	Department of Human Services Online Directives Information System	Index: Revised: Review:	MAN1400 05-17-2010 05-01-2012
---	--	--	--

SUBJECT: Support Services

TABLE OF CONTENTS

<u>SECTION #</u>	<u>TITLES</u>
Section I	Two Peachtree Building
1.1	Property Removal Procedures at Two Peachtree Building
1.2	Building Access Procedures after Office Hours at Two Peachtree Building
1.3	Automated External Defibrillator (AED) Procedures and Guidance for Two Peachtree Building
Section II	Reserved
Section III	Reserved
Section IV	Reserved
Section V	Reserved
Section VI	Reserved

PROPERTY REMOVAL PROCEDURES TWO PEACHTREE BUILDING

PURPOSE: To provide procedures for the removal of equipment from the Two Peachtree Building.

HISTORY: Property (principally, but not limited to, pilferable equipment) located in the Two Peachtree Building is presumed by those responsible for the safety and security of the building and its contents to be State property intended to remain in the facility. Because of the complexity of the building and the organizations housed there, it is impossible for these individuals to ensure that persons attempting to remove property are doing so under proper authority without control mechanisms. Typically, official forms are employed for these purposes. (See attachments for samples of acceptable forms.)

PROCEDURES: The Georgia State Patrol, Capitol Police Services, and security service contractor employees ("agents") for that organization, have the authority to examine the contents of bags, briefcases, boxes, and other containers to ascertain their contents. If, in the opinion of the officer or agent making such an examination, the contents appear to be State property, an appropriate completed document authorizing its removal should be available to furnish to the officer or agent. Similarly, items that are not contained may also be questioned and appropriate documents furnished for their removal.

A. State Property to be Transferred to Another Location. Property being transferred to another location, including surplus property, should be listed on an Equipment Status Change Form/Transfer Form and Invoice, [Form 5086](#). This form will allow persons, including common carriers, to remove the property. For use of the form and its requirements, refer to the Property Management Manual published by the Office of Facilities and Support Services.

B. State Property to be Temporarily Removed for Use Elsewhere.

1. Property to be temporarily removed for use elsewhere, including employees' homes, should be described on one of the other forms attached to this procedure. Three copies should be prepared: one copy to be provided to the officer or agent, one copy to be retained by the individual removing the property, and the third copy to be maintained by the owning organization, usually by the property coordinator.

2. Property issued to an individual (such as laptop computers and audio-visual equipment) may be listed on a DHS Property Assignment Form (luggage tag format) attached to the property. Property coordinators and supervisors should treat this form as an accountable document, to be returned and destroyed when the property is retrieved or upon the individual's transfer or termination.

3. Property to be removed by a service vendor for repair will be treated as any other property. The vendor representative should be furnished two copies of the appropriate document for this purpose.

C. Personal Property. Employees bringing personal property into the building that may be confused with State property should document its presence employing a property removal form and obtain an authorizing signature in order that there be no misunderstanding concerning its ownership.

PROPONENCY: The Office of Facilities and Support Services is the proponent organization for this procedure.

Person Responsible: Assistant Director, Office of Facilities and Support Services

Location: 29th Floor, Suite 490

ATTACHMENTS

- A. [Georgia State Patrol Capitol Police Services Property Removal Form](#)
- B. [Georgia Department of Human Services Property Removal Form](#)
- C. [Georgia Department of Human Services Property Assignment Form \(luggage tag format\)](#)
- D. Equipment Status Change Form/Transfer Form and Invoice ([Form 5086](#))

January 2005



Georgia State Patrol Capitol Police Services Property Removal Form

To have property removed from State buildings, please complete this form. Georgia State Patrol Capitol Police Services will then route the form to the appropriate State agency for verification. The purpose of this form is to assist Safety Officers when accounting for property that they see being removed from State buildings. When asked by a Safety Officer to complete this form, please cooperate by furnishing the information requested below. Your cooperation is appreciated.

