



## **AED Guidelines and Procedures**

### **OVERVIEW**

Automated External Defibrillator (AED) Guidelines and Procedures will establish guidelines for the campus-wide utilization of AEDs



## **AED Guidelines and Procedures**

### **RESPONSIBILITIES**

#### **AED Committee Responsibilities**

Develop, review and update the campus AED Guidelines periodically.

Assure that the University is in compliance with all laws and regulations pertaining to the use and implementation of AEDs.

Develop policies and procedures and assign responsibility for equipment inspection and maintenance based on legal, manufacturer and other requirements.



## **AED Guidelines and Procedures**

Communicate with the Medical Director on issues as needed.  
Inform/update the campus community on location and use of AED annually.  
*Updating Alameda and Contra Costa counties EMS, as per regulation requirements.*  
*Reviewing laws and regulations that govern the use of AEDs.*

### **Department AED Coordinator Responsibilities**

Responsible for verifying that equipment is being checked per manufacturer's recommendations.  
Ordering necessary equipment, supplies, and accessories.  
Notifying AED Program Coordinator of any changes in equipment and location.  
Attending and representing their area at AED Committee meetings.  
Discretion to assigning the above responsibilities to others who are properly trained.

### **EQUIPMENT CHECKLIST**

All AED equipment and accessories shall be maintained in a state of readiness and per manufacturer guidelines.

At a minimum, the AED must be checked at least once every 90 days and after each use.

Records of equipment checks will be kept by Campus Program Coordinator.

### **TRAINING**

Per SB658 effective January 2016, certified CPR & AED training is no longer required; however it is still recommended.

An AED orientation video will be available for each Department's AED Coordinator to view.

A "How to Use" poster is displayed next to each AED for reference.

An annual notice will be sent to notify Faculty, Staff and students of the AED locations and the link to access the training video(s)

Training records will be maintained by the department coordinator and made available for inspection to the Campus AED coordinator upon request. It is recommended that records be kept for at least 2 years.

### **NOTIFICATION**



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Depending on the campus county, (Alameda or Contra Costa) EMS will be notified of the specific location of all AEDs on campus, and updated if there are any changes. Likewise, the campus community will be informed of the location of AEDs annually.

It is recommended that Housing residents be informed of the campus location of AEDs and their use.

### **POST EVENT REVIEW**

An AED Incident Report Form will be used to report an event.

After each AED use the AED Committee will review the incident to assess the effectiveness of the AED program.

As the result of an incident, the Committee may make recommendations to revise and improve the program including location, number, placement or type of AEDs and associated guidelines and procedures.

The manufacturer of the AED will be contacted, to download the post event information for the AED Medical Director.

### **OTHER RESOURCES**

State and Federal requirements  
Manufacturer's Contact information  
How to use the Philips FRx AED

Revised 1/15/18