AED Program 2017

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The University of Memphis
Automated External Defibrillator (AED) Program

Purpose
The University of Memphis has placed Automated External Defibrillators (AEDs) in multiple locations as a means of delivering potentially lifesaving defibrillation to victims of Sudden Cardiac Arrest (SCA). These devices are intended to provide a bridge during the critical minutes between onset of SCA and arrival of Emergency Medical Services (EMS) personnel.

This Program establishes an orderly process for acquiring, placing, using, testing, and disposal of AEDs and for training personnel. It is also designed to assist in compliance with applicable laws and regulations. It is not, however, intended to address every circumstance or situation that could arise during a SCA event.

Definitions
An Automated External Defibrillator (AED) is an FDA approved medical device that is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual’s heart.

Cardiopulmonary Resuscitation (CPR) is a procedure to support and maintain breathing and circulation for a person who has stopped breathing (respiratory arrest) and/or whose heart has stopped (cardiac arrest).

Emergency Medical Services (EMS) is typically an ambulance service that provides acute medical care and transports patients to a medical facility for more advanced treatment.

Sudden Cardiac Arrest (SCA) is a condition in which the heart suddenly and unexpectedly stops beating, stopping blood flowing to the brain and other vital organs. SCA usually causes death if not treated within minutes.

General Requirements

Scope and Applicability
This Program is issued by Environmental Health and Safety under authority of University Policy UM1293. All University departments are expected to comply with requirements contained herein, as are all personnel authorized to use AEDs.

Duties and Responsibilities

AED Coordinator
The Safety Specialist in the Environmental Health and Safety Office (EH&S) shall serve as the University AED Coordinator. The AED Coordinator shall be responsible for all the following tasks:

- Provide guidance, monitoring, and periodic re-evaluation for this Program.
- Assist AED Owners with program management and provide oversight for all departments possessing AED(s).
- Ensure the appointment of an Alternate AED Coordinator.
• Maintain an inventory of University-owned AEDs and their locations.
• Inform Police Services of the location of all University-owned AEDs.
• Review and approve AED programs submitted by University departments.
• Notify Procurement and Contract Services of approved programs.
• Coordinate AED equipment locations with AED Owners to promote easy access by responders.
• Conduct and document annual inspections to verify that AED Owners are in compliance with this Program.
• Monitor updates to legislation and regulations.
• Act as a liaison between AED Owners, manufacturers, and health agencies to assist with AED maintenance and compliance issues.
• Conduct post-incident debriefings and complete follow-up reports.
• Ensure the posting of the most recent edition of this Program on the EH&S website.
• Periodically, and upon notice of the need for changes, review and recommend revisions to this document.
• Notify department heads of any programmatic and legal changes related to AEDs.
• Maintain records as required and as necessary.
• Provide copies of AED Post-Incident Report to Medical Advisor designated to provide medical oversight of the AED Program.
• Disseminate information about the AED Program and the locations of AEDs.
• Meet at least once per year with the Medical Advisor, representative from Police Services, and AED Directors.
• Notify local EMS agencies of the existence, location, and type of University-owned AEDs.
• Ensure that all AED Responders undergo initial and annual refresher training on bloodborne pathogens.

Alternate AED Coordinator
The Alternate AED Coordinator shall be responsible for the duties assigned to the AED Coordinator if the AED Coordinator is unavailable.

AED Owner
Any University Department acquiring or possessing an AED is an AED Owner. The chair or director of the department is responsible for all the following functions:

• Appoint an AED Director and Alternate AED Director.
• Ensure preparation and maintenance of an up-to-date Department AED Program and Bloodborne pathogens Exposure Control Plan.
• Ensure operation and maintenance of each possessed AED in accordance with regulatory requirements, manufacturers’ recommendations, Department AED Program, and this Program.
• Ensure that all department AED Responders are trained in CPR/AED and bloodborne pathogens in accordance with Tennessee laws and regulations.
• Ensure payment of all costs for purchase, installation, maintenance, and personnel training/retraining associated with the AED.
• Maintain a current roster and contact information for AED Responders, with a copy to the AED Coordinator and Police Services.

AED Director
Duties of the AED Director shall include the following:
a. Place the AED in a conspicuous and unobstructed location that is conducive to rapid access by responders.
b. Develop and periodically update the Department AED Program, including the AED Response Procedure, with a copy to EH&S.
c. Notify employees in their departments of AED locations.
d. Ensure that inspections and maintenance on AEDs is conducted in a timely manner and in accordance with manufacturer recommendations, Tennessee laws/regulations, and this Program.
e. Maintain daily, monthly, and annual status logs for each AED, indicating date and time each AED is checked, and the initials of the person who performs the status check.
f. Maintain the following records on-site:
   i. Procedures and guidelines for AED use.
   ii. AED manufacturer’s “Instructions for Use.”
   iii. Periodic maintenance, repair, and self-inspection records of AED(s).
   iv. Employee CPR/AED and bloodborne pathogens training and exposure control records, including a description of the training program.
   v. Other records as defined by AED manufacturer.
   vi. AED Post-Incident Report(s).
   vii. Copy of this Program.
g. Maintain a roster of individuals currently trained and authorized to use the AED.
h. Ensure that sufficient numbers of staff have been trained to have at least one trained Responder on site during normal business hours.
i. Purchase and replace batteries, pads, and other supplies as needed.
j. Tag each AED as University property and clearly mark to identify it as belonging to the specific department.
k. Notify the AED Coordinator of an incident where an AED was used.
l. Ensure completion of post incident reports by all department AED Responders and submit to the AED Coordinator within 48 hours.
m. Register the existence and location of any new AED with the AED Coordinator.