Name As It Appears On Your Driver's License

Work Phone Number

Initial If Personal Property

State Agency Authorizing Removal of Property

Name of Department Head

Line Item	Description of Item	Serial Number & Model

To Be Completed By Georgia State Patrol Capitol Police Services:

Date: _____	Time: _____	Location: _____
Safety Officer: Routing Confirmation	Supervisor: _____	
Sender: _____	Contact: _____	



Georgia Department of Human Services

DHS EQUIPMENT STATUS CHANGE FORM / TRANSFER FORM & INVOICE
Form 5086

Action Request:				FOR SURPLUS PROPERTY SECTION USE ONLY													
<input type="checkbox"/> Transfer		<input type="checkbox"/> Surplus				<input type="checkbox"/> Destruction		<input type="checkbox"/> Stolen		<input type="checkbox"/> Missing							
<input type="checkbox"/> Description Change				<input type="checkbox"/> Other (Specify): _____													
Requesting/Releasing Organization:						Receiving Organization:						Transaction Number:					
Department ID Number:			Locator Number:			Department ID Number:			Locator Number:								
Division/Office/Unit Name:						Division/Office/Unit Name:											
Street/P.O. Box:						Street/P.O. Box:											
City:		State:		Zip:		City:		State:		Zip:							
GA		GA				GA		GA									
Authorizing Signature:			Date:			Phone:			Authorizing Signature:			Date:			Phone:		

Line Item	Quan.	Decal No.	Description (Including Make, Model, Serial Number, Etc.)	Condition	Funding Info	Final Disposition
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Comments:		
Approved:	Released by:	
	Division/Office Property Coordinator	Signature
Supervisor, DOAS Surplus Property Section	DHS Property/Vehicle Management Unit	Title
Date	Date	Date

BUILDING ACCESS PROCEDURES AFTER OFFICE HOURS TWO PEACHTREE BUILDING

PURPOSE: To provide procedures for the entry into the Two Peachtree Building after office hours.

HISTORY: All DHS employees have historically been allowed to enter their offices on a 24/7 basis with little restriction. This practice is modified at the Two Peachtree Building because of its special characteristics and its multi-agency occupancy. The access control cards in use there serve the purpose of keys and in themselves authorize the holder passage through portals they control. Access to a given area is unauthorized by persons not possessing a properly issued card programmed to unlock the area or not accompanied by an individual in possession of such a card.

PROCEDURES: The Georgia State Patrol, Capitol Police Services, and security service contractor employees ("agents") for that organization, have the authority to establish and exercise security and access controls for the Two Peachtree Building more strict than those described here and to limit or prevent access to individuals as they may decide.

A. Employees. Employees in possession of a valid State employee identification card may be allowed entry into the Two Peachtree Building at any time by the security force. However, the security force will not unlock interior doors for entrants either with access control cards or keys. The presumption is that, if the individual does not possess the necessary key or access control card programmed to unlock the portal in question during the time in question, then the individual is not authorized to enter there. It is furthermore a violation of State law for one to use a card not issued to him/her or to allow another to use his/her card.

B. Non-Employees. Non-employees will not normally be allowed to enter the Two Peachtree Building after business hours, or in the morning of a business day before 8:00. Exceptions are allowed under certain circumstances. If an employee who otherwise has access authority is to be accompanied by a non-employee, the date, time, purpose, and duration of the visit should be furnished in writing (including e-mail) to the Office of Facilities and Support Services' director's office during normal business hours prior to the desired entry. The names of the employee(s) that will accompany the non-employee(s) and the visitor(s) will be included. OFSS will arrange for the entry with appropriate parties.

