

Automated External Defibrillator Program

Intent:

The purpose of this program is to enhance the safety of faculty, students, and staff by providing training and emergency medical equipment throughout campus.

- To assist in the process of acquiring, placing, using, and testing Automated External Defibrillators (AED) for trained personnel or departments.
- All AEDs on campus are to be used by authorized users that have received basic cardiopulmonary resuscitation (CPR) and AED training based upon curriculum provided by the American Red Cross, the American Heart Association, or a certified instructor.
- To ensure the availability, maintenance, and proper use of AEDs on campus.

Scope:

This program applies to individuals trained in the proper use of AEDs, departments with AED units currently in place, and departments that are considering the purchase of additional units.

Definitions:

Automated External Defibrillator (AED): An electronic device that incorporates a rhythm analysis system, interprets cardiac rhythms, makes a shock or no shock decision, and if appropriate, delivers an electrical shock to restore the heartbeat.

AED Department Coordinator: A staff and/or faculty who is responsible for assisting RMSS with the AED program and implementing the AED within their department or unit and who serves as the primary contact for the AED(s) in their work area.

AED Responder: An employee who is appropriately trained and certified to operate an AED Unit during his/her time at work.

Cardiopulmonary Resuscitation (CPR): The process of attempting to give a person who is in cardiopulmonary arrest an open airway, adequate ventilation, and mechanical circulation to vital organs through chest compressions.

CPR/AED Training: Training courses in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED's) are strongly recommended. These courses are available in most communities and are offered by organizations such as the American

Automated External Defibrillator Program

Heart Association and the American Red Cross. The Department of Risk Management, Safety and Sustainability (RMSS) also offers a no-cost CPR/AED certification program.

Sudden Cardiac Arrest (SCA): The abrupt cessation of normal circulation of the blood due to failure of the heart to contract effectively during systole.

University AED Coordinator: RMSS shall serve as the University AED Program Coordinator.

Table of Contents:

- | | |
|---|--|
| 1. Responsibilities | 5. Training Program |
| 2. Program Components | 6. Appendices |
| 3. Monthly Maintenance Checks | 7. Related Information |
| 4. Annual Review & Inspection | |

Procedures

This policy and procedure also detail the areas of responsibility for managers/unit heads, supervisors, CPR/AED trained employees, faculty/staff, & RMSS at UW-Eau Claire.

Responsibilities

Risk Management, Safety and Sustainability (RMSS)

Step	Responsibilities
1	Be responsible for ensuring the development & implementation of this policy.
2	Provide necessary resources as available to carry out the program.
3	Oversee the defibrillation program for the campus/facility.
4	<p>Serve as the University AED Coordinator and shall be responsible for all the following tasks:</p> <ul style="list-style-type: none"> a. Provide guidance, monitoring, and periodic re-evaluation of this program b. Assist AED Department Coordinator with program management and provide oversight for the Campus facility possessing AEDs. c. Assist AED Department Coordinator with AEDs to conducting monthly inspections of AEDs to ensure proper operation. d. Maintain an adequate inventory of University-owned AEDs & locations, AED batteries, pads, and supplies to support the AED Program. (See Appendix D) e. Coordinate AED equipment locations to promote easy access by responders.

Automated External Defibrillator Program

	f. Conduct and document annual inspections to verify that AED Department Coordinators are following the AED program.
5	Act as a liaison between AED Departmental Coordinators, manufacturers, and health agencies to assist with AED maintenance and compliance issues.
6	Notify AED Department Coordinators of any programmatic and legal changes related to AEDs.
7	Encourage all appropriate responders to undergo initial and refresher training on CPR/AED.

AED Department Coordinator (ADC)

In departments where an AED is located, the department will identify an (ADC), who is responsible for implementing the AED program within their department or unit and who serves as the primary contact for the AED(s) in their work area.

