



THE UNIVERSITY OF UTAH

**OCCUPATIONAL AND ENVIRONMENTAL
HEALTH AND SAFETY**

AED Program University of Utah 2016

Purpose

To ensure consistency in purchasing, placement, training, maintenance, and departmental oversight of AEDs on University of Utah properties.

Scope

Use of AEDs will be in compliance with the responsibilities and procedures outlined in this program and consistent with guidelines outlined by the State of Utah. This program applies to the University of Utah academic campus and field operations. These guidelines do not apply to University patient care.

Responsibility

Oversight Committee – the Campus Safety and Health Committee shall serve as the AED Program Oversight Committee. The Campus Safety and Health Committee acting as the AED Oversight Committee is responsible for the following:

- Review of periodic audits or annual reviews of AEDs to ensure compliance with these University AED Program Guidelines.

Occupational and Environmental Health and Safety (OEHS) - OEHS is responsible for campus AED program oversight and record keeping associated with the University's AED program. Specific responsibilities include:

- Maintain documentation of all AED units and locations.
- Provide annual inspections of AED units,
- Coordination with UU Procurement regarding AED vendor selection.
- Coordinate with University Facilities Management to ensure campus design standards are current and new construction includes AED equipment.
- Maintain a map of campus AED locations and provide AED locations to the local EMS provider and the University Police Department Dispatch division.
- Conduct a review of each use of an AED incident to ensure that the appropriate building personnel, first responders, vendor, and the AED Oversight Committee are involved in order to review response policies and procedures.
- Ensure that the AED vendor is notified after an AED is used in order to assist with the download of information, check the unit, and to replenish rescue kit supplies.
- Responsible for updating the University's AED Program, forms and resource information for users.
- Coordination of the annual AED Oversight Committee meetings.

- Collection and record-keeping duties associated with AED requests, user training documentation, and Post-Incident Report forms

Placement

The following placement guidelines are considered:

- Placement of the unit for optimal response time is a priority.
- Placement location should be visible and accessible to the public. Consideration for placing the unit in a well-supervised area helps prevent tampering or theft.
- Locations near conference rooms, theaters, public use areas, and other high traffic areas are considered ideal placement areas.
- Location where the building name, address, and room location are well-marked.
- AED units in buildings are identified with signage in a highly visible location.
- Security along with accessibility are considered for the placement of AED units in outdoor facilities which may or may not be supervised at all times during the day.

All AEDs stored in a wall mounted storage box will be managed consistent with the manufacturer's guidelines. Cabinets have a local alarm (not connected to 911 or the EMS Dispatch Center) whereby an alarm sounds when the box is opened. In addition, the AED user manual, any inspection, and maintenance forms and the AED emergency supply equipment must be stored in the AED wall-mounted box with the AED unit. Emergency supply equipment for each AED should include spare electrode pads, nitrile gloves, CPR barrier mask, scissors to assist in exposing the chest, and a disposable razor

Inspections

Annual inspections shall be conducted by

Annual inspections include a visual check of the unit and the wall-mounted box, a check of the AED status indicator light to ensure it is "green," and an inventory of the emergency kit equipment maintained in the AED cabinet. Batteries for the AED storage box alarm are checked for functionality and replaced as needed.

Monthly inspections shall be conducted by ?

Monthly inspections include a visual check of the unit and the wall-mounted box, a check of the AED status indicator light to ensure it is "green," and an inventory of the emergency kit equipment maintained in the AED cabinet. Batteries for the AED storage box alarm are checked for functionality and replaced as needed

Maintenance

OEHS is responsible for replacing the battery pack and electrode pads prior to their expiration dates through the AED vendor. OEHS personnel will conduct a yearly inspection of each AED on campus for

exterior cracks or damage, examination of all batteries, pads, cables, and connectors, and conduct a check to confirm any problems that may have been detected by the AED unit's self-diagnostic test.

Training

The following videos are available on the OEHS website. Additional in person training can be scheduled through OEHS.

[Introduction to Zoll's AED Plus \(1:33\)](#)

[Using the AED Plus as an individual responder \(4:24\)](#)

[Using the AED Plus with more than one person responding \(4:56\)](#)

Recordkeeping

AED maintenance and training records will be maintained in the following manner:

- A listing of AED locations and critical equipment servicing dates are maintained by OEHS. Changes in locations of AED units should be reported immediately to OEHS.
- A campus map of AED site locations will be maintained by OEHS and updated on an annual basis. This map will be provided to local EMS and available on the OEHS website.
- Post Incident Report forms should be completed by device users and submitted to OEHS.

Departmental Procedures

The nearest witness to the event calls 911 or (801) 585-2677 to notify UUPD of the problem.

Building emergency medical response procedures regarding CPR should be initiated.

The closest AED unit should be retrieved by an individual other than the person(s) performing CPR on the patient. It is important to note that the AED may be used by any person, trained or untrained in its use, who in good faith renders emergency care to the victim according to Utah's Good Samaritan law.

Designate a witness or nearby individual familiar with the building or location to meet the responding EMS unit outside the building on the street in order to facilitate the most direct route to the patient.

Follow the instructions of arriving EMS personnel and assist them per their directions.

Post Use Procedures

The following steps must be followed after the use or attempted use of an AED:

- The department representative where the AED was used will provide a detailed account of incidents involving use or attempted use of AEDs to OEHS within one (1) business day for review.
- OEHS will provide a backup AED until the used AED is ready for service again whenever possible.

- OEHS will receive and review the AED incident report and will forward the report to the AED Medical Director.
- The AED Medical Director will receive and review the AED incident report and will provide feedback to OEHS and the AED oversight committee if necessary.
- OEHS will notify the AED vendor after an AED is used in order to assist with the download of information, checking the AED, and to replenish supplies.

REFERENCES

[Title 26 Chapter 8b UTAH SUDDEN CARDIAC ARREST SURVIVAL ACT](#)

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