C. Entryways. During non-business hours, the Two Peachtree Building may be entered in the following places.

1. The 1st Floor lobby Peachtree Street entrance will normally be unlocked for pedestrians.
2. The Lower Wall Street pedestrian entrances may be accessed by the use of an access control card programmed for entry during the time desired.
3. The 2 Peachtree parking garage is accessible from Lower Wall Street. The facility entrance may be used for vehicular traffic by using a GBA-issued parking hang tag programmed with the appropriate access. During regular business days, between the hours of 6:00 AM and 6:00 PM, parking is restricted to individuals with assigned access. From 6:00 PM until 6:00 AM during normal business days and anytime on weekends and holidays, the 2 Peachtree parking garage is

available to any individual with a GBA parking hang tag issued for any of the Capitol Hill state parking facilities, i.e., Pete Hackney, 90 Central, etc.

4. The Peachtree Street loading dock is not normally available during non-business hours. If loading dock access is required, prior arrangements must be made through the Office of Facilities and Support Services' director's office.

D. Access Control Log. During non-business hours, all persons entering or exiting the Two Peachtree Building are required to sign an access control log maintained at the 1st Floor building security desk.

PROPONENCY: The Office of Facilities and Support Services is the proponent organization for this procedure.

Person Responsible: Assistant Director, Office of Facilities and Support Services
Location: 29th Floor, Suite 492

ATTACHMENTS: None

May 2010

DHS
Automated External Defibrillator (AED)
Procedures and Guidance
For 2 Peachtree Building

PURPOSE:

To increase the survivability rate of persons who suffer Sudden Cardiac Arrest (SCA) within the confines of the Department of Human Services (DHS) facilities or worksites.

To establish guidelines for training volunteer employees within the DHS, in the use of the Automated External Defibrillator (AED) in response to cases of Sudden Cardiac Arrest.

To provide guidelines for the installation and maintenance of DHS AED units located at 2 Peachtree.

To provide information and training resources, and to assist with the implementation and guidance of Cardiac Response Team Procedures ([Appendix B](#)).

AUTHORITY:

[Section 31-11-53.1](#) Georgia Code

[Section 51-1-29.3\(a\)](#), Georgia Code

SCOPE:

These procedures and guidance apply to all DHS employees located at 2 Peachtree, where the AEDs are also located. These procedures do not apply to locations other than 2 Peachtree.

DEFINITIONS:

Automated External Defibrillator (AED):

A fully automated device designed to deliver an electric shock in attempt to restore normal heart rhythm to persons who have suffered sudden cardiac arrest.

AED Coordinator:

Person designated to oversee the DHS AED program. Should be appropriately trained in the use and care of the Automated External Defibrillators.

Cardio Pulmonary Resuscitation (CPR):

CPR is a technique designed to temporarily circulate oxygenated blood through the body of a person whose heart has stopped. It consists of mouth-to-mouth breathing and external cardiac compressions.

Cardiac Response Team (CRT):

Employees of the Department of Human Services (DHS) working at the 2 Peachtree Building that have been appropriately trained in the use and care of AEDs, as well as in CPR, and are authorized to use AEDs.

Employee:

Any person employed by the DHS.

Responder:

Any Cardiac Response Team (CRT) member actively responding to a medical emergency, potentially involving Sudden Cardiac Arrest.

Sudden Cardiac Arrest (SCA):

When the electrical impulses of the human heart malfunction, causing ventricular fibrillation, an erratic and ineffective rhythm, characterized by the absence of a pulse, and respirations.

1. RESPONSIBILITIES

1.1 The AED coordinator will oversee the AED program and authorize the use of AEDs by the Department employees.

1.2 The coordinator shall ensure that a Prescription for Use form is obtained from a licensed physician prior to purchasing and/or installing AED's ([Appendix A](#)).

1.3 The AED coordinator will do the following:

- (A) Oversee AED training programs, which are required pursuant to Sections [51-1-29.3.\(4\)](#), [31-11-53.\(b\)\(1\)\(A\)](#), [Georgia Code](#).
- (B) Maintain a record of all employees trained in the use of AED's.
- (C) Review documentation related to the use of an AED by Department employees to identify training issues. Such review will not be medical in nature nor result in any medical opinions.
- (D) The AED Coordinator will establish and maintain a confidential file in which to store AED reports.

