

**BY ORDER OF THE COMMANDER
502D AIR BASE WING**



**AIR FORCE INSTRUCTION 44-177
JBSANANTONIO
Supplement**

10 JANUARY 2023

Medical

**PUBLIC ACCESS DEFIBRILLATOR
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Added) This supplement implements and extends the guidance in AFI 44-177, *Public Access Defibrillator Program*. AFI 44-177_JBSANANTONIOSUP establishes guidelines for Joint Base San Antonio (JBSA) Public Access Defibrillator (PAD) Program. This instruction applies to the following: all services within the JBSA enterprise; personnel, organizations and/or tenant units assigned to JBSA that have elected to participate in the JBSA PAD Program or directed by their appropriate commander; Air National Guard (ANG) and Air Force Reserve Command (AFRC) Units located within JBSA. The primary purpose of this instruction/program is to provide the framework for establishing and maintaining a PAD Program for facilities and/or organizations within JBSA. A secondary purpose is to delegate implementation of the JBSA PAD program to facilities deemed at-risk by PAD Program Coordinators (PPC) and supporting elements based on several factors, which include, but are not limited to, demographics of the workforce size and location. It also establishes roles, responsibilities, and outlines procedures for maintenance, quality assurance, and documentation requirements. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Requests to waive requirements in this JBSANANTONIO supplement are to be submitted via the requester's chain of command through 502 ABW/XP to the approving authority of this publication. The use

of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

1.3.2. Any AED in operational use in JBSA facilities or AF vehicles neither excluded nor governed by another AFI, regulation or program is subject to the provisions of this instruction.

1.3.2.1. **(Added)** Any facility that meets any one of the risk criteria or deemed appropriate by unit commander will be subject to complete a risk assessment for PAD program implementation.

1.3.2.1.1. High stress environments (combat training, live fire field training exercises, etc.).

1.3.2.1.2. Average age of work populace greater than 45.

1.3.2.1.3. Daily customer throughput greater than 10.

1.3.2.1.4. Physical activities being conducted (vehicle and aircraft maintenance, fitness centers, etc.).

1.3.3. Any AED purchased with unit funds that is not otherwise governed by a different AFI, regulation or program is subject to the provisions of this instruction.

1.3.3.1. **(Added)** AED(s) will be purchased with unit funds by the organization(s) assigned as the primary occupancy for each facility.

1.3.3.2. **(Added)** Personally-procured AEDs will not be publicly accessible for use on AF property.

2.4.1.1. **(Added)** The 502 ABW/CC coordinates with the 59th Medical Wing Commander to appoint the Director, Base Medical Services (DBMS) or designee to ensure execution of the host installation PAD program.

2.4.1.1.1. **(Added)** Appoints 502 ABW XP5 as the PAD Program Coordinator (PPC) to provide oversight responsibility for the JBSA PAD Program and coordinates with the DBMS or designee to approve and apply the JBSA PAD Program Model Attachment 4 (Added), which will meet the needs of JBSA and ensure all responsibilities are compliant IAW this publication.

2.4.2. 502 ABW/CC delegates to the Commander, 59th Medical Wing (59 MDW/CC), oversight of the PAD program.

2.4.2.1. **(Added)** The 59 MDW/CC will provide duties as the Director, Base Medical Services (DBMS) listed in **para 2.5** and the MPPCs will provide medical assistance and coordination to participating units.

2.4.3. Appoints the PAD PPC IAW **paragraph 2.6.1**.

2.4.3.1. **(Added)** Delegates authority to the commanders of the 502d Installation Support Group, 502d Force Support Group, 502d Security Forces Group and the 502d Civil Engineering Group to appoint in writing Group Site Coordinator (GSC's) IAW the JBSA PAD Program Model Attachment 4 (Added).

