

# AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAM

This policy document provides details for the procurement, management, use and training of AEDs at UAH.

*The University of  
Alabama in  
Huntsville*

February 2014, Rev 1

# Program Approvals and Review

This program is approved for use through the University Compliance Officer.

\_\_\_\_\_  
Compliance Officer

\_\_\_\_\_  
Date

## Annual Review

Position	Signature	Date	Date	Date	Date	Date
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Medical Advisor	<i>J. O'Keefe</i>	3/10/14				
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## Introduction

Automated External Defibrillators (AEDs) are life-saving medical devices that can be used by trained individuals on those suffering from sudden cardiac arrest, commonly known as a heart attack. An AED attaches to a victim's chest to assess the heart's rhythm and, if needed, automatically determines whether or not a shock should be delivered to correct the heart's rhythm. An adult who has just gone into sudden cardiac arrest is most likely in urgent need of defibrillation, a metered electrical charge that can often restore the heart to a normal function and save a life. It's estimated by the American Heart Association that over 50,000 lives a year could be saved by the early use of an AED combined with prompt bystander Cardio Pulmonary Resuscitation (CPR). With basic audio and visual commands, AEDs are designed to be simple to use by anyone who has been trained. The University AED program is designed to oversee the procurement and proper care of AED's on campus and ensure all related requirements are followed.

## Scope

AED's are permanently provided within easily accessible locations in UAH campus buildings and at least one University Police Department vehicle operating during each shift. University departments or administrative units that choose to acquire an AED should contact the Office of Environmental Health and Safety (OEHS) to be included in the University AED program and will be referred to as an AED owner.

## Responsibilities

### Office of Environmental Health and Safety

The Office of Environmental Health and Safety will oversee the University AED Program. Responsibilities include:

- Develop and maintain the written University AED program
- Assist Building Emergency Coordinators in the post incident evaluation of AED
- Approve locations within buildings where AED's are to be installed
- Perform monthly inspections and spot checks of the public access AED's on campus
- Maintain the University database of AED units and inform affected departments, and the University Police Department of any public AED units removed from service or relocated
- Act as the University Liaison with the AED Program Medical Advisor
- Conduct a review of the University's AED program annually in August and provide recommendations for improvement or remediation
- Maintain documentation of AED maintenance and inspections and AED programs
- AN OEHS employee will be designated as the campus AED Coordinator
- Provide and / or coordinate training to staff in CPR / AED

### Faculty and Staff Clinic

The Medical Director of the Faculty and Staff Clinic is responsible for medical direction of the University's AED program. Responsibilities include:

- Develop and/or approve all medical aspects of the University AED program
- Conduct a medical review each time an AED unit is used at the University
- In collaboration with the OEHS, perform an annual review of the University AED program and its efficacy

## Deans, Directors, and Department Heads

Determine if AED units are available in the department facilities, and if so:

- Inform all departmental employees of the UAH AED program. This information should be in the New Employee EHS Orientation packet provided to each department on the OEHS web site.
- Designate a Departmental Emergency Coordinator and Floor Captains
- Identify departmental employees to be trained in CPR / AED

## Building Emergency Coordinator

- Ensure that OEHS is notified of any use of the building AEDs
- Conduct post incident maintenance check of equipment with University AED Coordinator
- Ensure department personnel are trained per the training section
- Participate in annual emergency plan reviews and post AED use reviews

## Department AED Plans

Any Department wishing to purchase an AED for additional areas should contact the OEHS. The AED Coordinator will contact the Department to discuss the requirements associated with the Program. Subsequently, the Department requesting the AED will be required to complete a Departmental Emergency Action Plan. At a minimum the following AED components are to be included in the plan:

- Make, model and serial number of AED
- Identification of Building Emergency Coordinator and Floor Captains
- Identification of required ancillary equipment
- Location and/or assignment of AED units and supplies
- Departmental Responsibilities, including procedures for:
  - Contacting University Police
  - Inspection/Maintenance of AED
  - Training Requirements / Listing of trained Departmental Personnel
  - Post event debriefing
  - Recordkeeping

