



Automated External Defibrillator Program

**Developed by:
The Office of Environmental
Health and Safety**

Revised January 2016

I.Purpose and Scope

This document serves to set forth responsibilities relating to, inspections, recordkeeping and training for the use and care of automated external defibrillators (AEDs) on the campus of Cleveland State University (CSU). This document was revised in September 2015, and replaces any and all prior programs that address AED units on campus.

II.Program Administration/Medical Oversight

The CSU AED Program is managed by the Office of Environmental Health and Safety. The AED Director is the primary liaison with the Medical Director. Medical Oversight is provided by the attending physician at the CSU Department of Health and Wellness Services.

Environmental Health and Safety- (216) 687-9306

University Health and Wellness Services-(216) 687-3649

III. Definitions

(A) **AED** - An AED (Automated External Defibrillator) is used to treat victims who experience sudden cardiac arrest and is only to be applied to victims who are unconscious, not breathing normally and show no signs of circulation. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the user to deliver a shock with voice instructions. They do not require any decision making or interpretations of symptoms.

(B) **Sudden Cardiac Arrest** - The unexpected and abrupt stoppage of the heart due to ventricular fibrillation.

(C) **Ventricular Fibrillation** - An abnormal heart rhythm often seen in sudden cardiac arrest. In this state, rhythm is chaotic and the heart cannot effectively pump blood.

(D) **Cardio Pulmonary Resuscitation (CPR)** – An emergency life-saving procedures performed when a victim’s breathing and heartbeat has stopped (Wikipedia).

(E) **Heart Attack** - A heart attack is a condition in which the blood supply to the heart muscle is suddenly blocked, resulting in the death of the heart muscle. Heart attack victims usually, but not always, experience chest pain and usually remain conscious. Heart attacks may sometimes lead to Sudden Cardiac Arrest.

(F) **First Responder** - A person trained in CPR, First Aid and use of an AED.

IV. AED Procurement

When procurement of an AED is desired, departments shall contact the Office of Environmental Health and Safety (OEHS) to formally request and AED unit. The OEHS will facilitate acquisition of the unit with appropriate signage and ensure it is added to the master inventory of AED units on campus.

V. AED Inventory

The OEHS shall maintain an inventory of all AED units on campus that includes a serial and model number, location and date of equipment. (See **Appendix A**)

VI. Procedures for AED Use

(A) Notify Campus Police Dispatch by dialing 9-1-1 from any campus phone. Cell phone users may also call 9-1-1 and request to be connected with the CSU Police.

(B) Ensure all Personal Protective Equipment is present and used to address potential transmission of blood borne pathogens (barrier mask & latex gloves).

(C) Assess the victim's condition and begin CPR and AED use based on specific training received and sound judgement.

(D) Continue life saving techniques and leave the AED on until local emergency medical services (EMS) arrives. The EMS technicians may ask for further assistance or take over.

(E) Document the use of the AED using an AED Incident Report Form and be prepared to participate in a debriefing of the incident. (See Appendix B)

(F) Notify OEHS through Campus Police Dispatch that the AED has been used. The OEHS will facilitate a post-incident review with involved parties, and download and store information contained on the AED unit relative to the incident.

(G) Following AED use, the electrodes will be replaced prior to returning AED unit to service.

(H) Upon completion of the incident, user shall download and fill out an AED Incident Form (See **Appendix B**) and submit to the OEHS Director. Copies will be forwarded to the CSU Medical Director.

If the unit cannot be returned to service immediately, post the "Temporarily out of Service" placard (See **Appendix C**) in the cabinet. The OEHS shall facilitate maintenance and pad replacement for the AED units.

VII. Training

All CSU responders must be certified in CPR and First Aid and trained in AED use. Training should conform to the American Red Cross, National Safety Council or American Heart Association standards. Certifications in CPR and First Aid must be kept current and AED refresher training must be completed every two years. AED users/responders are required to maintain current certifications and provide documentation of training to OEHS.

VIII. AED Maintenance and Inspection

AED units perform self-tests which automatically evaluate electronics, battery, electrodes and high voltage circuitry. Manufacturer's guidance on maintenance and inspection shall be followed. In addition, OEHS will be responsible for facilitating monthly inspections of the AED units. These services may be performed by CSU personnel or by an outside contracted firm.

CAUTION: Some AED's have a local alarm. Campus Safety Dispatch should be notified at ext. 2020 before opening an AED cabinet for maintenance and inspection purposes.

Monthly Inspection Process:

- Verification the status indicator reads "OK" on the display screen. If the indicator shows otherwise the unit will be replaced immediately with a spare. Technical Support shall be contacted and repairs facilitated.
- Ensure a backup set of electrodes are present. If not, purchase through Manufacturer Customer Service.
- If the unit cannot be returned to service immediately, post the "Temporarily out of Service" placard (**See Appendix C**) in the cabinet and notify Campus Police Dispatch at extension 2020 to facilitate the needed repairs. OEHS shall facilitate maintenance and pad replacement for the AED units.