2. IMPLEMENTATION PROCESS**2.1 Incidents of Sudden Cardiac Arrest**

- (A) Ensure that emergency medical personnel are informed and in route
- (B) Clear unnecessary personnel from the scene.

- (C) Assess the patient's condition to determine whether the patient is -
 - (1) Conscious — alert and oriented
 - (2) Breathing — airway open with no obstruction
 - (3) Circulation — check for lack of movement, coughing and breathing
- (D) Assess the scene to ensure that the patient is not lying in water or touching any other electrically conductive material, i.e. metal substances. If necessary, move the patient and dry the patient's chest.
- (E) Attach and activate the AED -
 - (1) DO NOT use on patients who weigh less than 55 pounds
 - (2) DO NOT use on patients who have signs of circulation,
 - (3) Follow the voice prompts given by the AED.
 - (4) Ensure that NO ONE has physical contact with the patient while the AED is in operation.
 - (5) DO NOT initiate Cardiopulmonary Resuscitation (CPR) while the AED is analyzing or charging.
- (F) If the patient regains signs of circulation, continue to provide supportive care.
 - (1) Clear the airway if vomiting occurs
- (G) On-Scene Coordination with Emergency Medical Service (EMS) personnel.
 - (1) Once on the scene, EMS will assume responsibility for the care of the patient.
 - (2) Employees are to provide EMS personnel with a quick verbal report to include patient history, care provided, and noted results from the care provided.
 - (3) EMS may elect to continue to use the AED if so instructed. Team Responder may continue to operate the AED to assist EMS.

2.2 Notification of AED Use

After any incident in which the AED is attached to victim, regardless of whether a shock is delivered, the employee that used the AED will notify the AED Coordinator as soon as possible.

2.3 AED Inspections:

- (A) The AED coordinator will ensure all AED units are inspected on a monthly basis. Inspections will be accomplished by designated CRT members for the floor on which the unit is located. The inspection results will be documented on the AED Inspection Log ([Appendix C](#)).

- (B) Suggested placement of AEDs -
 - (1) A secure location that prevents or minimizes the potential for tampering, theft, and/or misuse, and precludes access by unauthorized users.

 - (2) An easily accessible position (e.g. placed at a height so those shorter individuals can reach and remove unobstructed).

 - (3) A location that is well marked, publicized, and known among trained staff. Periodic tours of locations are recommended.

2.4 Records

The proper AED Coordinator will maintain the following information -

- (A) Maintain a record of all employees who are voluntarily CPR/AED trained and are authorized to use the AED.

- (B) Date of initial CPR/AED certification.

- (C) Current level of first responder training, including CPR certification expiration dates.

- (D) Dates of biennial AED and CPR refresher training.

2.5 Deployment of AED

Each AED unit shall be stored in an individual metal storage cabinet at designated locations throughout the facility. The units should not be handled or given to any person who is not CPR/AED certified.

2.6 Training Requirements

Only employees who have successfully completed the CPR and AED course are authorized to use an AED. The training course will include, as a minimum:

- (A) The proper use, maintenance, and periodic inspection of the AED.

- (B) AED safety precautions to enable the user to administer a shock without jeopardizing the safety of the patient.

- (C) Assessment of an unconscious person to determine if SCA has occurred and the appropriateness of applying the AED.
- (D) The operations of the local emergency medical services system, including methods to contact emergency medical services personnel and interact with them during an AED emergency.
- (E) Training in cardiopulmonary resuscitation, defibrillation, and basic life support.

2.7 Biennial Recertification Training

To maintain qualifications, employees must complete, as a minimum, a biennial recertification course in CPR and AED operations. The refresher training should include a thorough review of the following:

- (A) Any new or changes to previous AED or CPR techniques and/or procedures. This will be an area of emphasis.
- (B) The proper use, maintenance, and periodic inspection of the AED.
- (C) AED safety precautions to enable the user to administer a shock without jeopardizing the safety of the patient.
- (D) Assessment of an unconscious person to determine if SCA has occurred and the appropriateness of applying the AED.
- (E) The operations of the local emergency medical services system, including methods to contact emergency medical services personnel and interact with them during an AED emergency.
- (F) Training in cardiopulmonary resuscitation, defibrillation, and basic life support.

