



Automated External Defibrillator (AED) Program

Environmental Health and Safety Office

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Introduction

Automated External Defibrillators (AEDs) are portable electronic devices designed to assess the heart's rhythm and if needed, automatically recommends whether or not an electric shock should be delivered to correct the heart rhythm. These devices allow trained people to provide life saving defibrillation to victims of cardiac arrest (cessation of a heartbeat, usually due to a heart attack). The American College of Occupational and Environmental Medicine (ACOEM) recommends placement, when practical, of Automated External Defibrillators (AEDs) in sufficient workplace locations to allow initiation of resuscitation and use of the AED (the so-called "drop to shock" interval) within 5 minutes of recognized cardiac arrest.

Purpose

To ensure that the University AED Program meets appropriate sections of ACOEM's Guidelines for the Use of Automatic External Defibrillators (AEDs) in the Workplace Setting and satisfies North Carolina laws pertaining to AED acquisition and use.

Responsibilities

UNC Charlotte AED Medical Program Advisor (*Student Health Services*)

- Develop and/or approve all medical aspects of the program.
- Approve for use at the University type(s) of AED unit(s) that satisfy North Carolina state law.
- Perform a medical review each time an AED unit is used at the University.
- In cooperation with the University AED Program Coordinator, perform annual review of all components of the University AED program and the efficacy of departmental AED programs with individual coordinators.

First Responders AED Coordinator (*Police & Public Safety*)

- Communication and coordination of the AED program with emergency medical services (EMS) and coordinating with EMS protocols.
- Assist in the procurement of AEDs and supplies.

UNC Charlotte AED Program Administrator (*Environmental Health and Safety*)

- Develop and maintain a written AED program for the University.
- Assist Departmental AED Program Coordinators in AED requirement compliance.
- Approval of each Departmental AED program
- Assisting in conducting annual reviews of the AED program.

Inspection and Maintenance Administrator (*Facilities Management*)

- Inspect, maintain and test Building AEDs in accordance with manufacturer's guidelines.
- Maintain all AED maintenance and testing records.

The Departmental AED Program Coordinator (*Designated by the Building Manager*) is responsible for the day-to-day management of departments' AED program in consultation with the University AED Medical Program Advisor.

Responsibilities include:

- Develop and maintain written procedures for Department's AED program.
- Provide a copy of the Departmental AED program to the EH&S office.

- Inspect, maintain and test departmental AEDs in accordance with manufacturer's guidelines.
- Ensure department personnel are trained in accordance with guidelines established by the University AED Program Medical Advisor and manufacturer.
- Ensure that adequate AED-related supplies and recommended ancillary medical equipment are maintained in an adequate supply and discarded when expired.
- Maintain all documented records of personnel AED training.
- Ensure that the University AED Program Medical Advisor and EH&S Office are notified of any use of the department's AED.
- Participate and cooperate in annual program reviews.

Procurement and Placement of AEDs and Supplies

The ACOEM recommends when practical, AEDs be placed in locations throughout a workplace that will allow initiation of resuscitation and use of the AEDs (the "drop-to-shock" interval) within 5 minutes of recognized cardiac arrest. Written request for AED units must be submitted for approval to the University AED Program Medical Advisor, who will consider such requests in consultation with the Police Chief, Director of Risk Management and University Program Administrator. The Police Chief will issue a purchase request to procure the AED once the Medical Advisor approves. The purchase expense and maintenance of these devices will be covered by the Departmental AED Program Coordinator.

The University of North Carolina at Charlotte currently owns and maintains approximately thirty-three (33) AEDs that are strategically placed in several campus buildings and University Police vehicles. A complete list can be found on EH&S website and [Appendix A](#).

Departmental AED Procedures

All departmental AED program coordinators must develop written procedures that include at a minimum the following elements:

- Coordination with University AED Program Medical Advisor
- Identification and location of all AED and ancillary equipment
- Training of authorized personnel
- Procedures for
 - Inspection, maintenance and replacement of AEDs and ancillary equipment.
 - The actual use of an AED
 - Contacting first responders
 - Post event evaluation
 - Recordkeeping
 - The establishment of an AED quality assurance program that addresses medical review of AED use, recordkeeping, and methods of program evaluation.

Authorized AED Users

All AED-trained employees at UNC Charlotte are volunteers except for University Police Officers and Student Health Services personnel.

AED Training

Authorized training must be in accordance with the American Heart Association, American Red Cross or National Safety Council. Only those who have successfully completed initial certified AED and/or refresher (at least every 2 years) training are permitted to use them in emergency situations. This training should include hands on demonstration with the model of

AED intended to be used. University Police and Student Health Services will also be required to participate in the UNCC Blood Borne Pathogen training. Any volunteer responder wishing to attend Blood Borne Pathogen training can contact the Environmental Health and Safety Department.

Records Retention

Facilities Management will maintain inspection, maintenance and testing records ([Appendix B](#)). Departments must maintain AED, training, AED use and post evaluation records.