Annual Inspection Process:

The annual inspection of CSU AED units is performed using a spreadsheet developed to document the process using manufacturer's recommendations (Appendix D). The process includes the tasks performed during the monthly inspection and the following additional tasks:

- Verification of the serial and products numbers of each unit.
- Verification of the correct dates on pads and batteries.
- Verification of the type of pads available with each unit.

IX. Program Review

The OEHS shall document a review of this AED program on an annual basis and make adjustments and modifications where indicated.

Appendix A

Office of Environmental Health and Safety

Serial/Model Number	Brand	Building	Location
39499490 3200731-009	Life Pak CR Plus	RC	Behind Main Desk @ Stair
40253562 3200731-009	Life Pak CR Plus	RC	MAC Gym Closet
43498591 3200731-010	Life Pak CR Plus	RC	Fitness/Wellness Suite (RC166)
39499493 3200731-009	Life Pak CR Plus	RC	2nd Floor East Stair
39499484 3200731-009	Life Pak CR Plus	PE	Pool Deck
39499488 3200731-009	Life Pak CR Plus	PE	B60
39499499 3200731-009	Life Pak CR Plus	PE	Corridor Outside Room SB6
39499496 3200731-009	Life Pak CR Plus	PE	First Floor Elevator Lobby
39499466 3200731-009	Life Pak CR Plus	HS	First Floor Elevator Lobby
38672826 3200731-009	Life Pak CR Plus	JH	First Floor N-S Corridor
39287879 3200731-009	Life Pak CR Plus	EC 4	First Floor Lobby
39287878 3200731-009	Life Pak CR Plus	EC 3	North Entrance
39287877 3200731-009	Life Pak CR Plus	EC 2	Main Entrance
39287880 3200731-009	Life Pak CR Plus	EC 1	Main Entrance
39499494 3200731-009	Life Pak CR Plus	AC	First Floor Elevator Lobby
39499498 3200731-009	Life Pak CR Plus	WO	Lobby Box Office
39499485 3200731-009	Life Pak CR Plus	WO	Training Room
39499503 3200731-009	Life Pak CR Plus	WO	Practice B-Ball Gym
38672827 3200731-009	Life Pak CR Plus	SC	Info Desk

39499489 3200731-009	Life Pak CR Plus	IM	Health Services Corridor 205
43795238 3200731-010	Life Pak CR Plus	IM	Health Services Corridor 205
3949950 3200731-009	Life Pak CR Plus	LL	Second Floor Elevator Lobby
39499497 3200731-009	Life Pak CR Plus	UR	First Floor Elevator Lobby
43795241 3200731-010	Life Pak CR Plus	UR	Second Floor Elevator Lobby
43795245 3200731-010	Life Pak CR Plus	UR	Third Floor Elevator Lobby
39499467 3200731-009	Life Pak CR Plus	CS	Lobby
39499495 3200731-009	Life Pak CR Plus	CS	Mobile Unit - Bag # 1
39499487 3200731-009	Life Pak CR Plus	CS	Mobile Unit - Bag # 2
39499492 3200731-009	Life Pak CR Plus	CS	Mobile Unit - Bag #3
39499491 3200731-009	Life Pak CR Plus	CS	Mobile Unit – Bag # 4
39499486 3200731-009	Life Pak CR Plus	KFH	Athletic Training Room
39499500 3200731-009	Life Pak CR Plus	Spare	PS 234
39499465 3200731-009	Life Pak CR Plus	Spare	PS 234

*2 AED's spares with EHS to change out if one is out of service.

Appendix B

Cleveland State University
Office of Environmental Health and Safety

AED Incident Form

AED Users: Every incident where an AED Unit is used shall be documented by completing this form in its entirety and submitting to EHS within twenty-four (24) hours of the incident.

Name of Patient _____ Phone Number _____

Male/Female (Circle One) Date of Birth _____ Age _____

Date/Time of AED Use _____ AED Serial Number: _____

Location of Incident _____

Description of Incident:

Were any witnesses present? Yes _____ No _____

If yes, provide contact information _____

Identify EMS Unit that responds/transport _____

Time and destination (if available) of transport _____

Name of AED Operator _____ Phone _____

AED Operator's Signature _____ Date _____

Appendix C



AED Notice

**AED
Temporarily
Out of
Service**

- Scheduled Maintenance
- Repair
- Missing
- Other

Additional Details:

Affix this Notice to the AED Unit and report to CSU Police Dispatch
Extension 2020

