

Automated External Defibrillator (AED) Policy

POLICY

This policy is intended to operate as Calvin University's adoption of those standards endorsed by the medical community as the appropriate use of automated external defibrillators (AEDs). The occurrence of medical emergencies such as cardiac arrest can vary greatly. This policy is not intended to be an exhaustive address of every possible situation in which a cardiac arrest occurs requiring the use of an AED. Situations may occur where it is not possible or feasible to comply with every aspect of this policy and the use of judgment is inherent in the application of this policy. This policy is not intended to operate as an agreement between Calvin University and any individuals requiring the use of an AED.

PURPOSE

Calvin University provides an Automated External Defibrillator (AED) Program on campus to make early defibrillation accessible to students, faculty, staff, and other persons who experience sudden cardiac arrest on campus. The procedures contained herein are established to provide a standardized guideline for the use of automated external defibrillators by authorized, trained individuals at Calvin University.

RESPONSIBILITIES

Medical Director

Dr. Julianne Little, licensed physician with Med1, shall act as the medical authority for the AED Program at Calvin University. Dr. Little provides the following:

- Oversees the AED program
- Acts as the required authorization to permit Calvin University to purchase AEDs (a Class III medical device)
- Provides annual medical supervision of the AED program including medical review of reports of any event in which an AED is used.

Environmental Health and Safety

It is the responsibility of EHS to:

- Communicate with the physician providing oversight, AED responders, administration and EMS regarding the early defibrillation program
- Assure maintenance of the AEDs and related response equipment

- Notify staff, students and guests of the location of AEDs
- Notify Med1 of any event in which an AED has been used and provide the required records/reports for the medical review within 48 hours of the event
- Ensure compliance with policies and procedures of the AED program. Report compliance annually to the Medical Director
- Maintain full compliance with all state and federal laws, regulations and applicable standards required
- Ensure the care and maintenance of the AED units

AED Responders

It is the responsibility of the AED responders to:

- Be ready and willing to give immediate care to members of the Calvin community in an emergency
- Follow Calvin's AED response protocol and guidelines
- Remain current on certifications

PROCEDURES

1. General Guidelines

- a. Calvin University employees who have current Adult Cardiopulmonary Resuscitation (CPR) and automated external defibrillator (AED) training at the Lay Rescuer or Professional Rescuer levels are authorized, but not required, to use an AED and do CPR at Calvin University.
- b. Calvin employees, who are designated first responders to give first aid, and have current Professional Rescuer CPR/AED training (Campus Safety Supervisors, Campus Safety Officers), have the duty to use the training and equipment they have and attempt to rescue victims of sudden cardiac arrest at Calvin University.
- c. Michigan's "Good Samaritan" law states that an individual who had no duty to render emergency service would not be liable for damages in a civil action arising out of the good faith use of an AED to treat another person.
- d. Standard procedures as outlined in the training program and protocol shall be followed while using the AED, unless the employee is relieved by and responsibility for the care of the patient is accepted by a higher competent medical authority, such as a Professional Emergency Unit.

2. Protocol for AED Utilization

- a. Each use of an AED by a Calvin University responder shall be accompanied by a call to Campus Safety at 3-3333. Campus Safety will call 911 to ensure timely provision of advanced life support and transport to an emergency medical facility.
- b. When a call for emergency aid is received, the nearest available Calvin University Campus Safety Officer equipped with an AED shall respond to assist other

responding personnel. Cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) shall be provided as appropriate until the local EMS staff arrives to assume responsibility.

3. Maintenance

- a. The AEDs shall be maintained by Quality First Aid who will conduct an annual inspection on the units and replace pads and/or batteries as necessary. The records will be maintained by Environmental Health & Occupational Safety Department.
- b. Campus Safety will conduct monthly inspections on AED units located within their vehicles.
- c. If an AED exhibits an operational problem or a malfunction, it shall be immediately removed from service. Operational problems or malfunctions shall be reported to EHS as soon as possible after detection, who will contact the manufacturer for service. EHS will notify impacted employees that the unit is temporarily out of service.
- d. When reporting a malfunctioning AED, the employee should be certain to adequately identify the specific unit affected, the type of problem that has occurred, and /or any shortage of accessory equipment.
- e. No Calvin University employee shall attempt any repairs other than the replacement of a battery or accessories.
- f. Repairs and purchase of additional batteries or other accessories shall be arranged through Environmental Health and Safety,
- g. A record of the maintenance and repair of AED units on campus shall be maintained by the Environmental Health and Safety Department.

4. Location and Security

- a. The AEDs will be located so that they are readily accessible to individuals designated to use them in the workplace.
- b. The AED wall mounted cases will be tied into the building security system so that Campus Safety is notified whenever an AED is removed from its case.
- c. No abuse or vandalism of the AED is to be tolerated. If abuse or vandalism is suspected, it is to be reported to the AED Coordinator immediately so that the AED can be evaluated for proper operation.
- d. Each AED will be tagged as Calvin University property and clearly marked to identify it as belonging in a specific location.
- e. AEDs that are kept in Campus Safety vehicles will be stored in the passenger space inside the cars. When cars are parked for the night, AEDs will be stored inside the Campus Safety office.