Step	Responsibilities
1	Ensuring departmental adherence to the University AED Program a. Conduct, document and maintain the required monthly inspections in accordance with the manufacturer's recommendations and requirements. b. ADC's are encouraged to receive annual training and recertification in adult CPR/AEDs from a qualified instructor. c. The course will be provided at no cost to the individual through RMSS.
2	Notify the University AED Coordinator if he/she leaves the University or is no longer able to fulfill the duties of AED Department Coordinator.
3	Notification of department staff of the AED locations in their unit buildings.
4	Notification of department staff when any department AED unit is removed from service, and where the next closest unit is in that instance; also, notification of department staff when a replacement unit has been installed in the original location.
5	Immediately report any protocol or equipment irregularities to RMSS for appropriate action, which includes the following items: a. The expiration date of battery and AED pad for the AED Unit b. Missing items such as the response kit supplies, child key, etc. c. After AED pads are used, request pad replacement
6	If an AED has a dead battery or other impairment and is not completely functional, report it immediately to RMSS. The AED should be removed and taken out of service until it can be fully operational or replaced.

Automated External Defibrillator Program

University Police

University Police Officers are the primary CPR/AED responders at facilities patrolled by Police Services. Police Services is also responsible for:

Step	Responsibilities
1	Receiving emergency calls from internal locations and external calls from Emergency Medical Services (EMS).
2	Dispatching AED Responder(s) to an emergency location.
4	Maintaining AEDs and notifying RMSS when replacements are required.
5	Ensuring the AEDs are functional when necessary (i.e., during weather extremes, hot & cold, keep the AED in an area that will ensure proper function of the unit).

Program Components

The following summary provides a guideline for AED installations. RMSS will review and approve actual installation locations on a case-by-case basis, to ensure compliance with applicable laws and regulations.

Step	Action
1	<p>AED Location Guidelines:</p> <ul style="list-style-type: none"> a. Placement of unit for optimal response time should be 3 minutes or less. b. Location should be visible and easily accessible to the public, with consideration for the potential for tampering and theft. c. Units should be located near large gathering areas (i.e., conference rooms, lobby areas, etc.). d. AED units in buildings should be identified with signage. The signs should be placed above the units in a visible location.
2	<p>Authorized AED Users</p> <ul style="list-style-type: none"> a. Employees include administrators, nurses, athletic/activities director, athletic trainers, and office staff. b. Additional staff as identified by administration. Examples: teachers, coaches, field/game managers and security staff. c. Any trained volunteer responder who has successfully completed an approved CPR/AED training & has a current course completion card. d. Activating internal emergency response system and providing prompt basic life support including CPR/AED per training and experience. e. Understanding and complying with the requirements of this policy.
	<p>Returning AED to Service After Use</p> <p>After AED usage, it is critical to get the AED back into service as soon as possible. The AED Department Coordinator should immediately complete the</p>

Automated External Defibrillator Program

4	<p>AED Post-Incident Report Form (Appendix B. AED Post-Incident Report) and forward a copy of the form to RMSS. The following activities must be reviewed:</p> <ol style="list-style-type: none"> a. Check and replenish supplies as appropriate. <ul style="list-style-type: none"> • One set of spare pads is required in case they are needed quickly. b. Clean and disinfect the device. c. Check the battery and replace it if needed. d. Check the device and housing unit for cracks or other damage. e. Return the AED to its designated location with appropriate supplies ready for the next use.
5	<p>Procedures for Purchasing Equipment</p> <ol style="list-style-type: none"> a. Notify RMSS of purchase. <ul style="list-style-type: none"> • RMSS will evaluate the request. b. AED(s) that are 8 or more years old should be replaced. This is to keep up with advancements in AED technology and to help ensure that replacement parts remain available.

