Cal Poly’s Public Access Automated External Defibrillator Program Site Responsibilities

Overview:
An Automated External Defibrillator (AED) is a portable medical device which can restart the heart of a person in cardiac arrest. AEDs are simple and safe to use when the manufacturer’s instructions are followed. Departments are encouraged to explore purchasing this potentially life-saving device; however there are responsibilities and costs that come with owning and maintaining a departmental AED. Cal Poly’s Public Access Automated External Defibrillator Program (CPPAAEDP) will provide a medical director and help ensure compliance with California law, but the department will be responsible for appointing a “Site Coordinator” and meeting the following program requirements.

The AED Site (Department) will be responsible for:

1. Purchasing the AED:
The Cal Poly Public Access Automated External Defibrillator Program recommends purchasing the Philips HeartStart OnSite School and Community Value Package (~$1500 with tax) which includes an AED, case, alarmed wall cabinet, and additional accessories.

2. Registering the AED with the county:
Once an AED is purchased, it must be registered with the County of SLO EMS Agency. The online form can be accessed on the AED page of the Environmental Health and Safety website, filled in, and emailed as per directions at bottom left of page.

3. Replacing Battery and Pads
While the AED itself won’t go bad, the battery and pads both expire. The battery life is typically four years, and two years for the pads. The replacement battery and pads currently cost approx. $170 and $70, respectively.

4. Certifying Staff in First Aid:
By law, at least one staff member per AED is required to be certified in CPR and AED use and should have access to the AED during business hours. Therefore, we are requiring (3) three

6/1/2015
staff members per AED for the first unit and one staff member for each additional unit to be certified in CPR and AED use for each department possessing and maintaining AEDs. Exceptions to this rule for departments with limited staff members should be submitted to the Medical Director for approval. This CPR/AED training course must be an in class course (online not allowed) and taught by the American Red Cross, the American Heart Association, or a similar course subject to approval of the Medical Director. A CPR/AED course lasts 4 hours, and costs between $35-$50. Some options are available on campus, as well as in the surrounding community. The certification is valid for two years, and recertification is required every two years. The Site Coordinator will be responsible for confirming that (3) staff members are certified and reporting to the Campus Coordinator every (6) months.

5. Inspecting the AED:

By law, the AED must be checked for readiness every (30) days, and a record must be kept of each inspection. The inspection will entail confirming that the battery or pads are not expired, and the indicator light is still flashing green, indicating the AED is ready to use. The inspection and record-keeping will be the responsibility of the Site Coordinator. A record can consist of a tag kept on the AEDs where staff can date the last inspection. AED inspection tags may be obtained at no cost through the campus coordinator in EH&S, Vivian Longacre; vlongacr@calpoly.edu or x 66628.

6. Reporting Use of AED

In the event that an AED is applied to a victim, a form will need to be filled out, documenting the incident. This single page form can be obtained from the AED page of the Environmental Health and Safety website:

If your department would like to participate in the campus AED Program, please fill out and sign the front page of the Program Standards for AED and email a copy to: Vivian Longacre; vlongacr@calpoly.edu or send copy through the campus email to: Vivian Longacre, Environmental Health and Safety.