



SONOMA STATE UNIVERSITY

Automated External Defibrillator (AED) Program

Department of Environmental Health & Safety
October 2021 Version 1

TABLE OF CONTENTS

1.0 INTRODUCTION..... 1-1

 1.1 Purpose..... 1-1

 1.2 Scope and Applicability 1-1

2.0 DUTIES AND RESPONSIBILITIES 2-1

 2.1 AED Coordinator 2-1

 2.2 Alternate AED Coordinator 2-2

 2.3 AED Owner 2-2

 2.4 AED Campus Consortium 2-2

 2.5 AED Responder 2-3

 2.6 University Police Department 2-3

 2.7 Accounts Payable/Contact Services 2-3

3.0 TRAINING REQUIREMENTS 3-1

4.0 CPR/AED RESPONDER ACTIVATION..... 4-1

 4.1 AED Post-Incident Use Reporting..... 4-1

 4.2 Returning AED to Service after Use 4-1

Attachment A: Post-Incident Form

Attachment B: AED Inspection Checklist

RECORD OF REVISIONS

Version	By	Date	Description of Revision
0	RL	May 2019	Initial Written Program
1	CG	Oct 2021	Program reviewed and updates made to logo in accordance with university updates. No changes to program content.

Legend:

RL: Ruth LeBlanc, Director of Environmental Health & Safety

CG: Christy Gorman, Safety Program Manager, EH&S

DEFINITIONS

Automated External Defibrillator (AED): An FDA approved medical device that is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.

Cardiopulmonary Resuscitation (CPR): is a procedure to support and maintain breathing and circulation for a person who has stopped breathing (respiratory arrest) and/or whose heart has stopped (cardiac arrest).

Emergency Medical Services (EMS): is typically an ambulance service that provides acute medical care and transports patients to a medical facility for more advanced treatment.

Sudden Cardiac Arrest (SCA): is a condition in which the heart suddenly and unexpectedly stops beating, stopping blood flowing to the brain and other vital organs. SCA usually causes death if not treated within minutes.

1.0 INTRODUCTION

1.1 Purpose

Sonoma State University (SSU) has placed Automated External Defibrillators (AEDs) in multiple locations as a means of delivering potentially lifesaving defibrillation to victims of Sudden Cardiac Arrest (SCA). These devices are intended to provide a bridge during the critical minutes between onset of SCA and arrival of Emergency Medical Services (EMS) personnel.

This Program establishes the process for acquiring, placing, using, testing, and disposal of AEDs and for training personnel. This program is also designed to assist in compliance with applicable laws and regulations. It is not, however, intended to address every circumstance or situation that could arise during a SCA event.

1.2 Scope and Applicability

This Program is managed by the Environmental Health and Safety Office. All University departments are expected to comply with requirements contained herein, as are all personnel authorized to use AEDs.

2.0 DUTIES and RESPONSIBILITIES

2.1 AED Coordinator

The Safety Manager in the Environmental Health and Safety Office (EH&S) shall serve as the SSU AED Coordinator. The AED Coordinator shall be responsible for all the following tasks:

- Provide guidance, monitoring, and annual evaluation for this Program.
- Oversight of Department Owners possessing AED(s).
- Maintain an inventory of University-owned AEDs and Department owned AEDs and their locations.
- Inform Police Services of the location of all University-owned AEDs.
- Conduct monthly inspections of AEDs and review AED monthly checklists submitted by University departments.
- Coordinate AED equipment locations in conjunction with the AED Campus Consortium to promote easy access by responders.
- Conduct and document annual inspections to verify that AED Owners are in compliance with this Program.
- Monitor updates to legislation and regulations.
- Act as a liaison between manufacturers, and health agencies to assist with AED maintenance and compliance issues.
- Conduct post-incident debriefings and complete follow-up reports.
- Ensure the posting of the most recent edition of this Program on the EH&S website.
- Periodically, and upon notice of the need for changes, review and recommend revisions to this document. Reviews of this document will occur annually.
- Maintain records as required and as necessary.
- Disseminate information about the AED Program and the locations of AEDs.
- Notify local EMS agencies of the existence, location, and type of University-owned AEDs.
- Ensure that all AED Responders undergo initial and annual refresher training on bloodborne pathogens.
- Maintain the following records on-site:
 - a. Procedures and guidelines for AED use.
 - b. AED manufacturer's "Instructions for Use."
 - c. Periodic maintenance, repair, and self-inspection records of AED(s).
 - d. Employee CPR/AED and bloodborne pathogens training and exposure control records, including a description of the training program.
 - e. Other records as defined by AED manufacturer.

