



Automated External Defibrillator Program

**Developed by:
The Department of
Environmental Health and Safety**

Revised November 2009

I. Purpose and Scope

This document serves to set forth responsibilities, inspections, recordkeeping and training related to the use and care of automated external defibrillators (AEDs) on the campus of Cleveland State University. This document was revised in November 2009, and replaces any and all prior programs that address AED units on campus.

II. Program Administration/Medical Oversight

The CSU AED Program is managed by the Department of Environmental Health and Safety. The AED Coordinator is the primary liaison with the Medical Director. Medical Oversight is provided by the attending physician at the CSU Department of Health and Wellness Services.

AED Coordinator: Paul M. Novak, Director - Phone (216) 687-9306

Alternate AED Coordinator: Dan Cueno – Phone (216) 523-7588

Medical Oversight: Dr. Karen Borneman – Phone (216) 687-3649

III. Definitions

(A) AED - An AED (Automated External Defibrillator) is used to treat victims who experience sudden cardiac arrest and is only to be applied to victims who are unconscious, not breathing normally and show no signs of circulation. 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 advise the user to deliver a shock with voice instructions. They do not require any decision making or interpretations of symptoms.

(B) Sudden Cardiac Arrest - The unexpected and abrupt stoppage of the heart due to ventricular fibrillation.

(C) Ventricular Fibrillation - An abnormal heart rhythm often seen in sudden cardiac arrest. In this state, rhythm is chaotic and the heart cannot effectively pump blood.

(D) CPR, Cardio Pulmonary Resuscitation - The application of learned techniques in order to maintain basic life support.

(E) Heart Attack - A heart attack is a condition in which the blood supply to the heart muscle is suddenly blocked, resulting in the death of the heart muscle. Heart attack victims usually, but not always, experience chest pain and usually remain conscious. Heart attacks may sometimes lead to Sudden Cardiac Arrest.

(F) Responder - A person trained in CPR, First Aid and use of an AED.

IV. AED Procurement

When procurement of an AED is desired, departments shall contact the Department of Environmental Health and Safety (EHS) to formally request an AED unit. EHS will facilitate acquisition of the unit and ensure it is added to the master inventory of AED units on campus.

V. AED Inventory

EHS shall maintain an inventory of all AED units on campus that includes a unique identifying tracking number, serial and model number, location and date put into service. (See Appendix A)

VI. Procedures for AED Use

(A) Notify Campus Police Dispatch by dialing 9-1-1 from any campus phone. Cell phone users may also call 9-1-1 and when the operator answers tell them to connect you with the CSU Police.

(B) Ensure all Personal Protective Equipment is present and used to address potential transmission of blood borne pathogens (barrier mask & latex gloves).

(C) Assess the victim's condition and begin CPR and AED use based on specific training received.

(D) Continue life saving techniques and leave the AED on until local EMS arrives, at which time they may direct you to aid them in on-going procedures or fully relieve you.

(E) Document the use of the AED using an AED Incident Report Form and be prepared to participate in a debriefing of the incident. (See Appendix B)

(F) Notify EHS through Campus Police Dispatch that the AED has been used. EHS will facilitate a post-incident review with involved parties, and download and store information contained on the AED unit relative to the incident.

(G) Following AED use, the electrodes need to be replaced prior to returning AED unit to service.

(H) Upon completion of the incident, user shall download and fill out an AED Incident Form (See Appendix B) and submit to the EHS Director. Copies will be forwarded to the CSU Medical Director.

If the unit cannot be returned to service immediately, post the "Temporarily out of Service" placard (See Appendix C) in the cabinet and notify Campus Police Dispatch at extension 2020 to facilitate the needed repairs. EHS shall facilitate maintenance and pad replacement for the AED units.

VII. Training

All CSU responders must be certified in CPR and First Aid and trained in AED use. Training should conform to the American Red Cross or American Heart Association standards. Certifications in CPR and First Aid must be kept current and at a minimum, AED refresher training must be completed every two years. AED users/responders are required to maintain current certifications and provide documentation of training to EHS.

