



AUTOMATED EXTERNAL DEFRIBILLATOR (AED) POLICY

Area:	Public Safety	Number:	
Applies to:	Faculty, Staff, and Students	Issued:	July 2013
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I. Purpose

Georgia Southern University (University) is committed to providing a safe and healthy environment for all faculty, staff, students, supporters, and visitors to the University. To that end, the University Automated External Defibrillator (AED) Policy establishes a University-wide oversight committee and develops appropriate guidelines to ensure consistency in purchasing, placement, training, and maintenance of AEDs on University properties.

II. Policy Statement

Use of AEDs will comply with the responsibilities and procedures outlined in this policy and consistent with guidelines outlined by the State of Georgia. This policy applies to individuals trained on the proper use of AEDs as well as untrained bystanders.

Certain departments that employ trained first responders, such as Student Health Services, Public Safety, and Campus Recreation and Intramurals, may choose to have internal policies governing the usage and monitoring of AEDs and associated equipment which exceed the standards set forth in this program.

III. Exclusions

This policy does not apply to AEDs purchased by the University Athletic Department/Sports Medicine Program that are intended to be portable and utilized by Athletics Staff at athletic venues for student athletes. Those Athletic Department /Sports Medicine Program AED units and their use are governed by the Athletic Department/Sports Medicine Program's intradepartmental policies and procedures. Any fixed AEDs in wall-mounted boxes positioned in Athletic Association facilities are governed by this policy.

IV. Definitions

Automated External Defibrillator (AED) - a small, portable device that analyzes the heart's rhythm for any abnormalities and, if necessary, directs the rescuer to deliver an electrical shock to the heart of someone suffering from sudden cardiac arrest. This shock, called defibrillation, may help the heart to reestablish an effective rhythm.

Automatic Automated External Defibrillator - an AED as defined above that, after being powered on, automatically delivers an electrical shock to the victim, when necessary, without requiring the responding user to press a button on the device to deliver that shock.

Cardiopulmonary Resuscitation (CPR) – an emergency medical procedure using artificial blood circulation and respiration to maintain the flow of oxygenated blood through the body, thereby delaying tissue death and increasing the opportunity for successful resuscitation without brain damage.

Emergency Medical Service (EMS) - service providing out-of-hospital acute care and transport to definitive care to patients with illnesses and injuries during a medical emergency.

3-Minute Drop to Shock – a goal established by the American Heart Association (AHA) that, from any location in the building where a victim may drop due to cardiac arrest, a responder can get from the victim to the closest AED and back, power on the device, and place the pads so that a shock can be delivered in 3 minutes.

V. Procedures

A. Responsibilities under the AED Policy

1. AED Advisory Board – The AED Advisory Board is composed of designated members from the Department of Public Safety and Health Services. The AED Advisory Board will monitor the University's policy and make recommendations needed to ensure compliance with any Federal or State regulations and serve the University's population in the most efficient and safe method.
2. University Police Department/Department of Public Safety (UPD) – UPD is assigned as the overseer of the AED program. The specific responsibilities are outlined in this policy.
3. Medical Advisor – The University's Medical Director is the medical advisor for the AED Policy. This individual is responsible for providing oversight of the medical components of this policy.

B. AED Purchases

1. Any AED purchased for use in a University-owned or -occupied building and/or used by a University department will be:
 - a. Requested and purchased through the AED Program Manager at UPD;
 - b. Purchased through the University's approved third-party vendor; and
 - c. Of the same make and model for standardization across all campuses.
2. No AED may be purchased or installed without approval from the AED Program Manager at UPD.
3. Funding for AEDs is obtained through the University AED budget to ensure compliance with the AHA and University standards. If the request does not comply with the AHA or University standards, the funding will be provided by the requesting department.

C. AED Placement

1. All AEDs will be placed to ensure compliance with the AHA guidelines and University standards. The following placement guidelines, at a minimum, should be considered when placing an AED or determining if an AED is needed:
 - a. Placement of the unit for optimal response time (3 minutes drop to shock) should be a priority.
 - b. Placement location should be visible and accessible to the public. Consider placing the unit in a well-supervised area to prevent tampering or theft.
 - c. Locations near conference rooms, theaters, public use areas, and other high-traffic areas are often ideal placement areas.
 - d. AEDs should be placed in locations where the building name, address, and room location are well-marked.
 - e. AED units in buildings should be identified with University standard signage placed above the unit in a highly visible location.
 - f. Security along with accessibility should be considered for the placement of AED units in outdoor facilities which may or may not be supervised during the day.
2. All University-owned or -occupied buildings should have a minimum of one (1) AED per floor. Additional AEDs will be added based on:
 - a. Attaining the “3 minutes drop to shock” response time.
 - b. Difficulty to navigate around the building based on size, configuration, or restrictions that inhibit immediate access.
 - c. Number of people using the building (larger numbers may require additional units).

