



FLORIDA ATLANTIC
UNIVERSITY

ENVIRONMENTAL HEALTH AND SAFETY

AED Program Manual

Florida Atlantic University

Office of Environmental Health and Safety

June 2022

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1 Purpose

Florida Atlantic University (FAU) is committed to providing a safe and healthy environment for all faculty, staff, students, and visitors. To that end, the objective of the FAU Automated External Defibrillator (AED) Program is to establish University-wide oversight of AEDs on all FAU campuses to ensure their readiness. This program also provides guidance on purchasing, placement, training, maintenance, and oversight of the university's AED units.

2 Scope

Use of AEDs at FAU facilities will be in compliance with the responsibilities and procedures outlined in this program and consistent with Florida Statutes (F.S.401.2915). This program applies to individuals trained on the proper use of AEDs; departments with AED units currently in place; and departments that are considering, or in the process of purchasing AED units.

For the purposes of this program, AEDs fall into one of two categories, "Public Access" or "Portable/Dedicated Use." Public Access AEDs are defined as those units that are placed in wall-mounted boxes located in areas accessible to all building occupants and the general public. Portable/Dedicated Use AEDs are defined as those units that are carried from place to place by designated staff for dedicated purposes; or those units that are in areas that are not accessible to all building occupants and are not accessible to the general public.

This program applies to both categories of AEDs; however, Portable/Dedicated Use AEDs are subject to the following modifications to the responsibilities and procedures outlined in the program:

- These units are not required to be placed in wall-mounted boxes, but they may be if so desired.
- Specific staff members who are expected to use the units must be identified, and a list of their names, must be kept up to date and provided to EH&S.
- Training for all staff expected to use these units is mandatory and those staff members must maintain current certification in CPR/AED.

3 Responsibilities

3.1 Environmental Health & Safety (EH&S)

Environmental Health & Safety is responsible for the day-to-day oversight and operation of Florida Atlantic University's AED Program. Specifically, EH&S is responsible for the following:

- Ensuring the FAU AED Program is periodically reviewed and updated as needed.
- Collecting and maintaining program records, including AED Site Coordinator lists, AED purchase requests, AED unit, location, and maintenance information, training documentation, and Post-Incident Report forms.
- Increasing University awareness of the FAU AED Program and the locations of all public access AEDs on FAU Campuses.
- Providing information on AED training as well as training resources on campus.
- Maintaining maps of all public access AED locations on FAU campuses and providing AED locations to local EMS providers and the FAU Police Department.
- Overseeing the departmental AED application and registration process.
- Reviewing and coordinating departmental requests for AED purchases.
- Coordinating with requesting departments to ensure they are fully briefed on all program responsibilities, purchasing costs, and training requirements.
- Performing annual reviews of departments maintaining AEDs to ensure they have AED Site Coordinators and are in compliance with the FAU AED Program.
- Working with AED Site Coordinators to identify proper locations for AED units.
- Contracting for annual inspections and maintenance of AED units.
- Providing back-up AED units, if possible, when AED units must be taken out of service or removed from the site.
- Participating in reviews of each AED use incident to ensure proper procedures were followed and making recommendations for improvements when appropriate.
- Ensuring the AED vendor is notified after an AED is used to assist with the download of information, check the unit, and to replenish supplies.

3.2 Responsibilities of the AED Site Coordinator

The AED Site Coordinator is responsible for implementing the AED program within their department or unit and serves as the primary contact for the AED(s) in their work area. The AED Site Coordinator is responsible for the following duties:

- Ensuring departmental compliance with the FAU AED Program.
- Completing a CPR/AED training certification and periodic re-certification training as required.
- Identifying AED users in their department, unit, or building and coordinating initial certification and required re-certification training for each user as required.
- Notifying department employees and building occupants of the AED location and of the personnel who have been trained to use AEDs.
- Conducting monthly visual inspections of the AED unit and the cabinet, checking the AED status indicator light, and inventorying the emergency kit contents stored with the AED for those units classified as “Portable/Dedicated Use.”

- Notifying EH&S whenever a visual inspection reveals a need for maintenance of the unit or replacement of any AED equipment and supplies according to the manufacturer's recommendations.
- Ensuring an [AED Incident Report Form](#) is completed each time an AED unit is used or if there is an attempted use of a unit.
- Ensuring completed Post-Incident Report forms are forwarded to EH&S immediately after any attempted or actual AED use.
- Notifying EH&S if they can no longer fulfill their duties as an AED Site Coordinator and a replacement is needed.

4 AED Purchases

A department or unit interested in obtaining an AED for their building or area should contact EH&S via e-mail at ehs@fau.edu to submit a request. EH&S will coordinate with the requesting department to provide an overview of the FAU AED program guidelines, discuss potential building locations for the AED, explain initial costs to purchase the AED unit, provide consultation to the department in their selection of a departmental AED Site Coordinator, and discuss training of departmental staff who volunteer to receive AED training. Requesting departments are financially responsible for the initial purchase of AED equipment, including any installation and training costs. EH&S will provide annual inspections and replacement supplies (pads, etc.) at no cost to the department. Requesting departments must agree to name an AED Site Coordinator, recruit volunteers for AED training, conduct required monthly AED status and equipment checks, and purchase the type of AED specified by the University. Each AED package must include an AED unit, a wall-mounted storage cabinet, and an AED wall sign.,.

