



AUTOMATED EXTERNAL DEFIBRILLATOR {"AED"} POLICY

Area: Other Important Information

Number: 3094

Subject: Automated External Defibrillator "AED" Policy

Issued: July 2013

Applies To: Faculty, Staff, and Students

Revised: N/A

Sources:

Updated: 8/18/2015

Responsible Party: Associate Vice President for Human Resources

Page(s): 1 of 12

Purpose

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

Definitions:

Automated External Defibrillator (AED)

An automated external defibrillator (AED) is 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 in order to deliver that shock.*

Emergency Medical Service (EMS)

Service providing out-of-hospital acute care and transport to definitive care, to patients with illnesses and injuries which the patient believes constitutes a medical emergency.

Policy

Use of AEDs will be in compliance with the responsibilities and procedures outlined in this program and consistent with guidelines outlined by the State of Georgia. This program applies to individuals trained on the proper use of AEDs, as well as untrained bystanders; departments with AED units currently in place; and departments that are considering, or in the process of purchasing, AED units. These guidelines do not apply to AEDs purchased by the GSU Athletic Department/Sports Medicine Program that are intended to be portable and utilized by Athletic staff at athletic venues for student

athlete use. These Athletic Department/Sports Medicine Program units and their use are governed by the Athletic Department/Sports Medicine Program's intradepartmental policies and procedures. However, any fixed AEDs in wall-mounted boxes positioned in GSU Athletic Association facilities are included in this program. Unless otherwise specified as per above, this program covers all other fixed and mobile AED units on GSU properties.

Certain departments which contain 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 may exceed the standards set forth in this program.

Procedure

AED Oversight Committee

The AED Oversight Committee will consist of representatives from the following departments or agencies: GSU Student Health Services; GSU Office of Public Safety, Police Division; GSU Office of Environmental Safety Services; GSU Risk Management Office and/ or Legal Affairs; GSU Athletic/Sports Medicine Department; GSU Campus Recreation and Intramurals (CRI); GSU Division of Facilities Services; GSU Human Resources Department; GSU Office of the Provost; GSU Dean of Students Office; and the Emergency Medical Services (EMS) provider for Bulloch County. The GSU AED Oversight Committee will meet on an annual basis or more frequently if AED program updates or incidents of AED use require additional meetings. The AED Oversight Committee is responsible for the following:

- Dissemination of the GSU AED Program and the location of all campus AEDs to the GSU campus community.
- Approval of the type of AED unit that may be purchased, the prescription and medical oversight, and guidelines for maintenance, testing, training, and recordkeeping.
- Coordination with local EMS provider regarding the availability and location of AEDs, including the determination that the approved AED units in use on campus are compatible with local EMS equipment.
- Identification of the appropriate training resources on campus and in the local community.
- Development of a standard campus AED application and registration process, listing and mapping of all AED locations, and a Post-Incident Report form.
- Review of periodic audits or annual reviews of departments maintaining AEDs to ensure compliance with the GSU AED Program Guidelines.

The AED Oversight Committee is responsible for campus AED program oversight and record keeping associated with the Georgia Southern University's AED program. Specific responsibilities may be

shared by the Committee as a group, or may be delegated to specific departments and/or individuals represented on the Committee. These responsibilities include:

- Review of departmental requests for AED purchases: **group responsibility**
- Coordination with requesting departments to ensure that departments are fully briefed on all program responsibilities, purchasing costs, future maintenance costs and training requirements: **group responsibility**
- Maintain documentation of all AED units, locations, and AED Departmental Coordinators: **Office of Environmental Safety Services responsibility**
- Provide monthly inspections of AED units and cabinets, including a check of the AED status indicator light, and the inventory of the emergency kits stored within the AED units: **Office of Environmental Safety Services responsibility**
- Oversee the maintenance and/or replacement of all AED equipment and supplies according to the manufacturer's recommendations. All AED repair and maintenance documentation should be kept with the AED unit: **Office of Environmental Safety Services responsibility**
- Coordination with GSU Procurement regarding AED vendor selection: **group responsibility**
- Maintain a map of campus AED locations and provide AED locations to the local EMS provider and the GSU Police Department Communications Division: **Office of Public Safety responsibility**
- Conduct a review of each use of an AED incident to ensure that the appropriate building personnel, first responders, vendor, and the AED Oversight Committee are involved in order to review response policies and procedures: **Director of Public Safety and Student Health Services Medical Director shared responsibility**
- Completion of the AED Post-Incident Report form each time an AED unit is used or if there is an attempted use of the unit. The Post-Incident Report form may be found at and should be forwarded to the AED Oversight Committee immediately after any attempted or actual AED use: **Director of Public Safety, Medical Director of Student Health Services shared responsibility**
- Ensure that the AED vendor is notified after an AED is used in order to assist with the download of information, check the unit, and to replenish rescue kit supplies: **Office of Environmental Safety Services responsibility**
- Updating the GSU AED Program policy, forms, and resource information for users: **group responsibility**
- Coordination of the annual AED Oversight Committee meetings: **group responsibility**

- Collection and record-keeping duties associated with: **AED requests (group), user training documentation (Human Resources), and Post-Incident Report forms (Public safety) shared responsibilities**
- Identification of the appropriate location(s) for the AED(s) and the AED signage in buildings where an AED will be placed with assistance from the preferred vendor representative and OEP staff: **group, Office of Environmental Safety Services shared responsibilities**

Responsibilities of the AED Departmental Coordinator

In each department where an AED is located, the department will identify an AED Departmental Coordinator, 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. The AED Departmental Coordinator is responsible for the performing the following duties:

- Ensuring departmental adherence to the GSU AED Program.
- Notification of department staff of available voluntary CPR/AED training certification courses.
- Notification of departmental staff of the AED locations in their department buildings.
- Notification of departmental staff when any departmental AED unit is removed from service, and where the next closest unit is located in that instance; also, notification of departmental staff when a replacement unit has been installed in the original location.

AED Purchase

A department or unit interested in obtaining an AED for their building or area should contact the AED Oversight Committee by contacting the Director of Public Safety, (912) 478-5234 or the AED Oversight Committee via email at AED@georgiasouthern.edu to submit a request. The Committee will coordinate with the requesting department to provide the department with an overview of the GSU AED Program guidelines, discuss potential building locations for the AED, explain future costs associated with sustaining the AED unit, provide consultation to the department in their selection of an AED Departmental Coordinator, and discuss training of departmental staff who volunteer to receive in-depth AED training and CPR certification. Requesting departments may be financially responsible for the AED equipment purchase and other future costs related to the AED and associated equipment. In addition, requesting departments must agree to comply with the required monthly AED status and equipment checks performed by the Office of Environmental Safety Services, and to purchase the AED package from the preferred GSU vendor through the AED Oversight Committee. Each AED package should include an AED unit, a wall-mounted storage cabinet, a defibrillation pad, a prep and response kit, an AED wall sign, medical oversight, a prescription, and inclusion in the AED tracking and monitoring program.

Existing AEDs

GSU departments who have purchased an AED prior to the implementation of the GSU AED Program Guidelines should provide the AED Oversight Committee with the location of their department's AED(s), the brand name, model, serial number to include all AEDs in a campus-wide inventory, provide local EMS and GSU Police Communications with the specific make/model of the AED and its location(s), and allow the department in possession of the AED to participate in the AED tracking and monitoring program. Additionally, it is important that the AED Oversight Committee monitor each campus AED, in accordance with Georgia law, to ensure that each AED has appropriate and current medical oversight and a prescription.

Explanation of Funding and Initial Placement Decisions

The AED Oversight Committee strives to support University departments and units by determining and tracking AED placement on campus, monitoring the use of AEDs on campus, and supporting bystander CPR and AED training. It should be noted that the campus AED program is being implemented in phases as funding becomes available. It is the plan to place units in key designated areas as purchases are made. Specific departments can through private funding, donations, etc. purchase/obtain AED's for their area as long as the policy and guidelines are followed. Otherwise, future AED purchases and any associated ongoing expenses will be the responsibility of the department purchasing the unit.

AED Placement

The department or unit purchasing the AED will coordinate with AED Oversight Committee and the GSU AED vendor to identify the most appropriate location in the requestor's building for proper placement. The following placement guidelines should be considered:

- Placement of the unit for optimal response time should be a priority.
- Placement location should be visible and accessible to the public. Consider placing the unit in a well-supervised area to prevent tampering or theft.
- Locations near conference rooms, theaters, public use areas, and other high traffic areas are often ideal placement areas.
- Location where the building name, address, and room location are well-marked.
- AED units in buildings should be identified with signage placed above the unit in a highly visible location.
- Security along with accessibility should be considered for the placement of AED units in outdoor facilities which may or may not be supervised at all times during the day.

All AEDs must be stored in a wall mounted storage box consistent with the manufacturer's guidelines. In addition, the AED user manual, any inspection and maintenance forms, and the AED

emergency supply equipment must be stored in the AED wall-mounted box with the AED unit. Emergency supply equipment for each AED should include electrode pads, nitrile gloves, CPR barrier mask, scissors to assist in exposing the chest, and a disposable razor.

Inspections:

The GSU Office of Environmental Safety Services is responsible for monthly inspection checks of each AED unit under their purview. 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 an inventory of the emergency kit equipment maintained in the AED cabinet. Batteries for the AED storage box alarm (if equipped with an alarm) should be checked for functionality and replaced as needed.

The Office of Environmental Safety Services should immediately contact the AED vendor if the AED is damaged, missing, or if the status light is “red.” In addition, the Office of Environmental Safety Services is responsible for maintaining batteries, spare pads, and emergency supply equipment for each AED unit. The AED Oversight Committee should be notified immediately if Office of Environmental Safety Services staff is unable to successfully contact the AED vendor service representative or if there are potential warranty issues associated with an AED unit.

AED Maintenance:

The Office of Environmental Safety Services is responsible for the routine inspection and maintenance of each AED as per above according to the manufacturer’s recommendations. Any units determined to not be functioning properly will be removed from service immediately and replaced as soon as possible by a working unit. In an instance where a unit cannot be immediately replaced, the Office of Environmental Safety Services will notify the affected department’s AED Departmental Coordinator that a unit in their area is out of service, and directions and instructions for accessing the closest available unit will be given. The AED Departmental Coordinator for the affected department will notify departmental members of this information.

Training:

The AED manufacturer provides a brief video that simply and effectively demonstrates how an AED can be used by an untrained bystander. Viewing this video, along with some brief additional information on location of AED units on campus, will be a part of the required annual training for all faculty and staff, and will be required for new faculty and staff during the onboarding process. This video will be made available by Human Resources on the staff training website, and participation and recordkeeping related to this instructional training will be maintained by Human Resources.

Students will receive information regarding AED locations on campus, along with information on how to access the online instructional video, during their FYE classes. This instructional information will be made available to FYE instructors via the AED Oversight Committee’s faculty representative,

and will be considered a mandatory part of the FYE curriculum. This instructional material will be developed and updated by the AED Oversight Committee.

Hands-on CPR/AED training and certification 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. Program participants who need training should check the Public Safety website for CPR/AED training dates or contact the AED Oversight Committee to inquire about future training dates.

CPR and AED training is voluntary unless it is a part of a written job description. Voluntary training will not impose required response or civil liability on behalf of the volunteer unless action is willful or wanton misconduct (Georgia Senate Bill 51).

AED Post-Incident Reporting:

Following the use or attempted use of an AED unit, the Director of Public Safety and/or the Student Health Services Medical Director should immediately complete the AED Post-Incident Report Form and forward the form to the AED Oversight Committee. A thorough inspection of the unit, decontamination of the unit, and replacement of the used batteries and electrodes in accordance with manufacturer's guidelines shall be performed by a representative from the Office of Environmental Safety Services prior to placing the AED unit back into service. If so recommended by the manufacturer and/or vendor, the AED vendor should be called immediately to have the unit inspected prior to placing it back in service, and a replacement unit should be installed in the original location as soon as possible and the affected department should be notified as per above. Equipment contained in the emergency supply kit stored in the AED storage box should be discarded if used and replenished. The used and contaminated equipment that is intended to be discarded should be treated as medical waste, and as such, appropriate protocols for handling medical waste should be followed.

It is important to note that Emergency Medical Services (EMS) personnel or physicians who treat the victim may want to retrieve data stored on the AED unit. Follow the manufacturer's guidelines in retrieving the information and/or provide the unit to EMS or medical personnel, as requested. Whoever removes the used unit from service in this scenario should immediately notify the AED Oversight Committee if an AED has been removed from a site for this purpose.

Records Management:

AED maintenance and training records will be maintained in the following manner:

- A listing of AED locations and AED Departmental Coordinators are maintained by the Office of Environmental Safety Services. Changes in locations of AED units or changes in AED Departmental Coordinators should be reported immediately to the Office of Environmental Safety Services, and to the AED Oversight Committee.

A campus map of AED site locations will be maintained by the Office of Public Safety, and updated on an annual basis. This map will be provided to local EMS and available on the web at <http://www.GeorgiaSouthern.edu/AED/>

- Post Incident Report forms should be completed by the Director of Public Safety and/or the Medical Director of Student Health Services and submitted to the AED Oversight Committee.
- GSU Human Resources will maintain all employee training records pertaining to AED training
- Public safety will maintain records related to student exposure to AED related training information during FYE classes
- Human Resources will maintain records related to employee training.

AED Building Response Procedures

The nearest witness to the event calls 911 to notify EMS of the problem. Building emergency medical response procedures should be initiated.

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.***

Designate a witness or nearby individual familiar with the building or location to meet the responding EMS unit outside the building on the street in order to facilitate the most direct route to the patient.

Follow the instructions of arriving EMS personnel and assist them per their directions.

Forms

The Post-Incident Report Form can be found on the Public safety web site: <http://bf.georgiasouthern.edu/publicsafety/>

For additional information, contact:

AED Oversight Committee: AED@georgiasouthern.edu

Division of Public Safety: <http://bf.georgiasouthern.edu/publicsafety/>

FAQs

What is the GSU AED Program?

What are the benefits of participating in the AED Program?

What is the AED Oversight Committee?

Who is responsible for the GSU AED Program?

What is the responsibility of the AED Departmental Coordinator?

Who pays for the AED?

How does the department purchase an AED?

Do I need approval to purchase an AED?

Where can I find the AED Program Guidelines?

How can I find out more about the GSU AED Program?

What is the GSU AED Program?

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

What are the benefits of participating in the AED Program?

The GSU AED Program provides for standardization of AED units on campus, including purchasing, maintenance, testing, training and recordkeeping in order ensure consistency of use and a centralized database for record keeping.

What is the AED Oversight Committee?

The AED Oversight Committee will consist of representatives from the following departments or agencies: GSU Student Health Services; GSU Office of Public Safety, Police Division; GSU Office of Environmental Safety Services; GSU Risk Management Office and/ or Legal Affairs; GSU Athletic/Sports Medicine Department; GSU Campus Recreation and Intramurals (CRI); GSU Division of Facilities Services; GSU Human Resources Department; GSU Office of the Provost; GSU Dean of Students Office; and the Emergency Medical Services (EMS) provider for Bulloch County. The GSU AED Oversight Committee will meet on an annual basis or more frequently if AED program guideline updates or incidents of AED use require additional meetings

Who is responsible for GSU AED Program?

The AED Oversight Committee is responsible for campus AED program oversight and record keeping associated with the GSU's AED program.

What is the responsibility of the AED Departmental Coordinator?

The AED Departmental Coordinator is responsible for implementing the AED program within their department or unit, and serves as the primary contact for the AED(s) in their work area. In this role, the AED Departmental Coordinator's responsibilities include ensuring departmental adherence to the GSU AED Program, notification of department staff of available CPR/AED training certification courses, and notification of departmental staff of the AED locations in their department buildings. In addition, the AED Departmental Coordinator will notify all departmental staff when any departmental AED unit is removed from service, where the next closest unit is located in that instance, and when a replacement unit has been installed in the original location.

Who pays for the AED?

The campus AED program is being implemented in phases as funding becomes available. It is the plan to place units in key designated areas as purchases are made. Specific departments can through private funding, donations, etc. purchase/obtain AED's for their area as long as the policy and guidelines are followed.

How does the department purchase an AED?

The requesting department will coordinate with the AED Oversight Committee on the GSU AED Program Guidelines and the purchase of the approved unit and all necessary accessories.

Do I need approval to purchase an AED?

Yes, all AED purchases must be approved by the AED Oversight Committee. The Committee will instruct the requesting department regarding the purchase process, unit location determination, training procedures, and other aspects of the campus AED Program.

How can I find out more about the GSU AED Program?

Contact the Office of Public Safety at 912-478-5234, or visit <http://bf.georgiasouthern.edu/publicsafety/> for more information about the GSU AED Program.