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<b>Responsible Executive:</b>	Vice President for Administration and Technology
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# Automatic External Defibrillator

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## I. REASON FOR THIS POLICY

Sudden Cardiac Arrest remains a significant cause of death in America’s workplaces. The goal of an Automated External Defibrillator (AED) program is to increase the rate of survival of people who have sudden cardiac arrest. AED programs are designed to provide equipment and training as an important means for providing enhanced life safety response measures.

The automated external defibrillator (AED) is a lightweight, portable computerized medical device that can check a person’s heart rhythm; it can recognize a rhythm that requires a defibrillation shock and advise when a shock is needed. Modern AEDs are accurate and easy to use with a few hours of training. If used properly, the AED is an effective tool when faced with sudden cardiac arrest in the workplace.

The University of South Dakota is committed to the health and safety of its students, faculty, staff and visitors. This policy establishes an AED program for the USD campus that will:

- Implement enhanced life safety response measures,
- Meet regulatory compliance,
- Provide continuity and consistency across campus in AED installation, maintenance and use and,
- Establish AED user training requirement.

## II. STATEMENT OF POLICY

University departments and other units that receive an AED, whether it is purchased or donated to the Department, must comply with this policy. This policy and related procedures set forth the

standards and responsibilities for the installation, modification, replacement, repair, inspection, maintenance, and non-medical response of AEDs on the USD campus. This policy does not pertain to the procedures required during a medical response to a sudden cardiac arrest.

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### III. DEFINITIONS

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED):** A computerized medical device that analyzes heart rhythm to detect cardiac arrest and delivers an electric shock to the heart (defibrillation) if necessary.

**SUDDEN CARDIAC ARREST:** A significant life-threatening event when a person's heart stops or fails to produce a pulse.

**AED PROGRAM COORDINATOR:** The Director of Environmental Health and Safety will provide the overall coordination of The University of South Dakota AED program

**BUILDING SAFETY POINT OF CONTACT:** A Building Safety Point of Contact (BSPOC) is designated for all academic and administrative buildings. BSPOCs are trained in emergency response and play a vital role in the campus safety structure and in building evacuations. They, or their designee, are also responsible for disseminating non-emergency information throughout the building. BSPOCs must develop and maintain a contact tree for their building to communicate both emergency and non-emergency information.

**LIABILITY AND GOOD SAMARITAN LAWS:**

*20-9-4.4. Civil immunity for emergency use or nonuse of AED. Any person, who in good faith obtains, uses, attempts to use, or chooses not to use an AED in providing emergency care or treatment, is immune from civil liability for any injury as a result of such emergency care or treatment or as a result of an act or failure to act in providing or arranging such medical treatment.*

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### IV. PROCEDURES

**BUILDING SAFETY POINT OF CONTACT (BSPOC)**

Departments and other administrative units that acquire an AED are responsible for ensuring their AED program is compliant with the USD policy. The Building Safety Point of Contact will be responsible for the management of the AED program for the department or building. The BSPOC must:

- Work with the AED Program Coordinator to develop an AED program for their respective department and/or building.
- Submit the AED program to the AED Program Coordinator for approval prior to the purchase of an AED.
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with written user and service manuals provided by the manufacturer.
- Work with the AED Program Coordinator to provide or arrange for training and refresher training in AED use for staff. The BSPOC should make a reasonable effort to train sufficient staff in order to have at least one trained staff person on site during

normal business hours. The program would include appropriate CPR and AED training of the response team personnel. Training for the AED users shall:

- Be provided by the University at no cost to the employee
- Meet the standard set forth for training AED users from the general public
- Include training and certification in Cardiopulmonary resuscitation (CPR)
- Maintain all required records. The following records must be maintained by the BSPOC:
  - Guidelines for use
  - Manufacturer's instructions
  - Self-inspection records
  - Training records, including a description of the training program
  - AED Incident Reports
- Notify the AED program coordinator within 24 hours of an incident.

### **Environmental Health and Safety**

The Director of Environmental Health and Safety will serve as the USD AED Program Coordinator. The AED Program Coordinator will assist BSPOC with program management. The AED Program Coordinator will:

- Approve AED programs submitted by departments or units.
- Submit the approved AED program to the AED Committee.
- Notify the Purchasing Department of approved programs.
- Coordinate AED equipment location with the BSPOC and the Director of Planning and Construction to promote easy access.
- Conduct annual inspections to verify that AED owners are in compliance with this policy and maintain inspection records.
- Maintain and provide an inventory of AED locations on campus.
- Monitor updates to legislation and regulations.
- Act as a liaison between AED owners, manufacturers and health agencies to assist in unit maintenance and compliance issues.

### **AED Policy Committee**

The AED Policy Committee shall consist of the AED Program Coordinator, Dean of Students, Director of Public Safety and a representative from Human Resources. The AED Program Coordinator will serve as chair of the committee and determine frequency of meetings. The Committee is responsible for:

- Monitoring the implementation of this policy.
- Advising the university on the needs and strategic campus locations that would most benefit from the installation of an AED, in the event that such resources become available.
- Reviewing all special circumstances. All requests for variations from the AED policy and procedures must be submitted to the AED Program Coordinator for review and approval by the committee.
- Recommending policy changes.

### **Facilities Management**

#### **Maintenance**

AEDs must be adequately maintained to ensure that they will function properly in the event of an emergency. Maintenance is simple and must be done according to the operation and maintenance guidelines provided by the manufacturer. At a minimum, this will include checking for readiness after each use and at least once every 30 days. Records of the periodic checks will be maintained by the BSPOC.

A supply kit shall be maintained by Facilities Management and be readily available for use with the AED. The kit should contain:

- Back-up battery set
- Extra set of pads
- Safety razor for shaving chest hair when necessary to apply the pads
- Cardiovascular pulmonary resuscitation barrier (face shield or mask) for protection from infectious disease
- Two pairs of unused medical examination gloves

#### **Purchasing Department**

Prior to the purchase of any AED equipment, the USD Purchasing Department must receive notification from Environmental Health and Safety that a department or unit has an approved AED program. The AED Program Coordinator will recommend a specific defibrillator model to be installed on the USD campus. The acquisition of all AED equipment must be made through the USD Purchasing Department.

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## **V. RELATED DOCUMENTS, FORMS AND TOOLS**

**Not Applicable**