## Training

Cardio Pulmonary Resuscitation (CPR) / AED training is mandatory for certain job titles, e.g. University Police, Athletic Trainers, Nurses, Electricians, etc. If used for special events, ushers and event staff may also need to be trained. Otherwise, university departments with AED units strategically installed within their buildings are required to have trained volunteers within their units who may be called upon to respond to a cardiac arrest situation. It is up to the department as to how many personnel are trained. CPR and AED training registration can be completed on the Office of Environmental Health and Safety (OEHS) web site at [www.uah.edu/oehs/training](http://www.uah.edu/oehs/training). Initial AED training will be provided to

employees at a cost of \$27.00 to cover the American Red Cross certification. AED recertification training is required every two years. Recertification training can be accomplished through on-line AED training, followed-up by a hands-on exam provided by the OEHS certified CPR/AED instructor. This is an accepted means of maintaining one's certification, but any on-line training expenses will be paid by the employee's department. Records are to be maintained by the Departmental Building Emergency Coordinator.

In addition to the certified CPR and AED training, the selected departmental personnel should also be trained on the

University AED Program elements which include:

- Emergency activation procedures
- AED Locations (within a given building)
- Requesting equipment maintenance

## **Equipment Maintenance**

All AED's and ancillary equipment shall be maintained in a constant state of readiness. If for some reason a public access AED needs to be taken out of service, OEHS shall be contacted at 824-2352. The OEHS will send the unit off-campus for service, order replacement parts, supplies, etc. OEHS will replace the AED with another (if available) or expedite getting it back in service.

## **Reporting Requirements**

An AED Utilization Form (Appendix B) must be completed every time an AED unit is used during a medical emergency, regardless of whether shocks were actually administered. The Building Emergency Coordinator is responsible for the collection of information and completion of the AED Utilization Report. The Emergency Coordinator should immediately notify the OEHS to inform of the incident. The AED Utilization Report is to be forwarded to OEHS within 24 hours of the equipment use. OEHS will contact the AED Program Medical Advisor. With the assistance of the University AED Coordinator, the Building Emergency Coordinator will inspect the equipment after use and when satisfied that the equipment has been decontaminated, and appropriately re-stocked per the manufacturer's recommendations, shall return it back to service.

Within 7 days of the incident, the AED Program Medical Advisor will conduct a Critical Incident Debriefing to identify any concerns or problems associated with the response or the use of the AED. The AED Medical Program Advisor will document his/her findings in a report to be maintained at The Faculty and Staff Clinic. If deemed warranted by the AED Medical Program Advisor, changes to University AED Program or departmental plans will be made.

## **Records Retention**

The OEHS is required to maintain testing, maintenance and inventory records for a period of two years. Employee training records should be maintained until the next training cycle is completed. All other records, including those associated with AED use or post event debriefings, should be maintained indefinitely.

## **Annual Program Review**

The OEHS will annually conduct a review of the University's AED program and make appropriate recommendations for improvement or remediation. The annual review will include at least the following components:

- Review of Alabama laws and legislations related to AED use
- Review of AED Utilization Reports
- Review of Critical Incident Debriefing documents
- Review of written communications with departments concerning AEDs
- Review of any documented deficiencies associated with the University AED program

## **References:**

The American College of Occupational and Environmental Medicine (ACOEM) Guidelines for the Use of Automated External Defibrillators (AEDs) in Workplace Setting,

Cardiac Arrest Survival Act of 2000 (Public Law 106-505, Title IV)

AED Amendment to Good Samaritan Act (Alabama)

Automated External Defibrillator Code (77 Ill. Adm. Code 525)

Guidelines for Public Access Defibrillation Programs in Federal Facilities (January 18, 2001). 66 Federal Register 2001.

## **Appendices**

Appendix A Automated External Defibrillator Response Plan Template (Departmental Plan to be incorporated into the Emergency Action Plan)

Appendix B AED Utilization Form

Appendix C AED Monthly Checklist



## Appendix A

# Automated External Defibrillator Response Plan (Template)

## *Departmental Plan*

### Scope

The plan serves as a guide for handling medical emergencies involving cardiac arrest through the proper placement and the effective use of trained personnel and emergency medical resources.

### Purpose

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. The AED is only for use on victims that are unconscious, have no pulse or any signs of circulation and do not have normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. Rapid treatment of ventricular fibrillation, through the application of a controlled electrical shock, is essential to the victim's survival. Defibrillation is an electric "shock" delivered to the heart to correct certain life threatening heart rhythms.