- f. AED Post-Incident Report(s).
- g. Maintain a roster of individuals currently trained and authorized to use the AED.
- h. Purchase and replace batteries, pads, and other supplies as needed.
- i. Tag each AED as University property and clearly mark to identify it as belonging to the specific location.

2.2 Alternate AED Coordinator

The Alternate AED Coordinator will be a representative from the Environmental Health & Safety Office if the AED Coordinator is unavailable.

2.3 AED Owner

Any University Department acquiring or possessing an AED will be considered an AED Owner. As such, each owner will be responsible for following this program and conducting daily and monthly inspections of their AED. The monthly inspection checklist must be submitted to EH&S for review. The chair of the department will be responsible for all the following functions:

- Appoint a department AED Coordinator.
- Ensure operation and maintenance of each possessed AED in accordance with regulatory requirements, manufacturers' recommendations, Department AED Program, and this Program.
- Ensure that all department AED Responders are trained in CPR/AED and bloodborne pathogens in accordance with California laws and regulations.
- Ensure payment of all costs for purchase, installation, maintenance, and personnel training/retraining associated with the AED.
- Maintain a current roster and contact information for AED Responders, with a copy to the AED Coordinator and Police Services.

2.4 AED Campus Consortium

The AED Campus Consortium is comprised of representatives from Environmental Health & Safety, Risk Management and University Police Department. Other key stakeholders (Facility Management, Staff, Faculty, Students) from the campus community may be called upon to assist with the following:

- Identifying the placement of the AED in a conspicuous and unobstructed location that is conducive to rapid access by responders.
- Review any updates to the Sonoma State University AED Program, including the AED Response Procedure.
- Notify employees in their departments of AED locations.
- Ensure that inspections and maintenance on AEDs is conducted in a timely manner and in accordance with manufacturer recommendations, California regulations, and this Program.

- Maintain daily, monthly, and annual status logs for each AED, indicating date and time each AED is checked, and the initials of the person who performs the status check.

2.5 AED Responder

Only Sonoma State University personnel designated by the AED Coordinator as being properly trained are authorized to use an AED. At SSU facilities where there is no Police Services presence, trained AED Responders are the primary CPR/AED responders.

Duties of the AED Responder include the following:

- Respond to a sudden cardiac arrest (SCA) and provide prompt basic life support, including AED and first aid, in accordance with training and experience.
- Respond to an SCA in another building/department if requested by the University Police or EMS.
- Relinquish responsibility for resuscitation to University Police or EMS personnel as directed.
- Comply and understand the requirements of this AED Program.

2.6 University Police Department

University Police Officers are the primary CPR/AED responders at facilities patrolled by Police Services.

University Police is also responsible for:

- Receiving emergency medical calls from internal locations and external calls from EMS,
- Contacting the local EMS,
- Responding to and/or dispatching AED Responder(s) to an emergency location, and
- Assigning someone to meet responding EMS personnel and direct those personnel to the site of medical emergency.

2.7 Accounts Payable/Contract Services

Accounts Payable/Contract services shall ensure that all AED purchases are approved by the AED Coordinator prior to issuing a purchase order.

3.0 Training Requirements

Any employee who is expected to provide emergency care to another person shall be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heart Saver AED standards, or other equivalent training compliant with California Health and Safety Code(s). This requirement shall include both initial certification training and refresher recertification training every two years thereafter. Responders shall also receive initial bloodborne pathogens training and annual refresher training.