Required Equipment

Each AED will have:

1. One set of adult defibrillation electrodes
2. One set of child pads
3. One barrier kit containing:
 - Two pairs of disposable gloves (i.e. latex, nitrile)
 - One disposable razor
 - One pair of scissors
 - One CPR pocket mask
 - Gauze pads
 - Antiseptic towelettes

System Verification and Review

Departmental AED Coordinators shall review annually:

1. Training Records
2. Inspection and Maintenance Reports
3. Program Effectiveness

Departmental AED Coordinator shall ensure the review of monthly:

1. Barrier kit is adequate
2. AED battery life status
3. AED operational status

AED Post Incident Report

1. AED Incident Report Form ([Appendix C](#)): Must be completed by a Trained Responder for each medical event using the AED. The form shall be forwarded by fax to both the UNC Charlotte AED Medical Program Advisor and the Environmental Health and Safety office within 24 hours of the medical event.
2. Any and all patient information generated during AED use must be collected and placed in the patient's confidential medical file in Employee Health Services or the Student Health Center.
3. A review of each medical event using an AED shall be conducted by the AED Program Coordinator. All key participants in the medical event shall participate in a review that includes:
 - Actions that went well during the medical event
 - Opportunities for improvement
 - Critical incident stress debriefing
4. A summary of the post-incident review shall be sent to Environmental Health and Safety for record retention purposes

Appendix – A AED Locations

10/08/2009

Athletics

Belk Gym	0044 Belk Track/Field Office (Portable – Training Room	Carlton Anderson
Belk Pool	1452 Pool Office Lanyard	Roy Fielding
Belk Track & Field	Training Room	Carlton Anderson
Wachovia Field House	Training Room	Carlton Anderson

Atkins Library

	Security Office	Mark Reynolds
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Belk Gym

Dept of Kinesiology	First floor corridor near Room 111	Mitch Cordova
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Cato Hall

Adjacent to the elevators on each floor

College of Health & Human Services (CHHS)

	First floor landing in south stairway of CHHS building	Julie Fuselier
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Facilities Management

Main Office	Parking Services / Facilities Management Building	Jessica Deal
Zone Maintenance	Parking Services / Facilities Management Building	Jessica Deal
FM / Campus Police	J Building	Lanny Caudle

Friday Building

	Adjacent to the elevators on each floor (3)	John Gandar
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Police and Public Safety (PPS)

FM / Campus Police	FM/PPS Building (Lobby area of FM/PPS Building)	Lt. Roger Hughes
	Marked Patrol Cars (10)	Lt. Roger Hughes
	Police Telecom (PPS, 2 nd Floor Communication)	Lt. Roger Hughes

Robinson Hall

	Adjacent to the elevators on each floor (2)	Beverly Lueke
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Student Activity Center

Security Office
Ground Level corridor, near Room 064

Nina Simmons
Nina Simmons

Student Health Services

One located in the clinic corridor, one that will be located in the pharmacy/immunizations waiting area and one that will temporarily be located in the administrative waiting area sitting on the reception desk until phase three of construction. The third AED is to be put in that new construction area hallway once that area is completed, for a total of 3 in the building.

Emily Stewart

**Appendix – B Inspection and Maintenance
AED Monthly Inspection Form**

Location of AED: _____ Type of AED: _____

YEAR:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
AED present, clean and in good condition												
One set of ADULT defibrillator pads, sealed, undamaged, and in date.												
One set of CHILD defibrillator pad, sealed, undamaged, and in date.												
Scissors, disposable razor, pocket mask, gauzes, towelettes and 2 pairs of gloves available in good condition.												
Spare M3863A battery in date (if applicable)												
Status Indicator – hourglass self test passed												
Wall Cabinet Alarm is in proper working condition (if applicable)												
INSPECTOR INITIALS:												
Problems Noted:												
Corrective Action:												

- 1) ***Please ensure at least ONE (1) set of AED pads and ONE (1) set of child pads are in the AED cabinet. Ensure that the pads have not expired.***
- 2) ***Ensure that the battery is fully charged (if not, either replace it or re-charge it per the manufactures specifications).***
- 3) ***All out of date or defective batteries should be replaced. The out of date and defective batteries should be given to FM Recycling.***
- 4) ***All deficiencies should be reported to the responsible departmental AED coordinator for corrective action.***
- 5) ***If an AED needs to be taken out of service, please post signage reading "AED OUT OF SERVICE".***

This checklist is designed to help you ensure that your AED will always be ready when you need it most. If you have questions about AED's or how to implement a maintenance program please contact the Environmental Health and Safety Office at 74291.

Appendix – C AED Post Incident Report

Complete this form for every incident necessitating AED use, submitting via fax within 24 hours of use to both the AED Medical Program Advisor and Environmental Health and Safety Office (704-687-6968).

DATE & TIME OF AED USE: _____

EXACT LOCATION OF INCIDENT: (include building name, room #, facility name, city): _____

DESCRIPTION OF INCIDENT: _____

WITNESSES: _____

NAME OF AED OPERATOR: _____

OTHER ASSISTING RESPONDERS: _____

AED SERIAL NUMBER: _____

IF AVAILABLE/KNOWN:

PATIENT'S NAME: _____

UNIVERSITY ID NUMBER (If applicable): _____

DOB: _____ **AGE:** _____ **SEX:** F M **PHONE:** _____

ALLERGIES: _____

KNOWN MEDICATIONS: _____

PERTINENT MEDICAL HISTORY: _____

PATIENT PHONE NUMBER: _____

EMS UNIT RECEIVING PATIENT: _____

TIME AND LOCATION OF TRANSPORT: _____

REPORTED BY: _____ **DATE:** _____

FIRST RESPONDER PHONE NUMBER: _____