



oxyQuik™

Emergency Oxygen Program
Implementation Guide

oxyQuik

Your Guide to Implementing an Affective oxyQuik™ Program



Congratulations on your commitment to an Emergency Oxygen Program. By placing emergency oxygen units in key locations where people work, live and play, you are ensuring a safe environment.

Time is of the essence. The average response time for EMS to arrive is 10 to 12 minutes. If oxygen flow is restricted, permanent damage to the brain tissue occurs in just 3 minutes. Oxygen is used in 99% of emergencies to stabilize a victim and should be an integral part of every First Aid station.

Emergencies can happen anywhere, anytime—to people of all ages.

With oxyQuik™, you are truly prepared!

oxyQuik™ 3 Step

Step 1

- ▶ Gain consensus among stakeholders
- ▶ Review federal, state and local laws and regulations
- ▶ Identify your response team
- ▶ Know when to use oxyQuik™

Step 2

- ▶ Train response team and plan for refresher training
- ▶ Assess how many oxyQuiks™ you'll need and where to place them
- ▶ Develop a budget (equipment, training, promotion)

Step 3

- ▶ Buy and deploy oxyQuiks™
- ▶ Filling and Refilling program
- ▶ Maintenance program
- ▶ Promote your program
- ▶ Follow your quality assurance plan for people, equipment and procedures

Step 1



► Gain consensus among stakeholders

Identify decision makers and arrange a meeting to build support. It helps to form a cross functional team so people from different areas of your organization buy into the oxyQuik™ program. Building managers, tenants, board members, union leadership and representatives from Human Resources, Environmental Health and Safety, Legal and Risk Management are examples of key players who may need to be consulted. Presentation materials are available to help spread the word about how oxyQuiks™ can make a difference between life and death.

Find Material for download at:
http://oxyquik.com/product_information.htm - Product Resources.

► Review federal, state and local laws and regulations

Some organizations are concerned about their liability for acquiring and using Emergency Oxygen Units.

Following is an overview of Emergency Oxygen regulations in the United States:

Who Should Buy oxyQuik?

Commercial Customers/Public Venues: oxyQuik should be purchased by any venue, such as: Manufacturing Facilities, Schools, Airports, Offices & Factories, Retail Stores/Malls, Hotels, Etc.

Does an institution, or a representative of the institution, need a doctor's prescription to buy an oxyQuik?

The Food and Drug Association (FDA) exempts Emergency Oxygen Units from requiring a doctor's prescription for purchase, use and filling.

What is the FDA definition of an emergency of Oxygen Device?

Emergency Oxygen Equipment must deliver a minimum flow rate of 6 liters of oxygen per minute for a minimum of 15 minutes, and may be sold to properly trained individuals.

What Emergency Oxygen Training does a customer need?

The individual purchasing a filled emergency oxygen system must have a current certification in the use of emergency oxygen, including providing oxygen to both breathing and non breathing patients and safe use and handling of emergency oxygen equipment.

1. The oxyQuik™ Emergency Oxygen Training Program is a comprehensive program which includes training on emergency oxygen and the use of the unit. After reviewing the program, the oxyQuik™ Emergency Oxygen Training Affidavit must be signed and the original kept on record.

2. Training may also be obtained from any nationally recognized professional organization, such as the National Safety Council, American Heart Association, the American Red Cross, National Guidelines for First Aid Training in Occupation Settings (NGFATOS) recognized or other similar private training programs.

3. The individual must provide either a copy of the current oxyQuik™ Emergency Oxygen Training Affidavit or

certification card for the above training upon request by oxygen fillers.

Can volunteers and bystanders use oxyQuiks™?

In the United States, Good Samaritan laws, giving some immunity to lay people who help others in distress, have been passed in all 50 states.

Laws vary among states, and specific local regulations may apply in your area. Be sure to have your legal counsel and, if appropriate your risk management team, review your program.

► Identify your response team

Determining who is likely to respond in an emergency will affect how and where oxyQuiks™ are mounted or stored.

Responders might be:

- People already expected to provide CPR and first aid in an emergency, such as security staff, high-rise floor wardens, lifeguards, coaches or an existing emergency response team.
- People trained as part of an Emergency Oxygen/AED program, such as church ushers and teachers.
- Volunteers on the scene, such as visitors and employees who have taken training on their own, in addition to employees trained as part of a formal program. This model is being used successfully at airports and shopping malls.

The size and layout of your facilities also determine how many people you'll want to train to respond.

Step 2



► Know when to use oxyQuik™

Oxygen is vital in stabilizing a victim and is used in 99% of emergencies by ambulance services in emergency situations. oxyQuik™ provides a fixed oxygen liter flow and is very safe and easy to use – on adults and children alike.

