

<b>OREGON MILITARY DEPARTMENT</b>	<b>NUMBER: 99.200.13</b>
<b>ADJUTANT GENERAL PERSONNEL</b>	<b>EFFECTIVE: October 2, 2025</b>
<b>SUBJECT: Automatic External Defibrillator (AED)</b>	

**APPLICABILITY:**

This policy and the procedures contained herein are applicable to state employees.

**AUTHORITY/REFERENCE:**

ORS 431A.455, ORS 30.802, ORS 339.345

**ATTACHMENTS:**

AED Quick Reference Guide.

**PURPOSE:**

The purpose of this policy is to provide information regarding the use of an AED.

**GUIDANCE:**

AED's will be reviewed during quarterly safety inspections ensuring that the AED is maintained in a state of readiness and maintenance is documented.

**Maintaining Readiness:**

Maintenance will be the responsibility of the ORARNG State Safety Office, except for Portland Air National Guard Base (PANG), Kingsley Air National Guard Base, and Oregon Youth Challenge Program (OYCP). Maintenance at PANG and Kingsley Field is the responsibility of the Federal Medical Clinic on each base. Maintenance at OYCP will be the responsibility of a designated person at that facility. The AED will be checked for readiness after each use and at least once every 90 days if it has not been used in the preceding 90 days. Checks will include the following:

- Assure that the device is operational, fully charged and non-expired battery (check the dates on the battery) and turns on (AED specific e.g., OK is visible in the readiness display).
- Check the expiration date on the electrode packet (AED specific). If the date has expired, replace.

- If used, take the AED out of use until it is checked, and pads are replaced.

Training:

- Employees are notified of the AED's location when hired and anytime the location changes.
- Employees are encouraged to find an online training in the use of AED's. There are several options for free online training such as

<https://www.firstaidforfree.com/online-automated-external-defibrillator-aed-course/>

**INQUIRIES / QUESTIONS:** Questions pertaining to this guidance may be directed to the AGP Safety Office at (503) 428-3549

*Tracy GARCIA*

Tracy Garcia  
HR Director  
Oregon Military Department  
Adjutant General Personnel

# Adult CPR Reference

## 1 Shake and shout



Call for help  
local emergency number

Send someone  
to get AED

## 2 Check for breathing



Open airway  
Look, listen, feel



If not breathing,  
give 2 slow breaths

## 3 Check signs of circulation (pulse and/or normal breathing, coughing or movement)

If no signs of circulation



Activate AED as soon as available  
or  
Perform CPR until AED is available



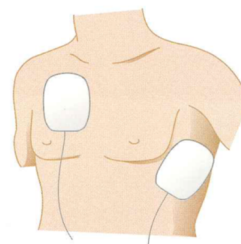
Compress and breathe at a ratio of 15 to 2

# AED Reference

## 1 Turn on AED

## 2 Bare chest and apply electrode pads

## 3 Follow visual and voice prompts



Medtronic Physio-Control  
11811 Willows Road Northeast  
Post Office Box 97006  
Redmond, WA 98073-9706  
Tel: 1.800.442.1142  
www.aedhelp.com

Europe  
Tolochenaz, Switzerland  
Tel: 41.21.803.8000  
Fax: 44.21.803.8099

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