A. APPLICABILITY/ACCOUNTABILITY:
   This policy applies University-wide and outlines the oversight for the Automated External Defibrillator (“AED”) placement, maintenance, and training.

B. POLICY STATEMENT:
   The Director of Environmental Health and Safety/designee (“EH&S”) manages the purchase, placement and maintenance of AEDs for the University. EH&S maintains a current AED inventory list for the University and provides this list to the Department of Public Safety & Police. No purchases of AEDs can be made without the written authorization of the Director of EH&S/designee.

   1. Training. The EH&S manages AED training sessions for University employees and maintains centralized AED training records.

   2. Incident reporting. Following AED use or attempted use, the AED operator must complete an AED post-incident report and submit it to EH&S. EH&S will maintain the incident reports for evaluation and feedback.

   3. Maintenance: EH&S ensures that the AEDs are in working condition and meet standards established by the Federal Food and Drug Administration. EH&S also:

      a. maintains copies of user and service manuals for all AED models;

      b. installs AEDs in accordance with the manufacturer’s recommendations, American Heart Association and ADA guidelines, as applicable;

      c. inspects AEDs in accordance with written user and service manuals provided by the manufacturer and documents inspections;

      d. maintains AEDs in accordance with all manufacturer recommendations including, but not limited to:

         i. battery replacement;
ii. replacement of expired pads or other perishable components;
iii. replacement of any missing components;
iv. updating software as applicable;
v. removing any malfunctioning or non-compliant AED from use; posting as “Out of Service” and
vi. testing AEDs per manufacturers recommendations.

4. Reporting AED Use. Any University employee may, at their discretion, provide voluntary assistance to victims of medical emergencies. Anyone using or attempting to use a University AED must report such use to EH&S on the AED Incident Report within one (1) business day.