- 2.4.3.2. **(Added)** GSC's will be designated at each 502d ABW group on JBSA to assist the PPC in providing local management and implementation of the PAD program.
- 2.4.3.3. **(Added)** Contract employees will not be selected for PPC, MPPC and GSC positions. Per Military Training Network (MTN) guidance (Page 10; Para 1-8 A1), contractors are not eligible for Life Support training such as Basic Life Support (BLS), Heart Saver, etc., at the medical military treatment facility.
- 2.5.5. **(Added)** Ensures at least one medical personnel is available and certified to provide monthly BLS training at JBSA-Fort Sam, JBSA-Randolph, JBSA-Lackland.
- 2.6. Host Installation PAD Program Coordinators (PPC) and Medical PAD Program Coordinator (MPPC) on JBSA:
- 2.6.1. Maintains current Basic Life Support (BLS)/AED certification. Certification of CPR/AED instructor is required and instructors will provide installation CPR/AED training and certification.
- 2.6.2. Refers organizations to training using Military Training Network (MTN) recommended courses, such as the AHA Heartsaver AED certification curriculum IAW local host installation processes. Personnel may train under the auspices of the AHA or in another approved BLS course based on published national guidelines.
- 2.6.2.1. **(Added)** The JBSA MPPC is responsible for referring organizations to training per this paragraph.
- 2.6.2.2. **(Added)** Maintains current Basic Life Support (BLS)/AED certification. Certification of CPR/AED instructor is required and instructors will provide installation CPR/AED training and certification,
- 2.6.2.3. **(Added)** Provides updates listings of CPR/AED trained and certified personnel to the PPC.
- 2.6.2.4. **(Added)** Coordinates with PPC to provide yearly education to JBSA units about the PAD program.
- 2.6.2.5. **(Added)** Reviews all mock code evaluations to ensure AHA standards are being met, notes any trends or training gaps.
- 2.6.2.6. **(Added)** Conducts risk assessment of facility with site coordinator requesting AED, provides recommendation for placement, and coordinates documentation for approval to PMD/PPC.
- 2.6.2.6.1. JBSA LAK MPPC will conduct risk assessments of all at-risk LAK facilities requesting PAD(s).
- 2.6.2.6.2. JBSA RND MPPC will conduct risk assessments of all at-risk RND facilities requesting PAD(s).
- 2.6.2.6.3. JBSA FSH MPPC will conduct risk assessment of all at-risk FSH facilities requesting PAD(s).

- 2.6.4.1. **(Added)** GSCs and MPSCs will serve as the primary liaison between the PPC and MPPC, host installation safety office, and medical logistics regarding purchases, recalls, and other notifications for their participating subordinate units.
- 2.6.8. Ensures appropriate medical information, which is obtained from the AED electronic data recording and event summary report, is forwarded to the PMD for review and oversight after an event (T-0, 74 Fed Reg 156 (Aug 14, 2009)).
 - 2.6.8.1. **(Added)** The JBSA MPPC ensures appropriate medical information is forwarded to the PMD.
- 2.6.9. Periodic on-site evaluations will be documented using JBSANANTONIO Form 8, *Public Access Defibrillator Facility Manager On Site Program Evaluation*.
- 2.6.10. **(Added)** JBSA PPC:
 - 2.6.10.1. Serves as the PAD Administrator for the installation commander.
 - 2.6.10.2. Provides administrative oversight to the GSCs, MPSCs, and coordinates with the MPPCs to ensure all medical objectives as directed by the DBMS are adhered to.
 - 2.6.10.3. Has access to the PAD program log for all operational and at risk locations listed within JBSA.
 - 2.6.10.4. Maintains a current list of all at risk facilities and participating units' site coordinators. All communications regarding AEDs will be appropriately distributed by the PPC to GSCs and MPSCs.
 - 2.6.10.5. Receives unit PAD risk assessments/site requests from GSCs and MPSCs for risk determination for PAD program implementation.
 - 2.6.10.6. Will ensure GSCs and Mission Partner Site Coordinators (MPSC) conduct annual inspections of their PAD Program and document findings for PPC review.
- 2.7.3. In coordination with the PPC and MPPC, provides recommendations for training, assists in emergency medical responder planning, maintains expertise in relevant clinical practice guidelines, and offers recommendations for AED deployment strategies.
- 2.7.6. **(Added)** Responsible for reviewing and approving all unit PAD risk assessments within 15 calendar days of receipt.
- 2.8.4. Purchases AED(s) and required supplies. Brings AED(s) to medical logistics for initial calibration and annual maintenance.
- 2.8.7. **(Added)** Ensures targeted responders coordinate with facility manager(s) to schedule training with the GSC(s)/MPSC for CPR/AED response training.
- 2.9.4. Order replacement supplies as needed through supporting Medical Logistics element.
- 2.9.5. Report location of AEDs at least every quarter to respective GSC or MPSC.
- 2.9.6. Manage targeted responders. A current log of trained responders will be maintained with copies of their certification.
- 2.9.8. Encourage all Airmen to be trained in CPR/AED and encourage unit team training.