VIII. AED Maintenance and Inspection

AED units perform self-tests which automatically evaluate electronics, battery, electrodes and high voltage circuitry. Manufacturer's guidance on maintenance and inspection shall be followed. In addition, EHS will be responsible for facilitating monthly and annual inspection of the AED units. These services may be performed by CSU personnel or by an outside contracted firm.

CAUTION: Some AED's have a local alarm. Campus Safety Dispatch should be notified at ext. 2020 before opening an AED cabinet for maintenance and inspection purposes.

Monthly Inspection Process:

- Verification the status indicator is GREEN. If the indicator is RED, Technical Support shall be contacted and repairs facilitated. The AED Unit should be tagged as out of service until such time repairs are made
- Ensure a backup set of electrodes are present. If not, purchase through Manufacturer Customer Service.
- If the unit cannot be returned to service immediately, post the "Temporarily out of Service" placard (See Appendix C) in the cabinet and notify Campus Police Dispatch at extension 2020 to facilitate the needed repairs. EHS shall facilitate maintenance and pad replacement for the AED units.

Annually Inspection Process:

1. Open the AED lid, remove the electrodes and close the lid. Confirm that the indicator turns RED (you must enable the electrode self-test for this evaluation).
2. Open the lid and confirm that the electrode indicator is lit.
3. Reconnect the electrodes and close the lid and verify the indicator turns GREEN.
4. Gently clean the surface of the AED case with a damp sponge or with a cloth and mild soap.

IX. Program Review

EHS shall document a review of this AED program on an annual basis and make adjustments and modifications where indicated.

Appendix A Department of Environmental Health and Safety

AED Inventory

CSU ID#	Serial/ Model No.	Location/Building	Comments
CSU-EHS-101	4022059 9300A-001	Rec Center	Main Desk
CSU-EHS-102	4021911 9300A-401	Rec Center	MAC Gym
CSU-EHS-103	4022036 9300A-401	Physical Education	Pool Deck (Rec Center responsible for AED)
CSU-EHS-104	316400 9200RD	Physical Education	Room B60 (Ken Sparks Office)
CSU-EHS-105	4042370 9300A-501	Science Research	Health Services SR 153
CSU-EHS-106	330298 9300E-001	Law Library	Front Desk
CSU-EHS-107	4145007 9300A-501	Urban Building	First Floor Closet
CSU-EHS-108	355836 9300E-001	Wolstein Center	SMG Offices – 3rd Floor – Room 312
CSU-EHS-	4130261	Physical Education	Room SB 6

109	9390A-501		(Athletics)
CSU-EHS-110	341801 9300C-001	Physical Education	Room SB 6 (Athletics)
CSU-EHS-111	316382 9200RD OPTION X01	Kreunzler Field	Field Locker Bldg Training Room (Athletics)
CSU-EHS-112	4130398 9390A-501	Wolstein Center	Training Room (Athletics)
CSU-EHS-113	355851 9300G-001	Wolstein Center	Training Room (Athletics)
CSU-EHS-114	316358 9200RD OPTION X01	CSU Police	AED Unit in Police Vehicle
CSU-EHS-115	316369 9200RD OPTION X01	CSU Police	AED Unit in Police Vehicle
CSU-EHS-116	316396 9200RD OPTION X01	Police (Patrol)	AED Unit in Police Vehicle
CSU-EHS-117	316384 9200RD- 001	Police (Patrol)	Security Vehicle

Appendix B

Cleveland State University
Department of Environmental Health and Safety

AED Incident Form

AED Users: Every incident where an AED Unit is used shall be documented by completing this form in its entirety and submitting to EHS within twenty-four (24) hours of the incident.

Name of Patient _____ Phone Number _____

Male/Female (Circle One) Date of Birth _____ Age _____

Date/Time of AED Use _____ AED Serial Number: _____

Location of Incident _____

Description of Incident:

Were any witnesses present? Yes _____ No _____

If yes, provide contact information _____

Identify EMS Unit that responds/transport _____

Time and destination (if available) of transport _____

Name of AED Operator _____ Phone _____

AED Operator's Signature _____ Date _____

Appendix C



AED Notice

**AED
Temporarily
Out of
Service**

- Scheduled Maintenance
- Repair
- Missing
- Other

Additional Details:

Affix this Notice to the AED Unit and report to CSU Police Dispatch
Extension 2020