### AED Owner Responsibilities

1. Selection of employees for AED training
2. Provide necessary training and updates, as necessary
3. Coordinating equipment and accessory maintenance
4. Maintain on file specifications/ technical information sheet for each unit
5. Revision of procedures as required
6. Communication with Environmental Health & Safety office on any issues or concerns that may present

### Location of Public Access AED's

These locations shall be specific to each department, but allow the device to be easily identified. The locations also enable staff members to retrieve the AED unit outside regular business hours.

- 1.
- 2.
- 3.
- 4.

### Location of Non-Public Access AED's

This section should list all units that are for private use, and/ or are used for traveling purposes and are maintained for specific groups.

- 1.
- 2.
- 3.
- 4.

### Training Requirements

Employees designated to provide emergency assistance shall be trained in CPR AED. This training must comply with the requirements from the American Heart Association (AHA) or the American Red Cross for Heart Saver CPR AED standards.

### AED Trained Employee Responsibilities

1. Activating internal emergency response system and providing prompt basic life support including CPR AED and First Aid according to level of training and experience.
2. Understanding and complying with requirements of this plan.
3. Assigning someone to meet responding Emergency Services and direct them to the victim.

### Designated First Responders

{A list of employees trained in CPR AED should be attached to this plan.}

### Equipment Maintenance

All equipment and accessories necessary for an emergency response shall be maintained in a state of readiness.

#### **Follow manufacturer's guidelines for proper maintenance of the equipment.**

1. The departmental AED coordinator or designee shall be responsible for conducting regular equipment inspections and having required maintenance performed and documented.
2. Following the use of emergency response equipment, each unit shall be cleaned and/or decontaminated as required.
3. Each AED unit is located in protective boxes with local alarms. When the door is opened an alarm sounds (note: this alarm does not alert anyone outside the local vicinity of the AED box).
4. Z O L L AED units perform a self-test every 24 hours. If the automatic self-test detects a low battery condition or a condition that requires service, the AED activates a chirping alarm. If this is detected the OEHS should be contacted immediately. For other types of AED's, please reference the manufacturer's instructions for required maintenance.

### Emergency Medical Response

*Internal Notification:* If a person is unresponsive, is not breathing and does not have a pulse, immediately take the following actions:

1. Call UAH PD from campus phone dialing 6911 or via cell phone by dialing (256) 824-6911
2. Initiate CPR
3. Send for AED unit, if available bystanders are present
4. The following information should be given to UAH PD Dispatch:
  - Type of emergency
  - Exact location, building address, room number, if possible
  - Phone number you are calling from
  - Further information requested by 6911 Operator

**Post Incident Procedures**

The following steps should be completed as soon as possible:

1. Contact the Office of Environmental Health and Safety for retrieval of the unit
2. Fill out AED Utilization Form, and forward promptly to the Office of Environmental Health & Safety

**Quality Assurance**

The OEHS AED Coordinator will review Departmental AED Response Plans at random times throughout the year.

**Following deployment of an AED, the AED Utilization form must be filled out along with the appropriate Injury/Illness Form.**

**Appendix B**

**Automated External Defibrillator (AED) Use Form**

Use this form to report any event, incident or situation that **resulted in use** or possible use of an AED.

Organization: The University of Alabama in Huntsville

Department: \_\_\_\_\_

Location of victim: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Name and contact information for person(s) who found the victim: \_\_\_\_\_

Name and contact information for person(s) who determined victim was unresponsive: \_\_\_\_\_

Name and contact information for person(s) who operated the AED: \_\_\_\_\_

Did the victim have a pulse? Yes No How was the pulse checked? \_\_\_\_\_

Was the victim breathing? Yes No How was breathing checked? \_\_\_\_\_

Was EMS (911) called? Yes No If yes, what time did that happen? \_\_\_\_\_

Briefly describe the event, incident, or situation that resulted in the AED being brought to this victim:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the AED applied to the victim? Yes No

If yes, describe what actions the AED advised and how many times the patient was defibrillated:

\_\_\_\_\_

**Status of patient at the time EMS personnel arrived:**

Did the victim have a pulse? Yes No How was the pulse checked? \_\_\_\_\_

Was the victim breathing? Yes No How was breathing checked? \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Date completed: \_\_\_\_\_

Contact information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**Return this form to: AED Program Coordinator at the Physical Plant Building 113D or fax to 824-2341**

## Appendix C

### AED Monthly Inspection Form

Performed by OEHS.

