

Office of Inspector General City of Jacksonville, Florida



Management Review DCPS AED Program 2024-0040

8/14/2024

Matthew J. Lascell
Inspector General

Executive Summary

In June 2024, the Office of Inspector General (OIG) received information that an automated external defibrillator (AED) located at Duval County Public Schools (DCPS) Consolidated Warehouse, 4880 Bulls Bay Hwy, Jacksonville, FL. 32219 was not operational when needed due to a depleted battery.

It was revealed that the DCPS Risk Management Department was aware of the incident and had conducted an internal investigation. Based on their investigation, the AED indicated a 25% battery life, and the device was fully operational.

The OIG requested DCPS Safety Inspection Reports conducted at 4880 Bulls Bay Hwy. Jacksonville, FL 32219, from 2019 to 2024. DCPS provided the requested information, which indicated nothing annotated in their Safety Inspection Reports that AEDs were inspected. In addition, no DCPS Safety Inspection Checklists for AEDs were provided.

Per DCPS, safety inspection reports only annotate code-based deficiencies. Since no code exists to reference AEDs, annotating a deficiency is not required. In addition, DCPS Safety Equipment Inspection Checklists are not needed because when an AED deficiency is found, it is immediately corrected.

Based on the information provided, the OIG initiated a Management Review of the DCPS AED Program to determine whether DCPS Safety Equipment Inspection Checklists should be completed for 320 AEDs at various DCPS locations.

Although Safety Equipment Inspection Checklists are not required, the Management Review is intended to determine the potential for implementing them. Based on this review and in collaboration with the DCPS Risk Management Department, DCPS is committed to making necessary improvements and changes to its AED program to ensure the safety of its students and staff.

Introducing Safety Equipment Inspection Checklists can help ensure all tasks are completed consistently. This can significantly improve the AED program's quality and help avoid errors or oversights.

Background

AEDs are devices that shock the heart to restore a normal heartbeat after a life-threatening irregular rhythm (including sudden cardiac arrest).

Issues, Governing Directives, and Findings

Issues:

Lack of DCPS Safety Equipment Inspection Checklists

Governing Directives:

DCPS Automated External Defibrillator AED Program Guidelines.

City of Jacksonville Directive Executive Order No. 2015-03 (Safety Program and Officer)

City of Jacksonville Safety Equipment Inspection Checklist.

DCPS AED Program Guidelines

Ready Rescue Indicator: All AEDs should be checked daily to ensure the Ready Rescue Indicator (next to the AED handle) is GREEN.

Executive Order No. 2015-03 (Safety Program and Officer)

E. Scheduled Maintenance and Replacement of AED and Ancillary Equipment

AEDs will be maintained in optimal working conditions. The AED manufacturer's recommended service schedule should be followed. All records of servicing and testing details and dates will be maintained at the local site. Emergency equipment should be evaluated and serviced or replaced as necessary following use.

City of Jacksonville Quarterly Safety Equipment Inspection Checklist

RISK MANAGEMENT DIVISION			
QUARTERLY SAFETY EQUIPMENT INSPECTION CHECKLIST			
DATE OF INSPECTION:		DEPARTMENT (DIVISION/SECTION):	
INSPECTED BY:		ADDRESS:	
(Competent Person)			
EQUIPMENT TYPE: (check one)			
<input type="radio"/> Fire Extinguisher	<input type="radio"/> AED	<input type="radio"/> Evac Chair	<input type="radio"/> Spill Kit
<input type="radio"/> Eye Wash Kit	<input type="radio"/> First Aid Kit	<input type="radio"/> EAP Crisis Kit	
Serial Number:		Location:	
1.	Is the equipment properly positioned/mounted with unobstructed accessibility?	Yes	No
2.	Is the location marked by sign to increase visibility of its presence?		
3.	Is the equipment stored in an alarmed wall mounted cabinet?		
4.	Does the cabinet alarm when opened?		
5.	If alarm not heard, does the use of the cabinet key cause the cabinet to alarm when open?		
6.	Does the equipment have its own specific inventory/inspection sheet?		
7.	Is the equipment damaged?		
8.	Are there safety devices that appear to be missing or tampered with?		
9.	Are there any missing inventory items?		
10.	Are there indications of inoperability, decreased readiness, or expiration?		
COMMENTS ON ANY DISCREPANCIES NOTED ABOVE:			

Findings:

No information was found stating that DCPS Safety Equipment Inspection Checklists should be completed.

Recommended Corrective Actions

1. Strengthen the DCPS AED Program Guidelines by implementing a Safety Equipment Inspection Checklist and require that they be completed for all DCPS Safety Equipment during Safety Inspections.
2. Generate a Safety Inspection Report that annotates deficiencies found on AEDs.
3. Attend the Mayor's Workplace Safety Committee via COJ Safety Representatives. This committee aims to unite workers and managers to achieve and maintain a safe, healthy workplace. For more information on this safety committee, contact Mike Soto, Public Building Facility Manager for COJ Public Works, at 904-255-4337.

Management's Response

In response to the recommended corrective actions:

1. We will strengthen the DCPS AED Program Guidelines by implementing a Safety Equipment Inspection Checklist. Principals and Department Heads will appoint an individual from their school or work location to ensure that the checklist is completed in accordance with our Safety Manual Guidelines. This checklist will be a mandatory part of our safety inspections to ensure all safety equipment, including AEDs, is in optimal working condition.
2. We will add to the existing Safety Inspections Report a subsection for the AEDs that specifically annotates any deficiencies found and corrective actions taken. This will help us track and address any issues promptly.
3. We will attend the Mayor's Workplace Safety Committee. We believe that participating in this committee will help us stay informed about best practices in workplace safety and implement them within our organization.

Inspector General Standards

This report/review has been conducted in accordance with the ASSOCIATION OF INSPECTORS GENERAL Principles and Quality Standards for Investigations.

"Enhancing Public Trust in Government Through Independent and Responsible Oversight"



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August 12, 2024

Mr. Rick Samples
Deputy Inspector General for Investigations
Office of Inspector General
City of Jacksonville
231 E. Forsyth Street, Suite 470
Jacksonville, Florida 32202

Dear Deputy Inspector Samples,

Thank you for the opportunity to respond to the findings and recommendations in the subject audit report and bringing these concerns to our attention. Please know we take the findings of the Office of Inspector General (OIG) very seriously and are committed to ensuring the safety and well-being of all individuals at our facilities.

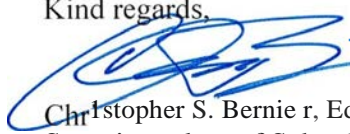
In response to the recommended corrective actions:

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2. We will add to the existing **Safety Inspections Report** a subsection for the AEDs that specifically annotates any deficiencies found and corrective actions taken. This will help us track and address any issues promptly.
3. We will **attend the Mayor's Workplace Safety Committee**. We believe that participating in this committee will help us stay informed about best practices in workplace safety and implement them within our organization.

We are dedicated to making the necessary improvements and changes to our AED program. Our goal is to maintain a safe, healthy workplace and to be prepared for any emergencies that may arise. We appreciate the OIG's efforts in helping us improve our safety protocols and will work diligently to implement these recommendations.

If you have any questions concerning the audit response, please contact Jacqueline Watkins, Executive Director of Employee Services & Risk Management at 904-390-2074 or Robert Stratton, Supervisor of Risk Management at 904-390-2392.

Kind regards,


Christopher S. Bernier, Ed.D.
Superintendent of Schools