



San Juan Unified School District

Melissa Bassanelli, Superintendent of Schools

July 30, 2025

Dear Mesa Verde Staff: RE: *Automated External Defibrillators (AED)*

I would like to advise you of our plan for responding to medical emergencies involving use of an AED that might occur on our campus. This notification is being sent to you in compliance with the California Health and Safety Code. Please carefully review this information and ensure that you know how to respond in case of sudden cardiac arrest.

This plan includes access to an Automated External Defibrillator (AED) in the following locations in these facilities:

BUILDING	LOCATION
Main Office (mobile unit)	Behind Kelly Rae's (Principal's Assistant) desk.
Main Gym	Alcove near audio/visual cabinet. North end of gymnasium.
Small Gym	Close to bleachers. North end of gymnasium (left side as you enter).
D Hall Staff Lounge	Inside staff lounge between main door and fire alarm (right side as you enter).
Stadium	Inside snack bar, located near ice machine below the first shelf in a cabinet.
Library	Inside book room (back room), located
Cafeteria	Inside the kitchen, located in the back office.

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AEDs are available during school/ work hours and after school during any activity or program organized by the school and supervised by a school employee.

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. Instructions for using an AED.

Sudden cardiac arrest (SCA) is often the result of a sudden, unexpected heart malfunction. During SCA, the heart's electrical impulses become chaotic and ineffective and blood flow to the brain ceases. The victim will die unless a normal heart rhythm is restored.

These symptoms may indicate that SCA is about to happen:

- Racing heart, palpitations or irregular heartbeat
- Dizziness or lightheadedness
- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise
- Excessive shortness of breath during exercise

Procedure for Use of an AED:

1. If someone collapses – tap the victim and shout “Are you OK?”
2. If no response and the victim is not breathing or not breathing normally, call 9-1-1 and get the AED.
3. If someone else is present, send them to call 9-1-1 and get the AED.
4. Begin Hands Only CPR – Push hard and fast in the center of the chest.
5. Use the AED as soon as it arrives
 - Open the lid and turn on the AED
 - Follow the voice prompts
 - Expose the patient's chest –if wet, wipe dry
 - Apply the electrode pads to the patient's exposed chest, as shown in the pictures
 - Listen to the voice prompts – Clear (do not touch) the patient when instructed to do so
 - Press the SHOCK button, if instructed to do so
6. Restart compressions on chest.
7. Continue to follow the voice prompts.
8. If the patient starts moving or breathing normally, stop compressions and place the patient in the recovery position (on left side).
9. KEEP AED ATTACHED UNTIL EMS ARRIVES

In the event of a medical emergency, any staff member may render aid using an AED when needed. SB 658 provides immunity to civil liability for:

Any person, who in good faith and not for compensation, renders emergency care of treatment by the use of an AED at the scene of an emergency

Consistent with CDE 35179.6 this site has established a list of predetermined and expected AED users. See attached list.

Predetermined and expected users may include: *school nurses and coaches*, and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the Superintendent. Any anticipated rescuers or users should now also be trained and certified.

[illegible]