3. LIABILITY

[Georgia Code Section 31-11-53.1](#), provides immunity from civil liability, which builds on **Georgia Good Samaritan Act** ([31-11-8](#) and [51-1-29](#)) and allows a reasonable person reacting to a perceived medical emergency without objection of the victim to be immune from civil liability.

DEPARTMENT OF HUMAN SERVICES AED PROCEDURES AND GUIDANCE
FOR 2 PEACHTREE
APPENDIX A

Appendix A

(Sample)

GEORGIA DEPARTMENT OF HUMAN SERVICES

AED Standing Order
Prescription for Use

Date of Issuance

Date of Expiration

This document authorizes trained employees of:

Name of business or organization

Address

To utilize an Automated External Defibrillator (AED), in conjunction with CPR, to assist in resuscitation of a victim who has collapsed on the above premises and is unconscious, pulseless, apneic, or experiencing agonal respiration. Individuals within the above organization who are designated and permitted to operate an AED must be trained in accordance with the provisions of [Sections 31-11.53.1\(1\)\(A\)\(B\), 51-1-29.3\(a\)\(1\)\(4\) of the Georgia Code](#). Personnel trained to respond to a cardiac arrest with an AED device must follow the manufacturer's operating procedure when in use.

John Doe, M.D., FACEP
Georgia Department of Human Services
2 Peachtree Street, SW
Atlanta, Georgia 30303

DEPARTMENT OF HUMAN SERVICES AED PROCEDURES AND GUIDANCE
FOR 2 PEACHTREE
APPENDIX B

Appendix B

Cardiac Response Team (CRT) Procedures

During any reported incident of a potentially life-threatening cardiac emergency from 7 a.m. to 5 p.m. Monday through Friday:

- 1) The first person on the scene will call 911 and then:
 - a) Call the lobby Security desk by dialing extension 7-9823 (404-657-9823) and [Note: Designate someone to meet the EMS responders in the lobby to direct them to that location.
 - b) When time and conditions permit notify the Capitol Police at extension 6-3281 (404-656-3281) and inform them of the location and nature of the emergency.
 - c) Someone should remain with the victim at all times.
- 2) CRT Responders immediately upon receiving the alert or other notification will:
 - a) Obtain the closest AED unit and proceed with it to the emergency site.
 - b) First CRT responder will assess the site for safety; then assess the victim. If AED use is indicated, the AED trained personnel will administer the AED and CPR according to established protocols until local EMS professionals arrive and assume care of the victim.
- 3) Emergency Site Protocol for Responders:
 - a) Whichever AED trained Responder arrives on the scene first, will assess the victim. If AED use is indicated, the AED trained personnel will administer the AED and CPR according to established protocols. Any additional CRT Responders shall assist with CPR, recording of data and time, notifications to family or others, crowd control, and escorting of EMS as needed.

During non-working Hours of 5:00 p.m. to 7:00 a.m. Monday through Friday, and all hours Saturday-Sunday, and State and Federal holidays:

- 1) For any potentially life-threatening emergency, call 911 and Building Security lobby desk at extension 7-9823 (404-657-9823).
- 2) When time and conditions permit notify the Capitol Police at extension 6-3281 (404-656-3281) and inform them of the location and nature of the emergency.