**Alternate AED Director**
The Alternate AED Director will be responsible for the duties assigned to the AED Director if the AED Director is unavailable.

**Medical Advisor**
The physician providing clinical supervision for Student Health Center and his/her designee from among the Student Health Center clinical staff shall execute functions of the Medical Advisor for this program. The physician shall supervise and endorse placement of AEDs on campus and shall write prescriptions for AEDs.

The physician or designee shall perform the following functions:

- Provide medical direction and expertise on proper AED use.
- Review, approve, and update guidelines for emergency procedures related to AED use.
- Assess, along with the AED Coordinator, AED Post-Incident Reports and make recommendations for improving future responses to incidents.
- Download data from an AED after each use.
- Specify all AED products that are acceptable for purchase and use.
AED Responder
Only University of Memphis personnel designated by their AED Directors as being properly trained are authorized to use an AED. At University facilities where there is no Police Services presence, trained AED Responders are the primary CPR/AED responders.

Duties of the AED Responder include the following:

a. Respond to a sudden cardiac arrest (SCA) and provide prompt basic life support, including AED and first aid, in accordance with training and experience.
b. Respond to an SCA in another building/department if requested by the Police Service or EMS.
c. Activate the internal emergency response plan.
d. Relinquish responsibility for resuscitation to Police Services or EMS personnel as directed.
e. Comply and understand the requirements of the Department AED Program and this Program.

Police Services
University Police Officers are the primary CPR/AED responders at facilities patrolled by Police Services.

Police Services is also responsible for

a. Receiving emergency medical calls from internal locations and external calls from EMS,
b. Contacting the local EMS,
c. Dispatching AED Responder(s) to an emergency location, and
d. Assigning someone to meet responding EMS personnel and direct those personnel to the site of medical emergency.

Procurement and Contact Services
Procurement and Contract services shall ensure that all AED purchases are approved by the AED Coordinator prior to issuing a purchase order.

Department AED Programs
Department AED Programs shall, at a minimum, contain information required in the template provided in the Appendix to this Program. Department programs shall be considered to be a supplement to this Program.

Acquisition and Relinquishment of AEDs
University departments wishing to acquire an AED shall complete the following steps:

- Complete and submit to EH&S the AED Request Form found in the Appendix to this Program,
- Develop and submit to EH&S a Department AED Program,
- Submit a requisition for purchase of approved AED through TigerBuy upon approval of the above documents by the AED Coordinator and Medical Advisor, and
- Notify the AED Coordinator of brand, model, serial number, and location of all AEDs upon receipt.

University departments possessing AED(s) that are unwilling or unable to comply with requirements of this program, including financial support requirement, shall relinquish all such AED(s) by transferring possession to EH&S. University departments wishing to dispose of defective or obsolete AEDs shall dispose through proper channels as e-waste.

Authorized AEDs
The University currently authorizes acquisition and use of the following AEDs:
• Zoll AED Plus (May be acquired and used.)
• Cardiac Science Corporation, Power Heart AED G3 (Legacy devices may be used and maintained, but no new devices are to be acquired without authorization for each acquisition.)

Training Requirements
Any employee who is expected to provide emergency care to another person shall be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heart Saver AED standards, or other equivalent training authorized in Tennessee Rule 1200-12-1-.19(6). This requirement shall include both initial certification training and refresher recertification training every two years thereafter. Responders shall also receive initial bloodborne pathogens training and annual refresher training.

CPR/AED Responder Activation
When personnel in a University department are notified of a medical emergency in or near their vicinity, a designated person shall notify the department AED Responder(s). The department AED Responder(s) will be notified in accordance with a written procedure that is part of the department’s AED Program.

In addition, the designated person shall call the appropriate emergency number for their campus to report the emergency to appropriate authorities. The caller should provide authorities with the following information:

- Type of emergency,
- Address of facility,
- Location of emergency,
- Phone number they are calling from, and
- Further information as requested

Someone should meet and direct emergency responders to the incident location.

AED Post-Incident Use Reporting
Each time an AED is used, the AED Post-Incident Report shall be completed and submitted to the AED Coordinator within 48 hours of use. The AED Coordinator and the Medical Advisor will review the report. Additionally, the AED data will be retrieved and reviewed for appropriate treatment.

Returning AED to Service after Use
After a SCA occurs, it is critical to get the AED back into service as soon as possible. A written procedure for maintaining the AED should contain a section on this process. The following activities should be included in the written procedure:

- Check and replenish supplies as appropriate. (One set of spare electrode pads are required in case they are needed quickly.)
- Clean and disinfect the device.
- Check the battery, and replace if needed.
- Check the device and housing for cracks or other damage.
- Return the AED to its designated location with appropriate supplies.

On-line Appendices
AED Request Form
AED Post-Incident Form
AED Departmental Roster Form
Department AED Program Template