

# Cal Poly Campus Automated External Defibrillator (AED) Program

## I. Purpose

AED's save thousands of lives each year. Cal Poly SLO is committed to providing a safe and healthful campus, including providing reasonable access to emergency medical equipment. Environmental Health & Safety along with the University Police Department (UPD) maintain that the best possible outcome for an unconscious, unresponsive victim is to call 911 and report the medical emergency. The University Police Department has an average response time of 2 minutes throughout most of the campus. The campus contracts with the City of San Luis Obispo Fire Department for emergency medical response (Medics). Each Fire Department response includes fully trained Medics and the nearest Fire Station has an average response time of less than 4 minutes. After calling 911, the first responder should stay with the victim and perform CPR if they are trained and capable of doing so, while waiting for UPD and Medics response. EH&S will communicate this strategy to the campus community at every opportunity.

Installation of AED's in public areas on campus requires compliance with applicable California Health and Safety Codes and Regulations (*the California Health and Safety Code Sections 1797.196 and Statutes Section 1714.21 of the Civil Code*). This program incorporates the AED requirements of the codes referenced above. Neither the Civil Code, or the Health and Safety Code listed above may be construed as to require and have installed an AED in any building.

## II. Definitions

- A. Automated External Defibrillator (AED): The automatic external defibrillator capable of cardiac rhythm analysis, which will charge and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia when applied to an unconscious patient with absent respirations and no signs of circulation. The automatic defibrillator requires user interaction in order to deliver a shock.
- B. AED Service Provider: Any agency, business, organization or individual who purchases an AED for use in a medical emergency involving an unconscious person who has no signs of circulation. This definition does not apply to individuals who have been prescribed an AED by a physician for use on a specifically identified individual
- C. AED Readiness Check: Check consisting of at minimum verifying the expiration date on the AED's battery and pads, making sure the indicator light is green, and any other manufacturer's recommended checks.
- D. Public Use AED: Any AED that is used in the event of a medical emergency involving an unconscious person who has no signs of circulation. This definition does not apply to individuals who have been prescribed an AED by a physician for use on a specifically identified individual.
- E. Public Access AED Site Employee: An employee working in a building that contains a public use AED.

## III. Requirements

## **A. Campus AED Program Manager**

1. At all times, while these policies and procedures are in effect, the campus will maintain a Campus AED Program Manager. The person is responsible for the overall coordination, implementation, and continued operation of the program.
2. The Campus AED Program Manager or alternate contact will be available in person or by phone within a reasonable amount of time to answer any questions or concerns of the authorized individuals.
3. The Campus AED Program Manager will maintain the Campus AED Program and update the program when requirements or regulations change.
4. The Campus AED Program Manager will assist in training on the use of AED to campus employees as requested.
5. The Campus AED Program Manager, or his/her designee, will provide the "Public Access AED Site Notification" form to the San Luis Obispo County EMS Agency.
6. The Campus AED Program Manager, or his/her designee, will provide the San Luis Obispo County EMS Agency with the "Public Access AED Notification of Use" form within 96 hours following the date of the incident.
7. The Campus AED Program Manager will ensure that the Public Access AED program complies with all federal, state and local regulations regarding the program.

## **B. Internal Emergency Response Procedure**

1. Upon learning that an employee or a member of the public is ill, a Public Access AED Site Employee will quickly access the patient and determine the patient's level of consciousness, breathing and pulse. If emergency assistance is required, the employee or a designee will immediately contact Emergency Communications (9-1-1) for medical assistance.
2. If it is not possible to quickly assess the patient's condition, an employee or designee shall immediately call 9-1-1 and provide as much information as you know about the patient and his/her location. Stay on the line with 9-1-1 until you receive further direction.
3. If the patient is unconscious and demonstrates signs of lifelessness or the employee cannot tell if the patient has a pulse or is breathing, commence cardiopulmonary resuscitation (CPR) if trained, and direct someone to bring the AED as quickly as possible to the patient's location.
4. Once the AED is at the patient's location, expose the patient's chest and activate the AED in accordance with the manufacture's protocols until EMS arrives.
5. If the patient begins breathing on his/her own and a pulse can be felt, **DO NOT PERFORM CPR**. Monitor the patient closely for changes in breathing or pulse until EMS arrives.

