



UNIVERSITY
of ALASKA
Many Traditions One Alaska

University of Alaska AUTOMATED EXTERNAL DEFIBRILLATORS (AED) POLICY

PURPOSE:

This policy provides for the purchase, use and placement of automated external defibrillators (AEDs) in University facilities or vehicles. It is the responsibility of the administrative unit, facility, or department desiring to install an AED to fully develop an "[AED Program Plan](#)" in support of their request and the very important commitment being made by the request for installation of an AED.

REFERENCE:

Cardiac Survival Act of 2000 (Public Law 106-505, Title IV – federal law)
[AS 09.65.090](#) (as amended) Civil Liability for Defibrillator Use

DEFINITION:

An AED is a device that is designed to analyze a heart rhythm and advise trained or "lay" personnel when to push a button on the unit to deliver a potentially lifesaving shock (defibrillation) to the victim of a sudden cardiac arrest.

POLICY:

Any department or administrative unit of this University may purchase and/or use an AED for the purpose of providing rapid defibrillation to persons who may be experiencing a sudden cardiac arrest. In order to purchase, use, or maintain an AED, the department or unit must meet the requirements specified in this policy with regards to:

- Prior to the purchase and/or placement of an AED, submit an "[AED Program Plan](#)" to your campus EHS/RS office. This "Plan" must be in the format provided.
- Ensure compliance with training requirements.
- Comply with record keeping and reporting requirements.

RESPONSIBILITIES:

Administrative Unit, Department, or Facility Representatives will:

- Develop and submit an "[AED Program Plan](#)" to the campus EHS/RS office.
- Administrative units already using AEDs prior to the implementation of this policy shall submit an "[AED Program Plan](#)" within sixty days after the effective date of this policy.

- Post readily visible signs at appropriate building locations that specify AED location.
- Ensure compliance with all components of this "Plan."
- Report to EHS/RS office any use of an AED on a person as specified in this Policy. Please complete the "[AED Post Incident Report](#)" form and forward it to your campus EHS/RS office within 24 hours.
- Submit an updated "Plan" to the ESH/RS office when any substantial change is made to the "Plan" after initial implementation. Changes that require an updated "Plan" would include, but are not limited to:
 - Removing the AED from service
 - Substantial change in placement location
 - Change in the physician who is providing medical oversight
 - Plan to replace the AED with another unit of substantially different type or with substantially different features.

Campus EHS/RS offices will:

- Review submittals of "AED Program Plans"
- Provide resource assistance in Plan preparation
- Provide written approval to the requesting department or unit
- Ensure that qualified medical professionals are designated to provide medical oversight of the "AED Program Plan"
- Provide copies of documentation required under "[AED Post Incident Report](#)" to physicians designated to provide medical oversight of the "Plan"

CONTENTS OF "PLAN TO USE AED UNIT(S)":

Prior to the purchase and/or placement of an AED, the administrative unit must submit a plan for approval to the campus EHS/RM office that addresses the following issues:

- Model(s) of AED under consideration.
- The name and address of the qualified medical professional who will provide a prescription for the device and medical oversight to help ensure the plan will be properly implemented and maintained.
- Placement location(s) of unit(s) and signs.
- Maintenance plan for the AED.
- Training/retraining plan, documentation and maintenance of training records for University personnel.
- The name of the individual responsible for oversight of the Plan (name of the administrative unit must also be provided).
- Coordination with local emergency medical service (EMS) agencies including EMS activation and notification procedures.
- Reporting and review procedures when the AED is used in an emergency situation ("[AED Post Incident Report](#)" attached).
- Communication plan for advising other building occupants of the presence and location(s) of AEDs.
- Schedule for implementation.

TRAINING REQUIREMENTS:

Expected AED users shall complete training in the use of an AED provided by the American National Red Cross or the American Heart Association or through an equivalent course of instruction approved by the Alaska Department of Health and Social Services. Refresher training should be performed in accordance with the recommendations of the training entity. EHS can provide referrals to training providers.

REPORTING PROCEDURES:

In order that EHS/RS may evaluate the effectiveness of the University of Alaska's AED program, it is important that any administrative unit using an AED on a person make a report. The administrative unit responsible for the AED must provide the EHS/RS office with a completed "[AED Post Incident Report](#)".

EXCEPTIONS:

This policy is not intended to cover situations in which the University employs or uses personnel with specific education, certification and/or licensure to deliver emergency care. Personnel such as EMT's, EMT-Paramedics, Registered Nurses and other Health Care Professionals may have an AED that they have been authorized to use by virtue of their specific training or medical protocols and may have other reporting requirements.