Monthly Maintenance Checks

Each department in possession of an AED shall appoint an individual to serve as the AED Departmental Coordinator (ADC) if not assigned from the Department of RMSS. The duties of the AED Departmental Coordinator are as follows:

Step	Action
1	Perform and document monthly safety inspections on AEDs within the department. See Appendix A. AED Monthly Checklist
2	<p>A “chirping beep” sound indicates failure of operating structure.</p> <ol style="list-style-type: none"> a. When a unit indicates (chirping sound) that AED is not working properly, the (ADC) or the designated person will remove the unit from the cabinet and conduct a system check by pressing the “I” button for information. b. The ADC will notify RMSS and will take corrective action to return the unit to service as soon as possible. c. The individual responsible for the AED unit will document any service provided when equipment is repaired or exchanged.
3	<p>Contact RMSS if an AED has been used and an after-action review is necessary.</p> <ol style="list-style-type: none"> a. Notify RMS immediately if an AED is missing, damaged, or does not appear ready for use.

Automated External Defibrillator Program

4	AED battery life (in accordance with owner's manual) a. Battery status indicator is " GREEN " in color for readiness. b. Batteries that need to be replaced should be done immediately. c. Contact EHS Manager for proper disposal of AED batteries.
5	AED supplies to be included in housing unit: a. 1 pair of adult pads (attached or not, depending on model). b. 1 spare set of adult pads, 1 pair of pediatric pads (optional). c. Check expiration dates on electrode pads, installed and spare.
6	Emergency ready kit supplies intact. a. 2 pairs of gloves (large, nitrile), 2 gauze pads, 2 antiseptic wipes. b. 1 razor, 1 pocket mask CPR barrier device.
7	If any of the above items do not pass inspection or are missing, contact RMS immediately for repairs and replacement parts.

Annual Review and Inspection

RMSS will conduct an annual inspection of AED to ensure that the condition & contents of the AED meet the requirements of this program. (See **Appendix C.**)

Step	Action
1	Guidelines for use.
2	Manufacturer's operating instructions.
3	Written self-inspection records.
4	Identity of the department's responsible person.
5	Storage case intact a. Check to see if the storage case (either soft flexible or wall mounted) is present, serviceable, and undamaged
6	Battery charged a. Check to see if the status indicator, above the green power button, is "green". If the indicator is "red", the unit is NOT ready for a rescue and must be immediately pulled from service and the batteries replaced.
7	Pads Unexpired: a. Check to see if the expiration date of the pads (electrodes) has been exceeded. Pads are to be replaced within 30 days of expiration.

Training Program

The RMSS is responsible for providing and arranging training and refresher training in AED use for designated employees. Records of the employee training will be maintained by the RMSS.

Automated External Defibrillator Program

Step	Action
1	All CPR/AED-trained employees at UW-Eau Claire are volunteers except for University Police Officers, Student Health Services personnel, and/or staff that have the duty as part of a written job description.
2	RMSS recommends that all employees identified for AED training successfully complete an American Heart Association or American Red Cross CPR/AED course or a national acceptable equivalent certification which is valid for two (2) years.

Appendices

- A. [Monthly AED System Checklist](#)
- B. [AED Post-Incident Report](#)
- C. [Annual AED Inspection Form](#)

Related Information:

146.50(8g), [Wisconsin AED Laws](#)

UW-Madison Policy Library, [Public Access AEDs](#)

29 CFR 1926.50, [Medical Services and First Aid](#)

Administration:

Approval Details

Approval Authority:	146.50(8g), Wisconsin AED Laws UW-Madison Policy Library, Public Access AEDs
Approved By:	<i>Brian N. Drollinger</i>
Approval Date:	03/14/2023
Version no:	V2.0
Date of next Review:	The practice directive and procedure review should be scheduled annually from the approval date.

Revision History

Version	Revision Date	Description of changes	Author
1.0	02/18/2021	Procedure Established	Chaizong Lor
2.0	02/13/2023	Procedure Established	Chaizong Lor

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Keywords:	AED Program

Automated External Defibrillator Program