6. If the AED does not recommend shocking the patient, but the patient is unconscious, not breathing, and you cannot feel a pulse, continue CPR. CPR shall be continued until instructed by EMS to stop. Do not remove the AED pads from the patient until instructed to do so by EMS.

### **C. Post-use Procedure**

1. Complete documentation of the sudden cardiac arrest event no more than 24 hours following the event.
2. The "Public Access AED Notification of Use" form is to be sent to the Campus AED Program Manager.
3. Campus AED Program Manager will contact the AED vendor to download event data from AED (if applicable). Do not remove the battery.
4. Campus AED Program Manager or designee should conduct emergency incident debriefing as needed.

### **D. Quality Assurance**

1. Quality assurance shall be maintained by way of retrospective evaluation of the medical care rendered by the authorized individuals on scene and during transfer of the patient to the appropriate transporting agency personnel.
2. If grief counseling is deemed necessary, referrals may be made to professional grief counseling organizations.
3. In addition to information obtained from the AED, the "Public Access AED Notification of Use" form shall be completed whether or not shocks were delivered.
4. The "Public Access AED Notification of Use" form is to be sent to the San Luis Obispo County EMS Agency within 96 hours following the date of the incident.
5. The Campus AED Program Manager, and/or designee will review the AED record of the event and interview the authorized individuals involved in the emergency to ensure that:
  - a. The authorized individuals quickly and effectively set up the necessary equipment.
  - b. When indicated, the initial defibrillatory shock(s) was delivered within an appropriate amount of time given the particular circumstances.
  - c. Adequate basic life support measures were maintained.
  - d. Following each shock or set of shocks, as appropriate, the person was assessed accurately and treated appropriately.
  - e. The defibrillator was activated safely and correctly.
  - f. The care provided was in compliance with the internal emergency response guidelines set forth in this document.
6. Following the post incident review, a copy of all written documentation concerning the incident will be sent to the Campus AED Program Manager and maintained on site for a period of not less than seven (7) years from the incident date.

## **E. Maintenance and Documentation**

1. The AED manufacturer determines the maintenance and battery replacement schedules for its AED's.
2. The Campus AED Program Manager in conjunction with the Department AED Coordinator shall maintain a log indicating where all AED's are located; last date of routine maintenance; next scheduled date of maintenance; routine testing; next date of testing; date of battery change; and any and all uses of the defibrillator.
3. The Department AED Coordinator is responsible for ensuring that regular maintenance, testing and battery changes occur as required. The AED will be checked for readiness after each use and at least every ninety (90) calendar-days, if it has not been used in the previous thirty (30) calendar-days.
4. The Department AED Coordinator will ensure the AED is tested at least biannually and after each use.
5. The Department AED Coordinator is responsible maintaining a list of all AED use demonstrations to department/building employees and keeping the documentations of such for at least 3 years.

## **F. Training Requirements**

1. The Department AED Coordinator must provide a demonstration on the use of an AED to department/building occupants annually, at a minimum of at least one employee per year.
2. The Department AED Coordinator or designee will notify department/building occupants of the location(s) of the AEDs at least once per year along with information on who to contact for voluntary CPR and AED training.
3. Instructions on how to operate the AED must be posted next to the AED unit in at least 14 point font. Instructions for use are to turn on unit and follow directions. See Appendix 2 for example.

## **G. Acquisition of AED by Campus Departments**

Departments interested in the acquisition of an AED unit should be made aware that the best outcome for a cardiac arrest victim is to utilize an AED within the first 3 minutes of the cardiac event. Environmental Health & Safety along with the University Police Department (UPD), maintain that the best scenario for an unconscious, unresponsive victim is for the first responder to call 911 and request an AED. The University Police Department has a response time of 2 minutes throughout most of the campus and contracts with the City of San Luis Obispo Fire Department for emergency medical response, with an average response time of less than 4 minutes.