5. Monitoring of Quality of Care and Outcomes

- a. Each incident that involves the use of an AED by a Calvin University AED responder should be documented by a Campus Safety Patrol Supervisor or AED responder.

- b. Post incident investigations of each AED use will be reviewed by the Medical Director, Campus Safety Operations Manager and EHS once records have been obtained.
- c. Records of quality of care assessments and outcome evaluations will be maintained by EHS.

TRAINING

- a. Initial Training: Designated employees, known as AED responders, shall have successfully completed initial or recertification training in adult CPR and be trained in the use of the AED within the past year.
- b. Recertification/Training: AED responders will receive annual training and recertification in adult CPR/AEDs from a qualified instructor.
- c. As needed/requested refresher programs in the use of the AED will be offered to Calvin University AED responders. EHS is responsible for arranging periodic refresher training.
- d. Training Records. A master file of initial, annual, and periodic refresher AED training records will be maintained by EHS.

CALVIN UNIVERSITY AEDS BY LOCATION

Location	AED Model & Series #
2041 Raybrook Northern stairwell	Heartstart OnSite A18E-00484
Campus Safety Supervisor Vehicle Case #1	Heartstart OnSite A18C-13477
Campus Safety Vehicle Case #2	Heartstart OnSite A18C-13987
Campus Safety Vehicle Case #3	Heartstart OnSite A18C-13622
Campus Safety Vehicle Case #4	Heartstart Onsite A15D-09876
Chapel Narthex On a column on the west side of room	Heartstart OnSite A18E-00623
Commons By entrance to Johnny's Café	Heartstart OnSite A18E-00616
Covenant Fine Arts Center 1st floor near art gallery	Heartstart onsite A18E-00617
DeVos Communications Center 1st floor lobby	Heartstart OnSite A18E-00577

DeVries Hall 1st floor atrium near elevator	Heartstart OnSite A18E-00509
Engineering Building Main lobby near east entrance	Heartstart OnSite A14D-00163
Hekman Library 2nd floor main entrance near Circulation	Heartstart OnSite A18E-00587
Hekman Library 3rd floor hallway where library meets HH near 385	Heartstart OnSite A18E-00557
North Hall 1st floor lobby across from Science Division	Heartstart OnSite A18E-00608
Physical Plant Lunchroom	Heartstart OnSite A18E-00494
Prince Conference Center Lobby near front entrance	Heartstart OnSite A18E-00933
Rooks Van Dellen Residence Hall Lobby	Heartstart OnSite A14C-08027
Seminary Study area	Heartstart OnSite A18C-13372
Seminary SW entry just beyond President's office	Heartstart OnSite A18C-13416
Spoelhof Center Main lobby near Admissions	Heartstart OnSite A18E-00508
Spoelhof Fieldhouse Complex 2nd level hallway near HC 107	Heartstart OnSite A18C-14216
Spoelhof Fieldhouse Complex north side of climbing wall base	Heartstart OnSite A18C-13076
Spoelhof Fieldhouse Complex ATHLETE'S FITNESS ROOM - VN 110, Wall unit near door	Heartstart OnSite A19D-02700
Spoelhof Fieldhouse Complex ATHLETIC TRAINER'S OFFICE - Portable unit for travel	Heartstart OnSite A17C-00044
Spoelhof Fieldhouse Complex ATHLETIC TRAINER'S OFFICE -Portable unit for travel	Heartstart OnSite A16K-05870
Spoelhof Fieldhouse Complex ATHLETIC TRAINER'S OFFICE - 2nd level, VN 137 Portable unit	Heartstart Onsite A18C-13660
Spoelhof Fieldhouse Complex FITNESS CENTER - northwest wall in SF 201	Heartstart OnSite A18C-13826
Spoelhof Fieldhouse Complex HEALTH SERVICES - near north end of offices	Heartstart OnSite A18C-13375
Spoelhof Fieldhouse Complex HUIZENGA TRACK&TENNIS - near reception desk	Heartstart OnSite A18C-13305

Spoelhof Fieldhouse Complex VANNOORD ARENA - 2nd level just inside entrance NE side near VN221	Heartstart OnSite A18C-13427
Spoelhof Fieldhouse Complex VANNOORD ARENA - southwest entrance near men's restroom 2nd level by VN241A	Heartstart OnSite A18C-13697
Spoelhof Fieldhouse Complex VENEMA AQUATIC CENTER - 2nd level main entrance	Heartstart OnSite A18C-13813
Spoelhof Fieldhouse Complex VENEMA AQUATIC CENTER - Pool Office	Heartstart OnSite A18C-13701
Youngsma Center 1st floor kitchen	Heartstart OnSite A18E-00619