Automated External Defibrillator (AED) Program
An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and automatically deliver a shock or advise the operator to deliver the shock.

AED Locations
AED’s are located in many buildings across campus, and many are stored in a wall mount cabinets for ease of access. Many police cruisers are also equipped with AED’s. It should be noted that some AED’s may be moved temporarily to provide coverage for special events. A complete list of AED locations can be found on the Risk Management website.

Authorized AED Users
Anyone who has successfully completed an approved CPR/AED training program within the last two years and has a successful completion card.

Volunteer Responder
Anyone can, at their discretion provide voluntary assistance to victims of sudden cardiac arrest. The extent to which these individuals respond shall be appropriate to training and experience. Volunteer responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

Area Coordinator Responsibilities
An Area Coordinator is appointed at each AED Location and is responsible for the following activities:

- Check the device once each calendar month and document system readiness.
- Coordinate training to ensure there is a sufficient number of Authorized AED Users trained on the AED device so they can successfully operate it in an emergency.
- Notify the AED Program Contact of any change to the AED Location or Area Coordinator.
- Complete the Post-Incident Report Form for Cardiac Arrests anytime an AED is put on a patient and present the form to the AED Program Contact within 24 hours of the event.
- Inform the AED Program Contact when replacement supplies are needed.
Oversight Committee Responsibilities
The Oversight Committee has responsibility for the overall management of the AED Program including but not limited to the following:

- Meet annually to evaluate the effectiveness of the AED Program.
- Disseminate information about the AED Program including AED Locations.
- Select AED Program equipment and suppliers.
- Maintain AED equipment specifications, prescription, and purchasing records.
- Facilitate AED equipment and supply orders.
- Conduct post-event review.
- Revise AED Program documents as required.

Medical Advisor Responsibilities
The Food & Drug Administration considers defibrillators to be prescription devices pursuant to 21 CFR, 801, 109 and medical authorization is required. The AED Program Medical Advisor is responsible for the following activities:

- Provide medical direction for use of AEDs.
- Write a prescription for AEDs.
- Review and approve guidelines for emergency procedures related to use of AEDs.
- Evaluate post-event review forms and digital files downloaded from the AED.

AED Deployment
The AED may be used on any individual at least 8 years of age or older and displaying ALL of the following symptoms associated with cardiac arrest:

- Victim is unconscious.
- Victim is not breathing.
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement.

Post Event Review

- A post incident review shall be conducted following each deployment of an AED to learn from the experience.
- The AED Oversight Committee shall conduct and document the post incident review.
• All key participants in the event shall participate in the review.

• Included in the review shall be the identification of actions that went well and any opportunities for improvement.

• An essential consideration is the psychological effect on the rescuers and others who participated in or witnessed the event and the need for critical incident stress debriefing.

• Any and all patient medical information generated and collected shall be placed into a confidential medical file for the AED Medical Advisor to review.

• The electrodes & resuscitation kits (if used) will need to be replaced.

**AED Program Contact**
The AED Program Contact is:

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