Use oxyQuik™ in the following emergencies:

- Stroke
- Heart attack
- Severe allergic reaction
- Carbon monoxide poisoning
- Smoke inhalation
- Shortness of breath
- Any other medical emergency

► Train response team and plan for refresher training

1. Emergency Oxygen Training
 - The oxyQuik™ Emergency Oxygen

Training Program is a comprehensive program which includes training on emergency oxygen and the use of the unit. After reviewing the program, the oxyQuik™ Emergency Oxygen Training Affidavit must be signed and the original kept on record.

- Training may also be obtained from any nationally recognized professional organization, such as the National Safety Council, American Heart Association, the American Red Cross, National Guidelines for First Aid Training in Occupation Settings (NGFATOS) recognized or other similar private training programs.

- Most certificates last for 24 months, so be sure to take a refresher course when required.

2. Use the oxyQuik™ Emergency Oxygen Training DVD and Guide to train your response team on how to use oxyQuik™.

Find Training Material for download at:
http://oxyquik.com/product_information.htm - Product Resources.

► Assess how many oxyQuiks™ you'll need and where to place them

oxyQuiks™ like fire extinguishers, should be placed in easily accessible locations where people can get to them in the event of an emergency. They have no value if they are hidden, locked in an office, or otherwise placed where they are not readily visible. Emergency Oxygen programs are effective largely because the devices are so easily used by people with minimal training. The first person on the scene of an emergency may not be an employee. Rather, he might be a person visiting the building for the first time. Emergency Oxygen Units are most effective when they are used during the first few minutes after a person's collapse.

oxyQuiks™ should be placed in central locations within a facility and it is possible that large buildings may

require more than one. The rule of thumb is that it should be no further than three minute away from any part of the facility.

Places to consider:

- Next to Fire Extinguishers and/or AEDs.
- Next to First Aid Cabinets
- Manufacturing Facilities' Safety Zone

Companies should determine if there are locations within the site where the incidence may be higher (such as corporate health clubs). Other areas to consider include those with a high population density such as cafeterias and waiting rooms.

To achieve a good response time, you'll want enough oxyQuiks™ in the right places and enough people trained to respond quickly

► Develop a budget (equipment, training, promotion)

In addition to the oxyQuiks™, budget for:

- Cost of initial training and refresher courses
 - Oxygen refills
 - Supplies such as extra mask and cannula packs, gloves, and towel (to dry chest area), which can be stored in the oxyQuik™ cabinet
- NOTE:** the oxyQuik™ Mask and Cannula are disposable. Replace after each use.
- Training supplies such as oxyQuik™ DVDs, extra training material, face masks, manikins, gloves
 - Wall Cabinets, Safety Alarms and Wall Signs
 - Replacement of Safety Alarm batteries

Step 3



► Buy and deploy oxyQuiks™

Now you're ready to buy your oxyQuiks™. Once you have received your units, inspect and install them according to the operating instructions from the manufacturer. Revise any existing facility emergency response plan to reflect that oxyQuiks™ are in place, spelling out steps to follow in the case of an emergency.

► Filling and Refilling program

Establish a source where you will get your oxyQuiks™ filled or refilled. Your vendor may be able to refill them for you, or you can locate a filler on the oxyQuik™ Website at: oxyquik.com/where_to_fill.htm You can find other local fillers in your local phone directory.

When contacting a filler, specify that you need to fill or refill an Emergency Oxygen Unit for your organization. Be sure to present a current First Aid/Emergency Oxygen Training certificate to the assistant.

► Maintenance program

Check oxygen level:

The oxygen level must be checked every 4 months. If the Gauge in the Green Zone, the oxygen level is sufficient. If the Gauge is in the Red Zone, you must get the oxyQuik™ refilled.

Hydrotesting Cylinder Testing:

Hydrostatic testing is the most common procedure used to qualify cylinders used for the transportation of dangerous goods. Hydrostatic testing is also required periodically to re-qualify these pressure vessels for continued service

It is recommended to test the cylinder every 5 years. Simply bring your oxyQuik to your oxygen Filler, or contact your vendor for further information.

► Promote your program

Your oxyQuik™ intervention program is no good if no one knows about it. An internal communications campaign will help people become familiar with your program, and inform them how to alert trained responders if they witness an emergency.

Ways to publicize your program include:

- Posters and brochures
- Newsletter articles
- Notice on your intranet and public web site
- E-mail or voicemail notification to employees, or print notices mailed with paychecks
- Announcements at meetings
- Announcements at new hire orientations and notices in employee handbooks
- Pamphlets

Find Promotional Material for download at:
http://oxyquik.com/product_information.htm - Product Resources.

► Follow your quality assurance plan for people, equipment and procedures

Once you're up and running, the project manager should be sure to follow the policies and procedures developed to keep the equipment, supplies and trained responders in tip-top shape to handle a cardiac emergency.

On schedule, go through your daily or periodic checklist for devices and supplies. Order new supplies as needed. Schedule training for new members of your response team, and hold refresher training at least every one to two years, more often if needed. This enables your responders to refresh skills, renew certifications, and learn about changes in equipment, policies and procedures.

Revise your policies and procedures as you learn from any experience using the oxyQuik™, or as best medical practices change or equipment is updated.