There are responsibilities and costs that come with owning and maintaining a departmental AED. Departments interested in the acquisition of an AED, are to follow the requirements contained in this document.

The basic steps to AED acquisition are:

1. Department determines that AED placement is desired, and secures appropriate funding.
2. Department designates a Department AED Coordinator to manage site responsibilities.
3. Department AED Coordinator submits an AED request (see Appendix 1 of this document) to the Campus.

Program Manager at the EH&S office.

1. The Campus Program Manager will meet with the Department AED Coordinator to go over specific requirements and offer training, maintenance, etc. to comply with California regulations governing AEDs for public use.
2. Once the coordination is complete with the above, the Campus Program Manager will meet with the department's AED Coordinator to identify an appropriate location for AED placement.
3. The Department AED Coordinator orders AED and initiates Facilities Service Request for the installation of the unit.

## **H. Department AED Coordinator**

Departments that purchase AED's and are responsible for the maintenance and training requirements contained in this document will maintain a Department AED Coordinator. This person is responsible for the overall coordination, implementation, and continued operation of the program within their department.

1. The Department AED Coordinator or alternate contact will be available in person or by phone within a reasonable amount of time to answer any questions or concerns of the building or department occupants where the AED is located.
2. The Department AED Coordinator will follow all maintenance and documentation listed in Section III.H, above.
3. Will notify the Campus AED Program Manager as soon as possible following the activation of the AED; activation/utilization is defined as any instance in which as AED is turned on (employed) for anything other than routine maintenance or battery change.
4. The Department AED Coordinator, or his/her designee, will provide the Campus AED Program Manager with the "Public Access AED Notification of Use" form within 48 hours following the date of the incident, should the AED be utilized.

## **I. Program Review**

The Campus AED Program Manager, EH&S Director and applicable staff shall annually review this document and the Public Access AED program, and make appropriate improvements.

Appendix 1  
**Departmental AED Request**

Departments may request an AED in their building by following the steps:

- Obtain Department Head/Chair or other with budget authority approval for purchase (\$ approx. \$1700 should be budgeted)
- Designate a Department AED Coordinator
- Department AED Coordinator fills out the form below and requests a half hour appointment with Campus AED Coordinator via calendar invite. See below for contact info.
- Campus Coordinator will meet with the Department AED Coordinator to go over specific requirements and offer training, maintenance, etc. to comply with California regulations governing AEDs for public use.
- AED approval and site location will be determined at this time.

**Required Information:**

Department: \_\_\_\_\_

Department AED Coordinator: \_\_\_\_\_

Coordinator's Phone #: \_\_\_\_\_

Coordinator's Email Address: \_\_\_\_\_

Building (containing AED): \_\_\_\_\_

AED Intended Location (leave blank until after meeting with AED Program Manager): \_\_\_\_\_

\_\_\_\_\_

Responsible for AED Maintenance:    Site    ☐    Environmental Health and Safety    ☐

Department Approval Signature: *must be a departmental employee with budget authority.*

\_\_\_\_\_  
Approving Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature of Campus AED Program Manager

*Please contact the Campus AED Program Manager, Vivian Longacre at [vlongacr@calpoly.edu](mailto:vlongacr@calpoly.edu) or ext. 6-6628 if you have any questions regarding the request and approval process.*

## **Instructions on how to use the AED**

**AEDs are very simple to use. Follow these directions and the unit will guide you the rest of the way.**

- 1. Make sure 911 call is made. If you are alone- call first- then act.**
- 2. If patient is unconscious and not breathing, bring AED unit to the victim's side.**
- 3. Turn on the AED**
- 4. Remove clothing from victim's chest**
- 5. Attach pads as shown on pad labels**
- 6. Follow AED verbal instructions.**