- 2.9.8.1. **(Added)** All members in “at-risk” participating facilities encouraged to be trained in CPR/AED.
- 2.9.13. **(Added)** Mission Partner Site Coordinators will be appointed by the command located in the facility and will be a building custodian/facility manager.
- 2.9.13.1. Must maintain either an electronic or hardcopy JBSA PAD Program Continuity binder IAW with this publication.
- 2.9.13.1.1. At a minimum, binder will include:
- 2.9.13.1.1.1. Current appointment Letter.
 - 2.9.13.1.1.2. Current listing of all AEDs within facility with the following information: location, manufacturer, model, serial number, received and expiry dates, and mock drill dates.
 - 2.9.13.1.1.3. Current CPR/AED certifications.
 - 2.9.13.1.1.4. Current emergency response plan.
- 2.11.1.4. **(Added)** Ensures acquisition and maintenance of AEDs and accessories will be coordinated via the GSC/MPSC for each area of responsibility. **Note:** Standardization of AED models and accessories will help to ensure uniform responder familiarization across JBSA installations while simplifying unit maintenance and supply coordination. JBSA units with AEDs purchased prior to the effective date of this publication will not be required to purchase new AEDs for the sole purpose of changing to a standard model. However, replacement AEDs will conform to the installation standard.
- 2.11.1.5. **(Added)** Oversee and conduct PAD equipment custodian training to ensure proper accountability of assets and setup of DMLSS account.
- 2.11.1.6. **(Added)** Approve replacement supplies request of custodians for purchasing through DMLSS.
- 2.12.1. Provide PPC and GSC/MPSC copy of bi-annual inspection log if any discrepancies are noted.
- 2.12.2. Distribute appropriate recall and safety notices to the PPC/MPPC and monitors compliance with recalls.
- 2.12.5. Coordinates discrepancies with the site coordinators and the GSC/MPSCs.
- 2.12.6. Notifies the site coordinator and GSC/MPSCs when an AED is placed in or out of service, when a new AED is added to a site, and when an AED is unable to be located.
- 2.1.3. **(Added)** Group Site Coordinators (GSC):
- 2.13.1. The 502 ABW Group Site Coordinators are in charge of overseeing the PAD program for their subordinate units. GSC’s will:
- 2.13.1.1. At a minimum, maintain a current Cardiopulmonary Resuscitation (CPR)/AED certification. A certification as a CPR/AED instructor is recommended, but not mandatory.

2.13.1.2. Each 502 ABW Group will appoint a GSC in writing by Group/CC to provide oversight to their respective groups and units that are participating in JBSA PAD program.

2.13.1.3. Notify the PPC and MPPC following an event.

2.13.1.3.1. Assist site coordinators with all post-event activities including but not limited to event data documentation, obtain AED report, and loaner acquisition.

2.13.1.3.2. Ensure appropriate medical information is forwarded/delivered to the PPC/MPPC immediately following an event.

2.13.1.4. Serve as the liaison between the PPC, MPPC, host installation safety office, recalls, and other notifications.

2.13.1.5. Maintain a current list of site coordinators within their group. All communications regarding AEDs will be appropriately distributed from the PPC/MPPC to the GSCs/MPSCs, then onto the unit site coordinators.

2.13.1.6. Maintain a current list of AED locations for their group and archives past lists for at least 24 months.

2.13.1.7. Coordinate unit and host installation PAD program processes with PPC.

2.13.1.8. Conduct initial risk assessments on facilities, with designated MPPC, requiring an AED and will forward the assessment to the PPC for approval.

2.13.1.8.1. Risk assessments will be completed at initial determination of facility meeting “at-risk” criteria or when unit commander wants the facility to participate in program.

2.13.1.8.1.1. Facilities that meet at least 1 or more of the following prerequisites will initiate a risk assessment (if no AED is allocated to facility) to certify risk criteria and will be approved/denied by PPC/PMD.