If a department believes they should have an AED placed in their building but do not have the ability to pay the initial purchase and/or installation costs they should contact EH&S at ehs@fau.edu to further discuss their request.

5 AED Placement

The department or unit purchasing the AED will coordinate with EH&S to identify the most appropriate location in the requestor's building for proper placement. The default placement of AEDs will be in the first-floor lobby area of a building. If another location is chosen, the following placement guidelines should be considered:

- A sign should be placed in a conspicuous place in the lobby denoting the location of any AEDs in the building.

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

Public Access AEDs must be stored in a wall mounted storage box consistent with the manufacturer's guidelines. 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 adult electrode pads, pediatric electrode pads (when appropriate), nitrile gloves, CPR barrier mask, scissors to assist in exposing the chest, and a disposable razor.

6 Inspections & Maintenance

EH&S is responsible for monthly inspection checks of each public-access AED. Monthly inspection checks include a visual check of the unit (and the wall-mounted box, if applicable), 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. Site Coordinators maintain this inspection process for all "Portable/Dedicated Use" AED units.

AED Site Coordinators should immediately contact EH&S if an AED is damaged, missing, if the status light is not flashing "green" pads are expired, or any supplies are missing or expired. AED Maintenance

Any maintenance issues arising from the monthly visual inspections must be reported to EH&S. EH&S has contracted with an AED vendor to perform maintenance and conduct biannual inspections of each AED unit, checking for exterior cracks or damage, examining batteries, pads, cables, connectors, and conducting a check for any problems that may have been detected by the AED unit's self-diagnostic test. Battery packs and electrode pads will be replaced prior to their expiration dates through the AED vendor.

7 Training

Departmental representatives who volunteer to participate as trained AED users, must complete and maintain a certificate in CPR/AED training that meets or exceeds the standards associated with the American Heart Association (AHA), the American Red Cross (ARC) or the National Safety Council. CPR and AED training is voluntary unless it is a requirement of a written job description. Voluntary training does not impose a requirement to respond or civil liability on the volunteer unless the action is willful or criminal misconduct, gross negligence, reckless disregard or misconduct, or a conscious, flagrant indifference to the rights or safety of the victim who was harmed (768.1325, Florida Statutes).

CPR/AED training information is available from EH&S. CPR/AED training is available through several outlets at FAU including, Health and Wellness Education, Campus Recreation, and the College of Medicine Simulation Center. CPR/AED training can also be obtained from external sources such as the American Heart Association, the American Red Cross or the National Safety Council.

AED Site Coordinators are responsible for identifying several building staff members who would volunteer to complete CPR/AED certification training. Any training costs are the responsibility of the department/unit. The AED Site Coordinators must forward a copy of the staff member's certification to EH&S.

8 AED Post-Incident Reporting

Following the use or attempted use of an AED unit, the AED Site Coordinator should immediately complete the AED Post Incident Report Form and submit it to EH&S within one business day of the event. A thorough inspection of the unit, decontamination of the unit, and replacement of the used electrodes in accordance with manufacturer's guidelines must occur prior to placing the AED unit back into service. Please call EH&S immediately to have the unit inspected prior to placing it back in service. If used, supplies and equipment in the emergency supply kit with the AED should be discarded and replenished. Any supplies or equipment contaminated with blood or other potentially infectious materials must be discarded as medical waste. Contact EH&S for proper disposal.

It is important to note that Emergency Medical Services (EMS) personnel or physicians who treat the victim may want to retrieve data stored on the AED unit. Follow the manufacturer's guidelines in retrieving the information and/or provide the unit to EMS or medical personnel, as requested. Immediately notify EH&S if an AED has been removed from a site for this purpose.

Whenever an AED unit is taken out of service or removed from site, EH&S will supply a back-up unit, if one is available, until the original unit is placed back in service or returned to the site.

9 AED Use Procedures

Important Note: Any person who uses or attempts to use an automated external defibrillator device on a victim of a perceived medical emergency, without objection of the victim of the perceived medical emergency, is immune from civil liability for any harm resulting from the use or attempted use of such device according to Florida's Cardiac Arrest Survival Act (768.1325, Florida Statutes).

- Call 911 to notify EMS of the problem.
- If possible, the nearest building AED user or other first responder with active CPR/AED certification card should be notified.
- Begin CPR until an AED is retrieved, or EMS arrives.
- The closest AED unit should be retrieved by an individual other than the person(s) performing CPR on the patient.
- Send a nearby individual familiar with the building or location to meet the responding EMS unit outside the building on the street to facilitate the most direct route to the patient.
- Follow the instructions of arriving EMS personnel and assist them per their directions.

10 References

[AED Post Incident Report Form](#)