



# THE UNIVERSITY OF OKLAHOMA

## The Department Of Campus Safety Automated External Defibrillator (AED) POLICY

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## **I. Purpose**

Automated external defibrillators (AEDs) can be life saving devices for persons suffering from sudden cardiac arrest (SCA). The University of Oklahoma recognizes having AEDs on campus serve to enhance life safety by enabling users to administer defibrillation in an SCA emergency, if possible, prior to the arrival of emergency responders. The intent of this document is to establish an AED policy for the OU Norman campus that will be utilized as a source of reference for designated AEDs on campus.

## **II. Policy Statement**

University buildings and departments in pursuit of AEDs, or in possession of, shall meet the requirements as set forth in this policy by the DCS serving as the approving authority for petitions by departments requesting to purchase AEDs, and facilitating inquiries and rendering decisions in regards to the University's AED policy.

## **III. Scope**

This policy identifies the requirements, procedures and responsibilities pertaining to the purchasing, installing, locating, maintaining, inspecting, record keeping, user training, and use of AEDs.

## **IV. Definitions**

<b>AED</b>	– Automated External Defibrillator
<b>AHA</b>	– American Heart Association
<b>ARC</b>	– American Red Cross
<b>DCS</b>	– Department of Campus Safety
<b>Designated Employees</b>	– Individuals who have been selected or identified by their associated department to operate and maintain AEDs as part of their job responsibilities
<b>CPR</b>	– Cardio Pulmonary Resuscitation
<b>SCA</b>	– Sudden Cardiac Arrest

## V. Oklahoma AED Law

- a. 76 O.S. §-5A- Good Samaritan Protection. Emergency care or treatment by use of AED - Immunity from Civil Liability.
- b. Campus AED building locations and specific placement will be provided to local emergency responders.

## VI. AED Purchasing Authorization & Protocols

The use of the building, building size, the number of occupied levels and general layout of the building should all be used as determining factors for AED spacing and quantity.

- a. Departments and/or groups desiring to purchase an AED must petition the DCS. Departments shall complete, petition **Form A**, and e-mail the completed form to the DCS ([CampusSafety@ou.edu](mailto:CampusSafety@ou.edu)) for approval.
- b. Petitioning departments pursuing AEDs shall be financially responsible for purchasing and maintaining AEDs and ensuring that any designated staff are properly trained in CPR and the use of AEDs. This is to include the purchase cost of the AEDs, the replacement of integral components such as batteries, pads and other necessary accessory items, and all associated training costs for designated employees.

*Exception-* Any other approved funding means as determined by University Administration.

- c. As a condition of approval, petitioning departments pursuing AEDs shall designate a Site/Area Coordinator in their petitioning report to the DCS as well as other designated employees as secondary users in the absence of the site coordinator.
- d. Once approved the department may proceed to order the AED/AEDs. This also applies to the phasing out and replacement of any existing AED brand.
- e. Existing AED brands, currently in place, may continue to be used provided their CPR prompts are in accordance with the American Heart Association's current criteria and if they are maintained in accordance with their manufacturer's recommendations.
- f. Many AED brands are suitable. The DCS does not have a recommended brand or model, but suggests choosing a simple and user friendly device.

## **VII. Responsibilities of the Site/Area Coordinators and Designee**

### **1. AED site location**

- a. AEDs are to be placed in a DCS-approved location where it is clearly visible and readily accessible to the building's occupants. Common places are near elevators, main reception areas, break rooms, and walls in main corridors.
- b. AEDs shall be placed in protected cabinets and clearly marked "AED".
- c. Occupants should be able to access the AED/AEDs within a three-minute response time anywhere within the building. The three-minute rule is used as a guideline to determine the quantity of AED/AEDs needed for the building.
- d. The location of each AED shall be provided to the DCS and all employees in the building.

### **2. Inspections and Maintenance**

- a. The Site Coordinator is responsible for visually inspecting AEDs on a weekly or monthly basis in accordance with the manufacturer's recommendations.
- b. It is highly recommended that batteries and pads be replaced simultaneously or as necessary depending on the circumstances. Pads are to be replaced after each use.
- c. An inspection record and AED maintenance history shall be documented and retained. (see **Form B**)
- d. If an AED has a dead battery or other impairment and is not completely functional then it shall be removed and taken offline until it is operational.

### **3. Certification and Training**

- a. Certification is not required, but proper training from an AHA or the ARC program is required in maintaining proficiency in CPR and AED usage.
- b. OU Fitness and Recreation has an established CPR, First Aid & AED training program with certified instructors. They are recognized as the University's resource to be utilized for training and certification. They also offer AED training (non-certification) through the DCS.

**VIII. Reporting to the Department of Campus Safety**

- a. Site/Area Coordinators shall provide an annual report at the end of the fiscal year to the DCS reporting all details. (See **Form C.**)
- b. Existing departments which have AEDs installed in or within their affiliated buildings, outside locations, mobile vehicles, and associated events under their purview shall identify and establish a Site/Area Coordinator who will meet the responsibilities of that position.
- c. Any emergency use, addition, relocation, or replacement of an AED shall be reported to the DCS with its relevant information such as location, date, make, model and serial number.

**IX. Medical Oversight**

The DCS will oversee AED protocols in regards to the use of AEDs, review and advise in regards to training and proficiency for designated users and review all situations in which a University AED was used in an emergency.