



## **Automatic External Defibrillator Program**

## 1.0 Introduction

This policy serves as guidance to outline the availability, maintenance, and proper use of Automated External Defibrillators (AEDs) at the University of Denver. The policy also outlines roles and responsibilities to ensure program compliance and success.

## 2.0 Purpose

The purpose of an AED program is to increase the survival chances of individuals in the DU community who go into cardiac arrest. While several electrical abnormalities can result in sudden cardiac arrest, the majority begin with ventricular fibrillation. Rapid treatment of ventricular fibrillation, through the application of a controlled electrical shock, is essential to the victim's survival. Defibrillation is an electric "shock" delivered to the heart to correct certain life threatening heart rhythms.

## 3.0 AED Program Specific Responsibilities

<b>3.1 Department of Campus Safety</b>	<b>The Department of Campus Safety is responsible for the oversight of the program, including:</b> <ul style="list-style-type: none"><li>• Updating the AED policy as needed</li><li>• Updating the AED map as needed</li><li>• Overseeing compliance of the monthly inspections</li><li>• Coordinating First Aid, CPR, and AED training</li><li>• Training Building Coordinators on their roles and responsibilities</li></ul>
<b>3.2 Program Medical Advisor</b>	<b>The Program Medical Advisor is responsible for medical direction and control for the University's AED program. Responsibilities include:</b> <ul style="list-style-type: none"><li>• Develop and/or approve all medical aspects of the program</li><li>• Approve the type(s) of AED unit(s) that satisfy Colorado state law for the University</li><li>• Select and/or approve ancillary medical equipment and supplies for the University's AED program</li><li>• Provide written authorization for acquisition and placement of each AED unit</li><li>• Approve type(s) and frequency of AED training provided to University personnel that will satisfy Colorado state law and best practices</li><li>• Perform a medical review each time an AED unit is used at the University</li><li>• Act as the medical liaison with local emergency medical services (EMS) and Denver Fire Department</li><li>• In cooperation with the University AED Program Coordinator, perform an annual review of all components of the University AED program</li></ul>

<b>3.3 Program Coordinator</b>	<b>The Program Coordinator is responsible for administrative oversight of the University's AED Program, in consultation with the University AED Program Medical Advisor. Responsibilities include:</b>
	<ul style="list-style-type: none"> <li>• Develop and maintain a written program for the University AED program</li> <li>• Identify Building Coordinators and assist them in their responsibilities</li> <li>• In cooperation with the Program Medical Advisor, provide timely written notification to Campus Safety about the acquisition of AED units, the type acquired, and placement of units</li> <li>• Identify and communicate relevant federal and state laws and regulations</li> <li>• Conduct annual reviews of departmental AED programs</li> </ul>
<b>3.4 Building Coordinator</b>	<b>The Departmental AED Building Coordinator is responsible for the day-to-day management of her/his building's AED program, in consultation with the University AED Program Coordinator.</b>
	<ul style="list-style-type: none"> <li>• Ensure AED units are properly maintained and tested in accordance with manufacturer's guidelines</li> <li>• Conduct and document the required monthly inspections</li> <li>• Educate faculty, staff and students on the location of AEDs in their buildings</li> <li>• Ensure department personnel are trained in accordance with guidelines established by the Program Medical Advisor</li> <li>• Ensure that adequate AED-related supplies and recommended ancillary medical equipment are kept on-hand</li> <li>• Maintain required personnel training records</li> <li>• Complete unit maintenance and maintain testing records related to the University's AED program</li> <li>• Ensure that the Program Coordinator and Campus Safety are notified of any use of the department's AED unit</li> <li>• Participate in annual program reviews</li> <li>• Notify the Program Coordinator if he/she leaves the University or is no longer able to fulfill the duties of Building Coordinator</li> </ul>

#### **4.0 Expected / Authorized Users**

Technically, anyone (including untrained bystanders) are protected from civil litigation when using an AED in good faith (under Colorado Good Samaritan Law 13-21-108). However, we encourage personnel to have prior training. The University will offer training for all identified Emergency Coordinators and other DU personnel as requested.

Staff should be aware that they are not required to use an AED. Except trained medical professionals, all University employees are considered volunteers when rendering assistance to any individual suffering a medical emergency.

## **5.0 Automated External Defibrillators (AED)**

### **5.1 Authorized Equipment**

The approved AED Unit to be used is the Phillips Heartstart FRx Defibrillator. Only equipment approved by the Program Medical Advisor will be utilized. Defibrillation pads to be used must be compatible with the Phillips Heartstart FRx AED.

In the event a University AED unit is used to treat a person, the AED unit that is used shall be taken out of service and turned over to the Program Coordinator for evaluation before it will be placed back in service.

- AED Units should be uniquely identified for reporting purposes.
- AED Units will be placed in service by designated Program Coordinator and a log will be maintained that details each unit, location and service/maintenance date.
- AED Units removed from service will be kept by the Program Coordinator. The Program Coordinator should be notified immediately whenever a unit is removed from service.

### **5.2 Criteria for Placement of AEDs and Supplies**

Written requests for AED units must be submitted for approval to the Program Coordinator, who will consider such requests in consultation with the Program Medical Advisor. Placement of AEDs and supplies will be considered by utilizing, in part, the following criteria:

1. Departments or other functional areas that are staffed with trained First Aid/CPR/AED personnel.
2. Locations considered to present a higher than normal risk for occupants to suffer sudden cardiac arrest, such as athletic facilities.
3. Wherever mandated by regulatory requirements.
4. An inventory, including the location, of all AEDs will be maintained by the Program Coordinator.
5. The Program Coordinator will provide the inventory to Campus Safety Dispatch and Denver Health.

