



Lewis Energy Group®

STANDARD OPERATING PRACTICE

Automatic External Defibrillator (AED)

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Acronyms and Abbreviations

AED	Automated External Defibrillator
BU	Business Unit
CPR	Cardiopulmonary Resuscitation
EMS	Emergency Medical Services
ERP	Emergency Response Plan
LEG	Lewis Energy Group
SOP	Standard Operating Procedure

1.0 SCOPE AND APPLICATION

This standard operating procedure (SOP) provides information relating to the Automated External Defibrillator (AED) program. Individuals trained in the use of an AED shall refer to these procedures and additional information provided in the Lewis Energy Group (LEG) Emergency Response Plan (ERP). All LEG Business Units (BU) are subject to this SOP.

2.0 TRAINING

- Perform training in Cardiopulmonary Resuscitation (CPR) and AED according to the Medic First Aid guidelines.
- Repeat CPR and AED training every two years.
- Maintain training records in the LEG Safety Office.

3.0 AED LOCATIONS

AEDs are installed at the locations listed below:

AED LOCATION
Sage Yard – Security Guard Station
Encinal Admin Building
Encinal Safety Building
Rigs (Toolpusher / Safety Trailer)
Sabino Frac Sites (Datavan)
LEG San Antonio 7 th Floor Office (Mailroom)

4.0 PROCEDURES

4.1 Maintain Preparedness

- Review the AED locations noted in Section 3.0 of this SOP.
- Maintain and test the AED according to manufacturer specifications.
- Keep documentation of maintenance and testing for a period of at least five years. Documentation must include the date, the type of maintenance/testing performed, and the signature of the person who performed said maintenance/testing.

4.2 Provide Aid to Victim

If the victim is unresponsive, adhere to the following guidelines:

- CALL “9-1-1” immediately. Appoint an individual to direct Emergency Medical Services (EMS) upon arrival. Bring the AED to the location of the victim.
- Assess the victim (airway, breathing, circulation).

- If required, initiate CPR.
- Turn on the AED and stop CPR while the AED analyzes the heart rhythm.
- Bare and prepare the victims chest for AED use.
- Place AED electrode pads on the victim as illustrated. **Electrode pads may only be used once.
- Follow AED prompts for additional action. If the AED prompt indicates the victim requires a “shock”, do so after clearing personnel from the victim area.
- Upon arrival of EMS, if known, provide the victim name, age, medical problems, incident time, and number of shocks administered.

5.0 DOCUMENT CONTROL

Version	Change Date	Change Description	Changed by	Approved by	Approval Date
1.1	10/18/19	<ul style="list-style-type: none">• Update cover page• Update TOC• Add Appendix• Add Document Control• Delete Blank Page	Colin Clark	Ken Phillips	10/18/19
1.2	5/29/24	Update AED Locations	Colin Clark	Ken Phillips	5/29/24

Appendix

AED Inspection and Maintenance Log

AED Inspection and Maintenance Log

Date/Time: _____

Inspected By (Print Name): _____

Location: _____

Signature: _____

AED Location Building/Area	Battery Expiration Date	Battery Lot Number	Pad Expiration Date	Pad Lot Number	Serial Number	AED Monthly Inspections and Maintenance check. Initial for corresponding month.												Notes
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	