2.13.1.8.1.1.1. Average age of work populace greater than 45.

2.13.1.8.1.1.2. Physical activities being conducted.

2.13.1.8.1.1.3. High stress environments (combat training, live fire field exercises, etc.).

2.13.1.8.1.1.4. Daily customers greater than 10

2.13.1.9. Provide PPC with annually stats on area of coverage.

2.13.1.9.1. Number of participating/at-risk units/facilities.

2.13.1.9.2. Number of AEDs on order.

2.13.1.9.3. Number of Mock Codes completed, pass/fail.

2.13.1.9.4. Number of AEDs out of service and projected replacement date.

2.13.1.9.5. Number of medical related PAD events (heart attacks) in group.

2.13.1.9.6. Any additional stats requested by the PPC or the MPPC.

- 2.13.1.10. Must maintain either an electronic or hardcopy JBSA PAD Program continuity binder IAW with this publication.
 - 2.13.1.10.1. At a minimum, binder will include:
 - 2.13.1.10.1.1. Current appointment Letter.
 - 2.13.1.10.1.2. Current listing of all AEDs within AOR with, at a minimum, the following information: location, manufacturer, model, serial number, received and expiry dates, and site coordinators associated with asset(s).
 - 2.13.1.10.1.3. Current CPR/AED certification of appointed.
 - 2.13.1.10.1.4. Current listing of all unit site coordinators and targeted responders in AOR. Retrieve information from site coordinators annually to maintain database.
- 2.14. **(Added)** Mission Partner Site Coordinators (MPSC) will:
 - 2.14.1. Be appointed by Senior Leader or designee of tenant organization and will reside in Command Support Staff element.
 - 2.14.2. Provide same support as GSC but as a tenant unit of JBSA.
 - 2.14.3. MPSCs will maintain adherence to [paragraph 2.9.1](#) of this instruction to ensure proper oversight to subordinate units.
 - 2.14.4. Serve as liaison for subordinate units to PPC and supporting elements for acquisition, maintenance, appropriation.
 - 2.14.5. Provide administrative oversight of subordinate units to ensure adherence to this instruction.
 - 2.14.6. Must maintain either an electronic or hardcopy JBSA PAD Program Continuity binder IAW with this publication.
 - 2.14.6.1. At a minimum, binder will include:
 - 2.14.6.1.1. Current appointment Letter.
 - 2.14.6.1.2. Current listing of all AEDs within AOR with, at a minimum, the following information: location, manufacturer, model, serial number, received and expiry dates, and site coordinators associated with asset(s).
 - 2.14.6.1.3. Current CPR/AED certification of appointed MPSC(s).
 - 2.14.6.1.4. Current listing of all unit site coordinators and targeted responders in AOR. Retrieve information from site coordinators semi-annually to maintain database.
- 2.15. **(Added)** Facility Managers will:
 - 2.15.1. Develop the unit's PAD emergency response plan for unit commander approval. This plan will, at a minimum:
 - 2.15.1.1. Identify the location(s) of unit AEDs, annotate AEDs not in service, and expected return to service date(s).

- 2.15.1.2. Describe the method of emergency medical services (EMS) notification. (T-0, 74 Fed Regulation 156 (Aug 14, 2009)).
 - 2.15.1.3. Delineate method(s) to notify targeted responders in the event of a suspected cardiac emergency. (T-0, 74 Federal Regulation 156 [Aug 14, 2009]).
 - 2.15.1.4. Be readily available for review by all unit site coordinators and targeted responders.
 - 2.15.1.5. Be included, or incorporated into, the base emergency response plan IAW Title 41, Code of Federal Regulations, **Part 102-74.230**, *Occupant Emergency Program*.
- 2.16. **(Added)** Facility Managers will:
- 2.16.1. Develop the unit's PAD emergency response plan for unit commander approval. This plan will, at a minimum:
 - 2.16.1.1. Identify the location(s) of unit AEDs, annotate AEDs not in service, and expected return to service date(s).
 - 2.16.1.2. Describe the method of emergency medical services (EMS) notification. (T-0, 74 Fed Regulation 156 (Aug 14, 2009)).
 - 2.16.1.3. Delineate method(s) to notify targeted responders in the event of a suspected cardiac emergency. (T-0, 74 Federal Regulation 156 [Aug 14, 2009]).
 - 2.16.1.4. Be readily available for review by all unit site coordinators and targeted responders.
 - 2.16.1.5. Be included, or incorporated into, the base emergency response plan IAW Title 41, Code of Federal Regulations, **Part 102-74.230**, *Occupant Emergency Program*.
- 3.5.1. If new supplies are needed, coordination with 59 MDW Medical Logistics is required prior to purchase.
- 4.1.1. BMETs will print the AED electronic data recording.
- 4.3.1. A quality assurance review will be performed after an AED event. The PMD is typically the medical officer best-suited to this task, but any medical corps officer or senior medical officer may lead the review if the PMD is unavailable.
- 5.1.2. The site coordinator will forward the AF Form 3500 to the PPC and PMD. This document will be kept on file by the PMD (or designee) for a minimum of 24 months and stored IAW AFI 33-322, *Records Management and Information Governance Program*. **Note:** AFI 33-322 supersedes AFMAN 33-363.

