), Division 9, Chapter 1.5, Sections 100020, and 100021

The course shall consist of no less than four (4) hours of combined didactic and practical skills instruction and testing. All training participants must successfully complete both a written and practical skills examination to be certified. Training participants who do not meet minimum standards shall not be certified or authorized by the Department to use an AED on or off duty.

Personnel who have prior training in the use of an AED must attend departmental AED training to familiarize themselves with policy and specific equipment.

## **RECERTIFICATION**

**4037.6.5**

(No. 19 January 2009)

Recertification of AED training will be in compliance with [CCR Title 22](#), Division 9, Chapter 1.5, Section 100025 and Chapter 2, Section 100080, 100081.

AED recertification training will be included as part of the EMS refresher training.

- Recertification will be taught by a recognized Unit AED Instructor.
- All employees who are AED certified shall attend the AED training class every other year.
- All recertification training participants shall successfully complete practical skills examination.

## **REPORTING**

**4037.6.6**

(No. 19 January 2009)

Reporting will be consistent with [CCR Title 22](#), Division 9, Chapter 1.5, Section 100021 and Chapter 2 Section 100063.

All incidents of AED use shall be documented on the departmental [CAL FIRE-701](#): CAL FIRE AED Use Form. The mere application of the AED electrode/pads to the patient shall constitute use and will require documentation.

All documentation generated from the use of the AED will be forwarded to the Unit AED Coordinator as soon as possible for mandatory reporting purposes.

The Unit AED Coordinator will then complete the [CAL FIRE-700](#): AED (QA/QI) Form, and forward to the Department EMS Coordinator at the end of each month.

### Station-Level Reports

Upon completion of the incident, the rescuer shall ensure that a printout and proper documentation of the event is made and sent to the Unit AED Coordinator. The AED event printout and documentation is considered confidential medical information and shall be held in a confidential file at the Unit level for the current year, plus three years.

### Unit AED Coordinator

The Unit will be responsible for data retrieval from the AED using the manufacturer's software. Data will be kept as a hard copy along with the AED Use Form: CAL FIRE-701 at the Unit level.

The Unit AED Coordinator will report to the Department EMS Coordinator the following information annually:

- Number of patients with sudden cardiac arrest receiving CPR prior to arrival of emergency medical care.
- Total number of patients on whom defibrillatory shocks were administered, witnessed (seen or heard) and not witnessed.
- Number of patients who suffered a sudden cardiac arrest and received defibrillatory shocks whose initial presenting rhythm was either ventricular fibrillation or ventricular tachycardia.
- Number of AED certified personnel within the Unit.
- In the event that the use of an AED is questioned by an allied agency or by a local emergency medical services authority, the Department EMS Coordinator shall be notified immediately.

### The Department EMS Coordinator

Department EMS Coordinator will compile the data retrieved from each Unit AED Coordinator and forward to the Department's Medical Director bi-annually. Any QA/QI issues will be brought to the attention of the Department's Medical Director when received.

### Department Medical Director

The Quality Assurance/Quality Improvement (QA/QI) activities will be reviewed by the Department Medical Director. The Medical Director will maintain use records and statistics at the OSHPros Office in Sacramento.

## **MAINTENANCE AND RECORDKEEPING**

**4037.6.7**

(No. 19 January 2009)

Maintenance of the AED shall comply with all manufacturer recommendations. Maintenance form CAL FIRE 702 and use form CAL FIRE 701 of the AED shall be logged and filed at the Station/facility for the current year, plus five years.

Each AED unit that is in service shall be checked daily and recorded on the Daily Automatic External Defibrillator (AED) Inspection Report: [Form CAL FIRE-702](#)

AED units are to be inspected per manufacturer's recommendations on a monthly basis. The Monthly Inspection Procedures will be documented on the reverse side of the Daily Inspection Report.

## **QUALITY ASSURANCE / QUALITY IMPROVEMENT**

**4037.6.8**

(No. 19 January 2009)

### **PURPOSE**

As part of a system-wide Quality Assurance/ Improvement program, assures timely and competent review of the care and management of patients participating in the early defibrillation program.

### **POLICY**

In all instances in which an AED is applied to a patient, the CAL FIRE AED Use Form: [CAL FIRE-701](#) is utilized, and the form shall be reviewed by the Unit AED Coordinator or their designee to accurately assess and assure department policy has been met and to identify any Quality Improvement needs. The Unit AED Coordinator or designee will use the CAL FIRE AED (QA/QI) Quality Assurance / Quality Improvement Form: [CAL FIRE-700](#) to evaluate the CAL FIRE AED Use Form. The QA/QI Form will then be sent to the Department EMS Coordinator to be forwarded, for review, by the Department Medical Director.

If at any time a Quality Improvement issue is noted, it will be documented on the Quality Assurance Form and a recommendation of improvement, along with the corrective actions taken, will be noted in the appropriate location on that form.

A Quality Improvement Plan will be developed by the Unit AED Coordinator and contact with the Department EMS Coordinator will be made by the Unit EMS Coordinator, outlining the proposed Quality Improvement Plan. The Department EMS Coordinator will make the appropriate contact to the Department Medical Director. Any amendments to the Quality Improvement Plan made by the Department Medical Director will be forwarded to the Unit EMS Coordinator or designee, and that plan will be implemented.

## **QUALIFICATIONS AND RESPONSIBILITIES FOR EMS INSTRUCTORS**

**4037.8**

(No. 8 January 2009)

### **PROGRAM COORDINATOR**

#### **Qualifications**

The Program Coordinator position will be appointed by the Academy Administrator.

**Responsibilities**

The Program Coordinator will coordinate the delivery of a Train the Trainer course on an as needed basis.

The Program Coordinator will serve as the statewide coordinator; maintain a resume' file at the Academy for all CAL FIRE employees and a verification form file for all Volunteer/PCF Public Safety CPR, Public Safety First Aid, or First Responder Medical instructors; issue instructor certificates and certification cards to the Unit Instructor Coordinator; certify new lead instructors at the Academy; and schedule instructor workshops.

**UNIT INSTRUCTOR COORDINATOR****Qualifications**

CAL FIRE employee currently certified as a Public Safety CPR, Public Safety First Aid, or First Responder Medical Lead Instructor. These individuals are selected by the Unit Chief or Program Coordinator at the Academy. The Unit Instructor Coordinators are identified on the statewide qualified-instructor list by the asterisk placed before their name.

**Responsibilities**

Monitors the certification status of all instructors in the unit; supervises all unit instructor candidates during their two (2) classes of co-instructional time; completes the instructor verification form for Volunteer/PCF personnel that become lead instructors and routes it to the Program Coordinator at the Academy for issuance of an instructor certificate; maintains a resume' file for all Volunteer/PCF lead instructors teaching in the unit; routes the resume' and verification form for CAL FIRE employees that become lead instructors to the Program Coordinator at the Academy for issuance of an instructor certificate; routes MRT form to Program Coordinator to request certification cards; issues certification cards to lead instructors at completion of local courses.

**LEAD INSTRUCTORS****Qualifications**

Lead Instructor qualifications are referenced in the curricula and cross referenced to the State Fire Marshal policy and procedures that identify instructor qualifications.

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