D. Inspections

1. UPD staff are responsible for monthly checks of all AED units on campus that are not assigned to responsible staff members or departments. If an AED is assigned to a responsible staff member or department, that person or department is responsible for conducting the monthly checks. Monthly inspection checks should include a visual check of the unit and the wall-mounted box, a check of the AED status indicator light to ensure it is green and ensuring that a medical kit is in the AED cabinet.
2. A third-party vendor will be responsible for conducting annual inspections and certifications on each AED including shock engine and software algorithm testing and verification.

E. Maintenance

1. UPD is responsible for ensuring monthly and annual inspections as well as maintenance is performed.
2. UPD is responsible for maintaining spare batteries, spare adult pads, spare pediatric pads, spare AEDs, and spare emergency supply equipment for each AED unit.
3. All AEDs must be taken out of service when they reach an age to be determined by the Medical Director and UPD. The determination will be based on the AHA guidelines, warranty length, and manufacturer’s recommendations.

F. Training

1. AED training is available to employees on request. Refresher courses are also available on request.

2. Supervisors should instruct their employees on where the nearest AED is located and any special internal AED use procedures. This should be done upon receiving new employees as well as at least annually.
3. Students will receive information regarding the University's AED program in areas such as new student SOAR packets and University Housing processes.
4. Hands-on CPR/AED certification training will be made available to all faculty, staff, and students throughout the year on a voluntary basis through classes offered by various campus resources, which may include Campus Recreation and Intramurals, Office of Public Safety, School of Public Health, and Student Health Services. Anyone desiring CPR/AED certification training may check the respective websites for CPR/AED training dates.
5. CPR and AED certification is voluntary unless it is part of a written job description. Voluntary training will not impose required response or civil liability on behalf of the volunteer unless the action is willful or wanton misconduct ([Georgia Good Samaritan Law](#)).

G. AED Post-Incident and Reporting

1. When an AED is used, which by University standards is when the unit has been powered on and attached to a patient, the department or person responsible for using the device should:
 - a. Turn off the AED and leave anything potentially contaminated by bodily fluids alone.
 - b. Notify UPD immediately.
 - c. If no one from UPD is available and with proper personal protective equipment such as gloves, use a large trash bag to collect the AED used and the AED pads to secure them. Notify UPD where the unit can be retrieved.
 - d. Do not tamper with the AED or any accessories that were collected. This will ensure the data is properly stored on the device.
 - e. Within 24 hours of the event, the department and/or person who utilized the AED should complete an AED Use Form which can be found on the UPD website under [Fire and Life Safety Permits and Forms](#).

H. Record Management

1. All maintenance and inspection records associated with an AED shall be kept, at a minimum, while the device is in inventory plus two (2) years after removing it from inventory.
2. All event data records associated with an AED shall be kept according to retention times established by the Medical Director in accordance with State record retention requirements.
3. AED maintenance and training records will be maintained in the following manner:
 - a. A listing of AED locations will be maintained by the UPD.
 - b. A campus map of AED site locations will be maintained by Information Technology Services (ITS) and updated on an annual basis. This map will be available on the web at
 - i. <https://www.georgiasouthern.edu/aed/>
 - ii. <https://georgiasouthern.edu/publicsafety/fire-safety>
 - c. University Human Resources will maintain all employee training records pertaining to AED training.

I. AED Building Response Procedures

1. Should a medical emergency occur, the following actions should take place:

- a. The nearest witness to the event calls 911 to notify EMS of the problem.
- b. The closest AED unit should be retrieved by an individual other than the person(s) performing CPR on the patient. **It is important to note that the AED may be used by any person, trained or untrained in its use, who in good faith renders emergency care to the victim according to Georgia's Good Samaritan law.**
- c. Designate a witness or nearby individual familiar with the building or location to meet the responding EMS unit outside the building on the street to facilitate the most direct route to the patient.
- d. Follow the instructions of arriving EMS personnel and assist them per their directions.

J. Forms

The Post-Incident Report form can be found on the Fire and Life Safety website:

[AED Use Form](#)