### **5.3 Monthly Physical Inspections**

The Building Coordinator will complete the required monthly physical inspections and log them using the software provided by the Program Coordinator. Each Building Coordinator will receive an auto-generated email on the first of every month indicating that the monthly inspection is due. They will document the inspection using the link contained in the email.

Below are the components of the monthly physical inspection:

- Visually inspect AED and cabinet (ensure that it is clean, undamaged, free of excessive wear)
- Verify battery and pads are within the expiration date
- Adequate supplies present: CPR mask, eye shield, 2 pairs nitrile gloves, antiseptic wipes, towel, razor, shears, and a bio-hazard bag in a nylon carry case
- Access to AED is unobstructed and visible

- Green check on handle is illuminated
- AEDs that fail the physical inspection must be removed from service by Campus Safety and the Program Coordinator must be notified to coordinate the repair of the AED before returning it to service.

#### **5.4 Post Incident Equipment Procedures**

The following steps must be completed after the use of an AED.

1. Campus Safety will remove the AED from service and take it to the Campus Safety office for inspection by the Program Coordinator
2. The Program Coordinator will ensure any necessary paperwork is completed
3. If necessary, the Medical Advisor will download the incident data from the AED
4. The Program Coordinator will replace the pads and batteries per the manufacturer's guidelines

#### **6.0 Medical Emergency Procedures**

In case of a life-threatening emergency, make the following TWO calls:

1. 911
2. 303-871-3000

In any cardiac emergency the following procedures should be followed:

1. The responder/rescuer on the scene will assess the scene in accordance to their training and activate the EMS System by calling "911" and then **1-3000** to inform them of the location and nature of the emergency themselves or by having a bystander complete this task.
2. AED responder/rescuer shall follow the approved procedures when delivering patient care. Upon arrival of first responders (police, fire, or EMS) the AED responder/rescuer shall follow their instructions. The AED Unit will stay with the patient until removed by the medical staff and later be returned to Campus Safety.
3. The Department of Campus Safety Dispatcher will dispatch a Campus Safety Unit and advise the local municipal responders as appropriate. The Department of Campus Safety Dispatcher will update the additional responding personnel as appropriate.

#### **6.1 Post Event Debriefing Procedures**

Promptly after the event the following should be conducted:

1. It is mandatory that the Program Medical Advisor and Program coordinator be notified within 24 hours by the Department of Campus Safety Shift Supervisor.
2. The Program Coordinator will work with the AED Program Medical Advisor to provide any required documentation from the AED before the unit is put back in service.

3. It is recommended that the responder/rescuer and assisting personnel speak to someone from the University's Employee Assistance Program (EAP) at University Health and Counseling Center. Follow up appointments are not required but encouraged.
4. The AED Program Medical Advisor, University AED Program Coordinator, Department of Campus Safety representative and other personnel as appropriate will conduct a "debriefing meeting" where all aspects of the performance of the system, personnel, AED Unit, protocols will be addressed for validating or improving effectiveness and identify any problem areas that need to be addressed. Every effort should be made to schedule the "debriefing meeting" within two weeks of any incident.

## **7.0 Records Retention**

The maintenance and testing records required by this program shall be maintained for a period of two years (e.g., current year and immediate past year). Records that reflect the current status of employee training should be maintained until the next training cycle is complete. All other records, including those associated with AED use or post event debriefings, should be maintained indefinitely.

## **8.0 Annual Program Review**

The Program Coordinator and Medical Advisor will annually conduct a review of all components of the University's AED program and make appropriate recommendations for improvement or remediation.

### **8.1 The annual review will include at least the following components:**

- Review of the University AED written program
- Review of Colorado state laws and applicable guidelines related to AED use
- Review of written communications with Campus Safety
- Discussion and review of Program Medical Advisor's responsibilities and activities
- Discussion and review of each Building Coordinator's responsibilities and activities
- Review of all departmental AED written programs
- Review of all departmental records related to personnel training and AED locations, use, service, and testing
- Review of all departmental AED quality assurance programs
- Discussion of program review results with the Director of Environmental Health and Safety, Director of Risk Management and the University AED Program Medical Advisor
- Written report to the Director of Campus Safety

## Appendix A

### Definitions

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

An AED is a device that automatically analyzes heart rhythms and advises the operator to deliver a shock if necessary. Lay responders can use AEDs safely and effectively with minimal training.

#### **AED Building Coordinator**

An employee in the user building who oversees the AED Program, maintenance of the AED Units, and training of the employees.

#### **Emergency Coordinator**

Each department has an Emergency Coordinator to supervise evacuation in case of emergencies. Emergency Coordinators receive two hours of training annually and regular updates from Campus Safety. They are responsible for assessment and response in case of emergency, training employees in their department for emergency readiness, assisting with evacuation drills, and recognize and report safety hazards.

#### **First Responder**

The first medically trained responder to arrive on scene (police, fire, EMS).

#### **Lay Responder/Rescuer (LRR)**

An employee who is appropriately trained and certified to operate an AED Unit during his/her time at work.

#### **Medical Advisor**

The medical advisor for the University's AED program is Denver Health. Denver Health will provide medical oversight for each AED and conduct detailed site assessments to determine AED needs on campus. During site assessments, Denver Health will determine the number of recommended AEDs at each facility, as well as the recommended location for AEDs at said facility. Denver Health will guide and oversee the safety, installation and post-installation of the AEDs and will work with the Program Coordinator to ensure safety and compliance.