BLDG	AED Serial No.	CPRD Pads Serial No. (Exp. Date)	Battery Replacement	Floor	Area/Room	Quantity	Inspection Date	Initials
ACU	X06F088532	5/9/2014	5/9/2014	1st	File Room	1		
TH HIGH BAY	X11C489464	5/12/2016	3/1/2020	1st	STEVE COLLINS	1		
Ball Park	X11C489513	5/12/2016	3/9/2020	1st	Concession Stand (notify Laura 6332)	1		
AED Back Up Unit	X11C489513	5/12/2016	3/1/2020	1st	PPB 113B Storage Cabinet	1		
BAB	X06F088403	5/9/2014	3/9/2018	1st	Lobby outside of 122	1		
BAB	X06F088401	5/9/2014	3/9/2018	3rd	Lobby outside of 349	1		
BC	X06F088531	5/9/2014	3/9/2018	1st	Lobby Next to Front Desk	1		
BSB	X06F089769	5/9/2014	5/9/2014	1st	rm 101	1		
CCRH 1	X06F089767	5/9/2014	3/9/2018	1st	Receptionist Desk	1		
CCRH 3	X06F089784	5/9/2014	3/9/2018	3rd	Elevator Lobby	1		
CCRH 5	X06F089965	5/9/2014	3/9/2018	5th	Elevator Lobby	1		
CH 1	X06F090158	5/9/2014	5/9/2014	1st	Lobby wall adjacent to elevator	1		
CH 2	X11A481867	4/15/2016	4/15/2016	2nd	Across from 2073	1		
CH 3	X06F089770	5/9/2014	5/9/2014	3rd	Adjacent to elevator	1		
CH 4	X11A481778	4/15/2016	4/15/2016	4th	Across from 4057	1		
CHA 1A	X06F089015	5/9/2014	5/9/2014	1st	Opposite of elevator	1		
CHA 1B	X10I468973	11/21/2015	3/20/2019	1st	Between 1220 and 1230	1		
CHA 2A	X10I468658	11/21/2015	3/20/2019	2nd	Near Elevator rm. 2201	1		
CHA 2B	X10I469124	11/21/2015	3/20/2019	2nd	Across from rm. 2246	1		

CHA 3A	X06F090160	5/9/2014	5/9/2014	3rd	Opposite of elevator	1		
CHA 3B	X10H466947	11/21/2015	3/20/2019	3rd	Next to rm.3234	1		
CHA 4A	X10I468983	11/21/2015	3/20/2019	4th	Next to rm. 4201	1		
CHA 4B	X10I468819	11/21/2015	3/20/2019	4th	Across from rm. 4219	1		
CRS	X06F089798	5/9/2014	5/9/2014	1st	Wall near rm 102	1		
CV 1	X10I468958	11/21/2015	3/20/2019	1st	Lobby	1		
CV 2	X10I468471	11/21/2015	3/20/2019	2nd	Next to rm. 217	1		
CV 3	X10I468920	11/21/2015	3/20/2019	3rd	Next to rm. 317	1		
CV 4	X10I468979	11/21/2015	3/20/2019	4th	Next to rm. 417	1		
CV 5	X10I468949	11/21/2015	3/20/2019	5th	Next to rm. 517	1		
EB 1	X06F089778	5/9/2014	3/9/2018	1st	102 - Outside wall of deans office	1		
EB 2	X07H124299	5/9/2014	3/9/2018	2nd	272 - Outside wall in hallway	1		
FFH 1	X06F088535	5/9/2014	3/9/2018	1st	Opposite of elevator	1		
FFH 3	X06F089781	5/9/2014	3/9/2018	3rd	Opposite of elevator	1		
Library	X06F088400	5/9/2014	5/9/2014	1st	Between Phase 1 & 2 at the elevator	1		
LOWE House	X06F089758	5/9/2014	3/1/2018	1st	Kitchen Cabinet	1		
MDH 1	X06F090154	5/9/2014	3/9/2018	1st	Wall outside rm 108	1		
MDH 3	X06F089762	5/9/2014	3/9/2018	3rd	Wall outside rm 327	1		
MH 1	X06F089756	5/9/2014	3/9/2018	1st	Wall outside room 111	1		
MH 3	X06F089771	5/9/2014	3/9/2018	3rd	Wall outside rm 325	1		
MSB	X06F090172	5/9/2014	3/9/2018	3rd	Wall opposite of elevator	1		
MSB & OB	X06F089020	5/9/2014	3/9/2018	1st	Wall outside rm C103	1		
NB 1	X06F089800	5/9/2014	3/9/2018	1st	Lobby wall outside rm 106	1		
NB 3	XO6F089002	5/9/2014	3/9/2018	3rd	Lobby wall adjacent to rm 300	1		

