



9 Church Street

Bloomfield, NY 14469

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Automated External Defibrillator (AED) Policy

Adopted: August 18th, 2025

1. Purpose

The Bloomfield Public Library is committed to the health and safety of its staff and patrons. This policy establishes guidelines for the use, training, and maintenance of an Automated External Defibrillator (AED) on library premises in accordance with New York State Public Health Law §3000-b.

2. AED Location

The AED unit is located in a clearly marked cabinet near the community room and circulation desk. Appropriate signage is posted throughout the building to indicate its location.

3. Availability

The AED is accessible during all hours the library is open to the public and may be used by any person in good faith during a medical emergency involving suspected sudden cardiac arrest.

4. Trained Personnel

All library staff are required to maintain current certification in CPR and AED use through a recognized training provider such as the American Red Cross or American Heart Association. The Library Director is responsible for ensuring that staff receive initial and renewal training at least every two years.

5. Emergency Response Procedure

In the event of a suspected cardiac emergency:

- **Call 911 immediately.**
- **Retrieve and use the AED** as prompted by the device.
- **Begin CPR if appropriate**, following current training and AED instructions.
- **Continue care** until emergency responders arrive and assume responsibility.
- **Report the incident** to the Library Director as soon as possible.

6. Post-Incident Protocol

Following any AED use, the Library Director will:

- Notify the library's insurance carrier and, if necessary, legal counsel.
- Complete an incident report within 24 hours.
- Ensure the AED is checked, cleaned, and restocked as needed.
- Notify the regional EMS agency per NYS requirements.

7. Maintenance and Inspection

The Library Director is responsible for ensuring and maintaining record of the monthly inspection of the AED and after each use to ensure:

- Pads and batteries are present and unexpired.
- The unit displays a "ready" status.
- The AED cabinet and signage are intact and visible.

Maintenance records will be kept on file for a minimum of three years.

8. Registration and Compliance

The AED is registered with the appropriate EMS agency, and its location and maintenance schedule have been submitted per NYS Public Health Law §3000-b. This policy also serves to meet the requirement of having a written program for AED use.

9. Legal Protections

In accordance with NYS Public Health Law §3000-b, any individual who voluntarily and in good faith renders emergency treatment using an AED is protected from civil liability, provided they act reasonably and without expectation of compensation.