



**CRAIG'S HEARTSTRONG FOUNDATION**

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## **Isle of Man Public Access Defibrillator Group**

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# Memorandum of understanding



### **Introduction**

This memorandum of understanding defines the roles and responsibilities of the Isle of Man Ambulance Service (IOMAS) the Public Access Defibrillator Group and the owner of the Community Public Access Defibrillator (CPAD) site (site owner). This is not a legally binding document. If a PAD site fails to fulfil the requirements laid out in this MOU then the site will not be accepted and not be added to the control system.

### **Public Access Defibrillator Group**

The PAD group comprises of representatives from the Isle of Man Ambulance Service, The Rushen Emergency Ambulance (RA), Craig's Heartstrong Foundation (CHF) and St John Ambulance (SJA).

The group is responsible for setting the PAD strategy for the Isle of Man and also providing advice and assistance when required. The group can also assist with the planning aspect of external cabinet location.

### **Generic responsibilities**

Each organisation will comply with all statutory obligations, enactments, regulations and legal, professional and ethical requirements relating directly to its provision of services. All parties shall immediately notify each other of any incident or proceedings arising from a breach of its responsibilities that may affect its ability to fulfil its obligations under this memorandum of understanding.

Each organisation will take full responsibility for managing its own risk.

### **Ambulance Service responsibility**

The IOMAS will give advice regarding the suitability of the site location.

The Ambulance Service will visit each CPAD site prior to the site going live to ensure that;

- The proposed location is suitable for easy access by the public.
- The site is free from obvious risk.
- Appropriate signage is in place.
- The equipment is in place and ready to be used.
- The external cabinet is in working order.

In the event that the CPAD site is accessed and the defibrillator deployed via the ambulance service the ambulance service will, as soon as possible, contact the CPAD site guardians and make arrangements to return the CPAD site to an operational condition.

### **The CPAD site owner**

The site is defined as being the external cabinet, the AED (semi-automatic or automatic defibrillator) and any other associated equipment relating to the installation. The owner is defined as the person(s) or organisation that owns the site. The site owner will have permission from the property owner to locate the equipment on that property and allow access to the public to retrieve the defibrillator. The property owner is defined as being the person(s) or organisation that own the property/building/structure that the site is affixed.

The site owner will give permission for the site to be accessed by the PAD group and members of the public if access to the defibrillator is required.

The site owner will consult with the Isle of Man Ambulance Service to ensure the cabinet is placed in an area which will maximise its availability and access to the public.

The Isle of Man Ambulance Service minimum requirements checklist (page 6) and the registration form (page5) must be completed in full. The AED must be either automatic or semi-automatic and be compliant with current UK guidelines.

The external cabinet will be installed by a qualified electrician and the manufacturer's installation guide will be followed to ensure correct siting and installation.

A certificate / receipt of fitment will be retained by the site owner and a copy provided to the Ambulance Service prior to the site going live. This will prove that the installation is correctly installed and will not injure or cause risk to the end users.

The site owner will nominate two named custodians to be a point of contact between the Ambulance Service, PAD group and the site owner. The site owner and the nominated custodians will give permission for their contact details to be held electronically. The Ambulance Service and the PAD group may occasionally send correspondence to the CPAD site owner and/or custodians regarding the ongoing administration of the PAD scheme and the site. The site owner and custodian(s) agree to this.

The site owner will arrange for the necessary servicing and regular equipment checking as suggested/recommended by the manufacturer of the external cabinet, defibrillator and other items relating to the site.

The site owner will replace any consumables prior to their expiry dates (including but not limited to, batteries, defibrillator pads, face masks and any other such items). Once replaced the site owner must inform the ambulance Service providing new expiry dates.

The site owner will ensure that the area surrounding the site and the equipment is checked on a weekly basis to ensure that it is safe, serviceable and ready for use. The check should be recorded on the visual inspection checklist.

If the CPAD site is found to be unavailable for use (due to building works, equipment fault, damage or theft etc) the site owner must inform the Emergency Services Joint Control Room as soon as possible to inform them that the site is "off line".

If required the site owner will ensure that any staff / community training is delivered.

The site owner must provide standard first aid equipment and first-aiders as required by the Health & Safety Executive for "normal" first aid provision if required outside of this agreement.

If the site owner requires insurance to cover public liability, the loss, theft, or damage of the defibrillator and or cabinet, they will be responsible for arranging this insurance themselves. The PAD scheme and its representatives do not provide such insurance cover for site owners.

### **Telephone box installations**

Telephone box installations must comply with regulations regarding class 2 electrics. A certificate of fitment by a qualified electrician must be provided and advice obtained from the owner of the telephone box and Manx Utilities Authority prior to any installation taking place. A copy of the certificate of conformity from the cabinet manufacturer must also be supplied to the ambulance service.

### **Authorised person on behalf of Public Access Defibrillator site owner**

The site owner has signed and accepted the Community Public Access Defibrillator Site Memorandum of Understanding. The Ambulance Service and the PAD group may send correspondence to the CPAD site owner and/or custodian(s) regarding the ongoing administration of the PAD scheme and site. The site owner and custodian(s) agree to have their personal details, as given on page 5 of this document, held on file and electronically and also agree to receive correspondence. You also agree to notify the Ambulance Service of any changes to the CPAD site and custodians.

## **Minimum requirements checklist for CPAD siting**

The Isle of Man Ambulance Service (IOMAS) requires that any Community Public Access Defibrillator (CPAD) installation meets the following criteria in order to be included in the IOM PAD scheme. These criteria are set out below and can only be varied by agreement of the IOM PAD group.

No	Requirement	Tick
1	The site and exact location is inspected by IOMAS before installation to negate obvious risks to user e.g. Low built walls/steps/pot holes/poorly lit site, etc.	
2	A planning submission is required for external cabinet installations and there is system in place with planning. Please email <a href="mailto:defibs@gov.im">defibs@gov.im</a> for further information regarding the process.	
3	The cabinet should be located centrally within the target area. Generally a radius of 200 meters is used as being the effective range for retrieval of the AED.	
4	The site and Cabinet is inspected following installation to ensure it is easily accessible by all (no more than 1.35 meters from ground with easily accessible Defibrillator) and as safe as possible.	
5	Cabinet is industry constructed for specific use as an external Defibrillator Cabinet and approved by the IOM PAD group for inclusion in the local scheme.	
6	Heated cabinet with internal and exterior lighting (for easy access during night operation). Exterior lighting must be capable of illuminating the keypad at night.	
7	Cabinet with a mechanical or electrical locking mechanism (with efficient back up for power failure in electrically powered locking mechanisms). Locking mechanism must be capable of supporting the PAD scheme generic code (alpha numeric keypad comprising of 0123456789 CZXY). Manufacturers usually program the lock code at point of order. Please ensure the code is given to the manufacturer at point of order. IOM PAD coordinator can advise of the key code that is used in the IOM scheme.	
8	Cabinet installed and/or inspected by qualified (Part P/EAL/NICEIC/C&G 2393 LEVEL 3/ or higher) electrician with certification/receipt of fitment to be copied and retained by owner and IOMAS – Rationale is qualified and certified Electrician would not sign off installation of dangerously externally or internally wired cabinet which could cause risk to end user	
9	Memorandum of Understanding is issued and a signed copy retained by owner and IOMAS.	

## **Isle of Man Ambulance Service Contact details**

In an emergency dial 999.

Telephone: 01624 642582.

Email: [defibs@gov.im](mailto:defibs@gov.im) (administration purposes only, not an emergency email address).

Emergency Services Joint Control Room 01624 697327 (not in an emergency).