NCRH 1	X11A484404	5/12/2016	3/1/2020	1st	1st floor opposite elevator	1		
NCRH 3	X06F090151	5/9/2014	3/9/2018	3rd	Opposite of elevator	1		
OB	X06F088398	5/9/2014	3/9/2018	3rd	Opposite of elevator and rm 300 complex	1		
OPS Vehicle	X06F088525	5/9/2014	5/9/2014	Car	Police 304	1		
OPS Vehicle	X06F090012	5/9/2014	5/9/2014	Car	Police 302	1		
OPS Vehicle	X06F088526	11/21/2015	11/21/2018	Car	Police 98	1		
OPS Vehicle	X06F089794	5/9/2014	5/9/2014	Car	Police 306	1		
PPB	X06F088523	5/9/2014	3/9/2018	1st	Adjacent to 127	1		
PRC	X06F089764	5/9/2014	5/9/2014	1st	Lobby area 100	1		
RH 1	X06F090168	5/9/2014	3/9/2018	1st	Elevator Lobby	1		
RH 3	X06F088520	5/9/2014	3/9/2018	3rd	Elevator Lobby	1		
SCST 01	X07I139059	5/9/2014	3/9/2018	L	Next to room 020	1		
SCST 1	X08A142505	5/9/2014	3/9/2018	1st	Next to room 150	1		
SCST 2	X08A142434	5/9/2014	3/9/2018	2nd	Next to room 219	1		
SCST 3	X11A484547	5/12/2016	3/21/2020	3rd	Next to Elevator	1		
SCST 4	X08A142430	5/9/2014	3/9/2018	4th	Center of hallway	1		
SECH 606A	X06F088405	5/9/2014	3/9/2018	1st	606A Behind Desk	1		
SH 1A	X06F090155	5/9/2014	3/9/2018	1st	Entrance Lobby	1		
SH 1C	X06G090460	5/9/2014	3/9/2018	1st	Clinic	1		
SKH 1	X06F088522	5/9/2014	3/9/2018	1st	Elevator Lobby	1		
SKH 3	X06F089792	5/9/2014	3/9/2018	3rd	Elevator Lobby	1		
TH 1	X06F089786	5/9/2014	5/9/2014	1st	Adjacent to N114	1		
TH 3	X06F089018	5/9/2014	5/9/2014	3rd	Adjacent to N310	1		
UC	X06F089789	5/9/2014	3/9/2018	1st	Next to service desk in lobby 100C	1		
VBRH	X06F089009	5/9/2014	5/9/2014	1st	Center lobby of M Wing	1		

VBRH	X06F089765	5/9/2014	5/9/2014	1st	Hallway near E1 & E2	1		
WH 1	X09J425445	5/9/2014	3/9/2018	1st	Opposite of elevator, adjacent to 113	1		
WH 3	X06G090375	5/9/2014	3/9/2018	3rd	Opposite of elevator, adjacent to 315	1		
WLRH	X06F089791	5/9/2014	5/9/2014	1st	Lobby Room 100	1		
AED Back Up Unit	X13H622893	11/28/2018	3/1/2021	1st	PPB Lab	1		
AED Back Up Unit	X13I625565	11/28/2018	3/1/2021	1st	PPB Lab	1		
AED Back Up Unit	X13K638272	11/28/2018	3/1/2021	1st	PPB Lab	1		
AED Back Up Unit	X13K639112	11/28/2018	3/1/2021	1st	PPB Lab	1		
AED Back Up Unit	X13I624011	1/12/2019	3/1/2021	1st	PPB Lab	1		
AED Back Up Unit	X06F089349	11/21/2015	3/1/2019	1st	PPB Lab	1		
AED Back Up Unit	X07H124270	5/9/2014	5/9/2014	1st	PPB 113B Storage Cabinet	1		

List problems or equipment replacements here: