

## **Automated External Defibrillator (AED) Procedures**

Iowa State University is committed to the health and safety of its students, faculty, staff, and visitors. This procedure complies with the campus AED Policy in establishment of procedures to:

- meet regulatory compliance,
- provide continuity and consistency across campus in AED installation, maintenance and use; and,
- establish AED user training requirements.

### **Authorization and Purchase**

University departments and other units that choose to acquire an AED must comply with these procedures and are hereafter referred to as AED owner. The Department of Environmental Health and Safety (EH&S) will provide the overall coordination of the campus AED program via the AED program coordinator. EH&S will assist AED owners with program management.

The AED owner must designate an individual who will be responsible for the management of their AED program. This representative will act as a liaison between the requesting department and the AED program coordinator.

- The purchasing process is initiated by completing an AED Request Form, available at the EH&S website.
- The AED Request Form will describe the criteria for developing an AED program for the respective department or unit.
- The completed AED Request Form must be submitted to the AED program coordinator for approval prior to purchasing the AED. The form may be submitted to the AED program coordinator by email, mailed to 1122 EHSSB or faxed to 294-9357.
- The AED Policy Committee will review any special circumstances. All requests for variations from the AED Policy and procedures must be submitted to the AED program coordinator for review or approval by the committee.
- The unit representative may be asked to meet with either the AED Policy Committee or AED program coordinator to review and evaluate the completed AED Request Form.
- Approved AED requests will be authorized by the AED program coordinator and forwarded to the Purchasing Department. Acquisition of all AED equipment must be made through the Purchasing Department.

### **AED Location and Inventory**

The AED owner must coordinate with their building supervisor and the AED program coordinator to place the AED equipment and cabinet in a location that will promote easy access for building occupants. All AED locations will be recorded in an inventory that will be maintained by the AED program coordinator.

- All AED cabinets installed in public areas on campus shall have an audible external alarm, and when possible, also be tied into the Department of Public Safety via Metasys so that DPS is notified immediately of any AED deployment.
- Each building equipped with an AED must have signage at each of its main entrances designating the presence of an AED in the building. Contact EH&S for standard signage templates.

## **Training**

AED owners must provide or arrange for training and refresher training as follows.

- Identify staff that may be on-site during normal business hours and available to operate AED equipment.
- Staff identified above must successfully complete an American Heart Association CPR/AED course or a nationally acceptable equivalent. Competency is determined by the certified course instructor. Contact AED program coordinator for a list of local training providers.

## **Maintenance and Inspection**

1. AED program coordinator (EH&S) must:

- 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.
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with written user and service manuals provided by the manufacturer.
- Purchase and replace batteries, pads and other supplies as needed.
- Maintain records as listed in the “Required Records” section of the AED Policy.

2. The following records must be maintained by EH&S:

- Guidelines for use.
- Manufacturer’s instructions.
- Training records, including a description of the training program.
- The identity of the department’s responsible person, if applicable.
- AED Incident Report.

## **Incident**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies to the extent appropriate to their training and experience. Iowa law allows for the use of an AED during an emergency for the purpose of attempting to save the life of another person who is, or who appears to be, in cardiac arrest. Each department or unit’s AED program will outline the steps to be followed in the event of a cardiac emergency.

- It is imperative that 911 is dialed for all emergency situations, regardless of their nature. DPS immediately dispatches at least one patrol car as well as emergency medical services to every AED activation site.
- Departments or units must notify AED program coordinator within 24 hours of an incident by submitting an AED Incident Report.
- The AED program coordinator will conduct an incident debriefing and review the AED Incident Report.
- The AED program coordinator will provide the Medical Director with a copy of the AED Incident Report along with any other requested information or data.
- The Medical Director will assess post-event review forms and provide feedback to units as needed.

## **Disposal of AED Equipment**

AED equipment will not be accepted by Asset Recovery for disposal. Contact the AED program coordinator for assistance in disposal and removal of the equipment from inventory.