DEPARTMENT OF HUMAN SERVICES AED PROCEDURES AND GUIDANCE FOR 2 PEACHTREE
APPENDIX C

Appendix C

AED INSPECTION LOG Floor Location _____ Model Number _____ Serial Number _____

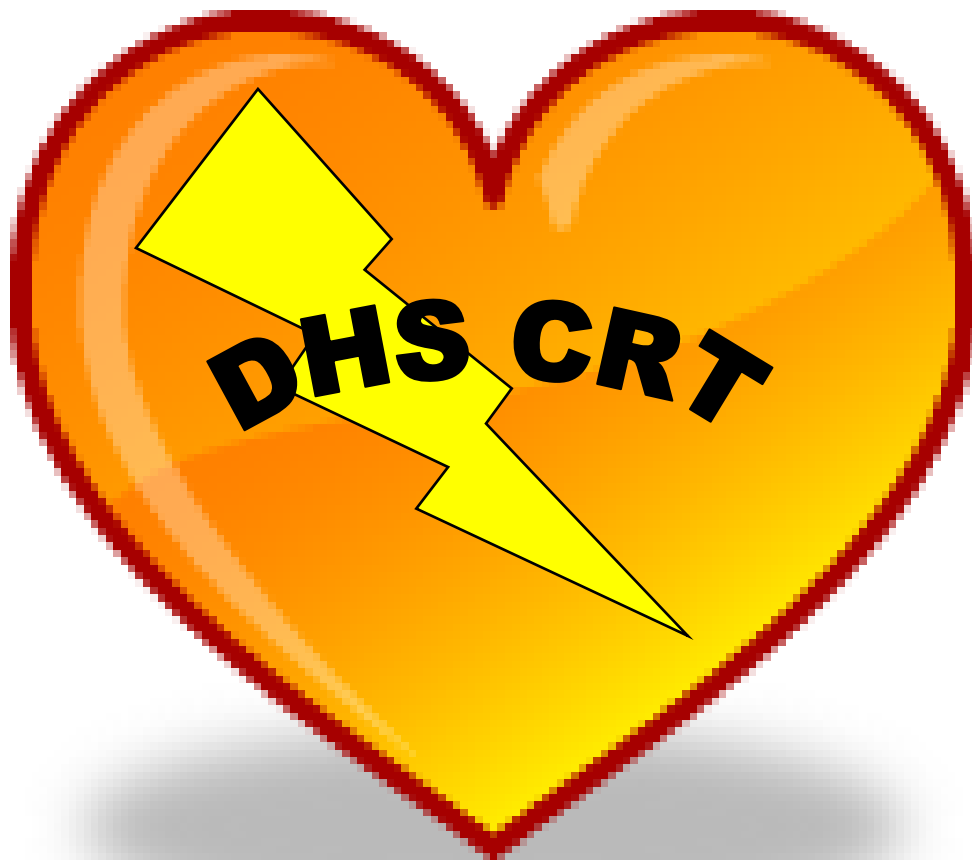
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Maintenance Review Month: Check machine monthly – initial and date appropriate month.	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__
AED Unit Status: Inspect Unit. Ensure it is clean, undamaged, and free of contamination. Note any findings.												
Defibrillation Pads – 2 sets, sealed, undamaged. Check expiration date.												
Unit Self Test – Okay (verify by noting status indicator)												
Cabinet Alarm and Battery – Check operation. Replace battery annually or as required. Note date changed.												
Additional Items Kit** - verify minimum contents: 1 CPR mouth barrier, 1 disposable razor, 1 pair of scissors, 1 hand towel.												
Required Documents – available: 1 copy DHS EAD Policy; 1 copy Appendix A – AED Incident Report, 1 copy Appendix C – Cardiac Response Team Procedures, 1 copy Appendix D – AED Inspection Log												

Reviewer's Signature: _____ Date: _____

** Additional Items Kits will be provided by the Divisions/Offices located on the floor where the AED is installed. Minimum contents are listed. Additional items maybe added as deemed appropriate.

DEPARTMENT OF HUMAN SERVICES AED PROCEDURES AND GUIDANCE FOR 2
PEACHTREE
APPENDIX D

DHS CARDIAC RESPONSE TEAM MEMBER



CPR AND AED QUALIFIED