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Attachment 1

GLOSSARY OF REFERENCES

References

AFMAN 41-209, *Medical Logistics Support*, 04 January 2019

AFI 44-177, *Public Access Defibrillator Program*, 5 June 2014

Prescribed Forms

JBSANANTONIO Form 8, *Public Access Defibrillator Facility Manager On Site Program Evaluation*

Adopted Forms

AF Form 3500, PAD Event Summary/Mock Response Event Summary Report

AF Form 847, Recommendation for Change of Publication.

Abbreviations and Acronyms

ABW—Air Base Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AOR—Area of Responsibility

GSC—Group Site Coordinator

JBSA—Joint Base San Antonio

MPPC—Medical PAD Program Coordinator

MPSC—Mission Partner Site Coordinator

RDS—Records Disposition Schedule

Office Symbols

502 ABW/CC—502d Air Base Wing Commander

502 ABW/XP—Plans, Programs, Operations, and Integrations

502 ABW/XP5—Plans and Programs

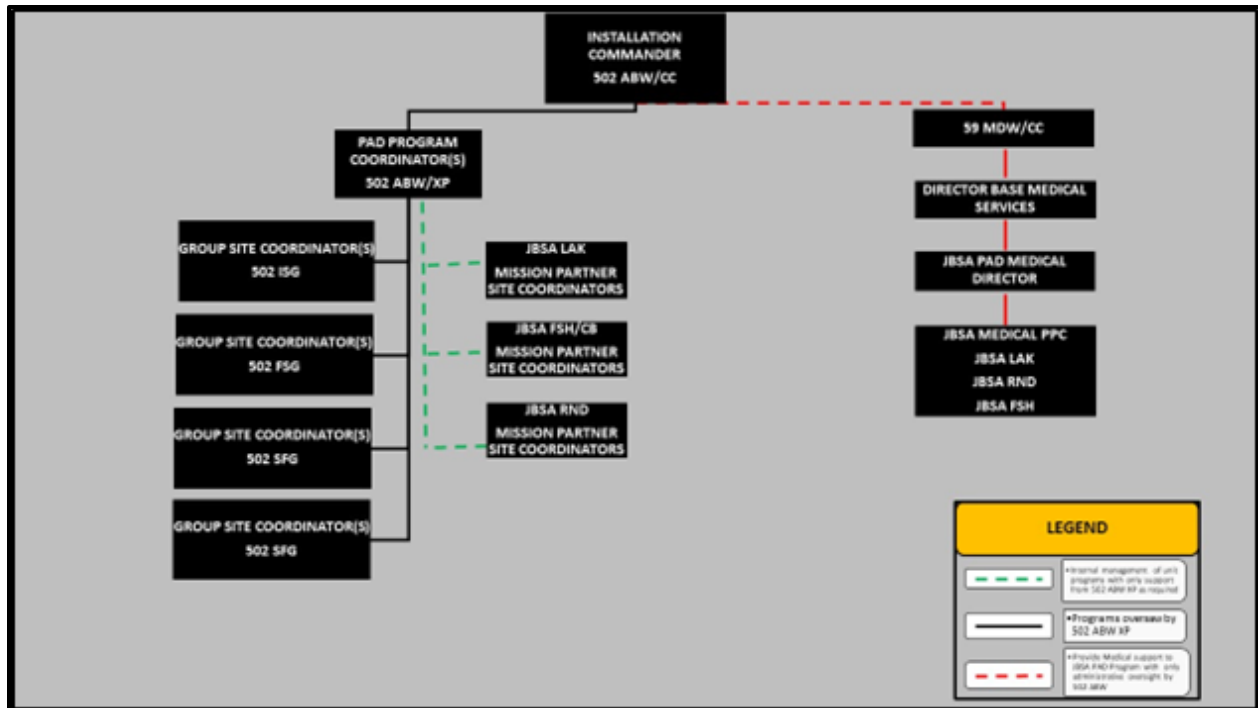
Terms

None

Attachment 4 (Added)

JBSA PAD PROGRAM

Figure A4.1. JBSA PAD Program Model.



A4.1. Items identified with an asterisk (*) in [Figure A4.1](#) indicates that each building with a PAD has a Site Coordinator that is BLS certified.