4.0 CPR/AED Responder Activation

When personnel in a University department are notified of a medical emergency in or near their vicinity, and there is an AED Responder in the area, a designated person shall notify an AED Responder(s). In addition, the designated person shall call the University Police emergency number 4-4444, to report the emergency. The caller should provide authorities with the following information:

- Type of emergency,
- Location of emergency,
- Phone number they are calling from, and
- Additional information as requested

Someone should meet and direct University Police and/or Emergency Responders to the incident location.

4.1 AED Post-Incident Use Reporting

Each time an AED is used, the AED Post-Incident Report shall be completed and submitted to the AED Coordinator within 48 hours of use. The AED Coordinator and the AED Campus Consortium will review the report. Additionally, the AED data will be retrieved and reviewed.

4.2 Returning AED to Service after Use

After a SCA occurs, it is critical to get the AED back into service as soon as possible. The following activities must be conducted:

- Conduct an inspection of the AED.
- Check and replenish supplies as indicated on the inspection checklist. (One set of spare electrode pads are required in case they are needed quickly.)
- Clean and disinfect the device.
- Check the battery, and replace if needed.
- Check the device and housing for cracks or other damage.
- Return the AED to its designated location with appropriate supplies.

Attachment A: AED Post-Incident Form

AED POST-INCIDENT REPORT

Responder's Name:			
AED Location:		Date of Use:	
AED Model:		AED Serial #:	
Time of Use:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Time EMS/UPD notified:	<input type="checkbox"/> AM <input type="checkbox"/> PM

How were you notified of the emergency?	Time Notified:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Describe the incident: 		

Patient Name:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth/Age:		Witness Name(s):	

Patient Condition Upon Arrival	AED Responder Action(s) Taken
<input type="checkbox"/> Breathing <input type="checkbox"/> Not Breathing <input type="checkbox"/> Conscious <input type="checkbox"/> Unconscious <input type="checkbox"/> Pulse <input type="checkbox"/> No Pulse	<input type="checkbox"/> CPR <input type="checkbox"/> Attached AED <input type="checkbox"/> AED Shock - Total Number of Shocks: _____ Time of Initial Shock: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM

Patient Condition Upon EMS Arrival	EMS Information
<input type="checkbox"/> Breathing <input type="checkbox"/> Not Breathing <input type="checkbox"/> Conscious <input type="checkbox"/> Unconscious <input type="checkbox"/> Pulse <input type="checkbox"/> No Pulse	EMS/Unit Responding: _____ Facility Where Patient Was Transferred: _____

AED Responder(s) exposed to blood or other infectious materials? Mark all that apply.	
<input type="checkbox"/> NO <input type="checkbox"/> Myself <input type="checkbox"/> Others – If others, provide names of all exposed:	
Names:	

If AED Responders were exposed to blood or other infectious materials, immediately notify the Worker Compensation Coordinator @ 664-2664 or EH&S office @ 664-3583.
 Following the incident, all written documentation concerning the incident must be sent to the EH&S Office for a post-incident review with the AED Campus Consortium.

Appendix B: AED Monthly Inspection Checklist

AED MONTHLY INSPECTION CHECKLIST													
AED Serial #: _____	Year: _____	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Bldg: _____ Floor: _____													
Instruction	Corrective Action	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
1. Check alarm on cabinet if equipped	No alarm, check 9V battery and call EHS to replace battery												
2. Examine AED Case for: a. Foreign substances b. Damage or cracks c. Ensure the readiness light display says "OK"	Damage to AED or readiness display, see troubleshooting												
3. AED must be equipped with two adult electrodes. Provide electrode pad expiration dates: Electrode Pad #1 _____ Electrode Pad #2 _____	If dates are expired, contact EH&S for replacement @ 4-3583												
4. AED must be equipped with 2 batteries. Provide expiration dates: Battery in AED: _____ Spare Battery: _____	If battery is not present or needs replacing, contact EH&S @ 4-3583												
Resuscitation Supplies must be attached to AED unit and accounted for (see below for list).	If missing contact EH&S @ 4-3583												
Resuscitation Supplies: 2-CPR masks, 4-pair of gloves, 1-heavy duty scissors, 1-razor, 1-absorbant dry towel, 2-alcohol wipes, 1-equipment towel, 1-biohazard bag													
Readiness Display - Troubleshooting													