Automated External Defibrillator (AED) Policy
(10/02/2013_Revision)

1. INTRODUCTION
An AED is a computerized medical device that can check a person’s heart rhythm. The device can recognize if that rhythm requires a shock and will advise the rescuer when a shock is needed. The AED uses voice prompts, lights, or text message to tell the rescuer the steps to take.

2. REFERENCES
   • Safety Procedures and Guidelines- Texas A&M-Corpus Christi, Section 1.1- Accident Reporting
   • Texas Health and Safety Code, Chapter 779-Automated External Defibrillators
   • Medical emergency action plan-Division of Student Affairs Critical Incident Response Plan 2000 for the purposes of this policy
   • Infection control procedure for occupational exposure to bloodborne pathogens: OSHA Health and Safety Compliance Manual for Health Care Facilities, Bloodborne Pathogens Policy and Exposure Control Plan
   • State immunity from liability exclusion:
     -Civil Practice and Remedies Code, Chapter 108-Limitaiton of Liability for Public Servants
     -Civil Practice and Remedies Code, Chapter 104-State Liability for Conduct of Public Servants
     -Civil Practice and Remedies Code, Chapter 74-Good Samaritan Law: Liability for Emergency Care

3. PROCEDURES
A. In the event of a medical emergency, the responding University Police Department (UPD) patrol unit will arrive with an AED and the emergency kit. If there is an AED unit located in the area, it may also be brought to the scene by a responder. The Adult AED may be used on any person who is at least eight (8) years of age. The AED should only be used on a person after the following have been confirmed:
   1. The scene is safe to help;
   2. Victim is unconscious;
   3. Victim is not breathing;
   4. Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement
   5. If AED is NOT PRESENT, begin CPR until it arrives.
6. If AED is PRESENT, turn it on and follow specific instructions from the AED voice prompts;

7. Apply electrodes to BARE SKIN. Shave body hair if needed for good contact of electrodes. Wipe skin dry. DO NOT use water or Isopropyl Alcohol to clean skin.

B. Each AED has one set of defibrillation electrodes connected to the device. One emergency kit will be connected to the handle of the AED. This kit contains two pair of gloves, one razor, one set of trauma shears, some absorbent towels, three packets of antiseptic bio-hand cleaner, one bio-hazardous bag, and one facemask barrier device.

C. AED for infants: AEDs equipped with infant electrodes are located in the Antonio E. Garcia Art and Education Center, Art Museum of South Texas, Early Childhood Development Center (ECDC), Dugan Wellness Center, Recreational Sports Momentum Campus, and South Texas Institute for Art.

4. LOCATIONS

Per the manufacturer’s recommendations, the AED devices are placed in areas that are easily accessible, where the service alarm will be readily heard. The AEDs are located at:

- Antonio E. Garcia Art and Education Center, Reception Counter
- Art Museum of South Texas, Reception Counter
- Athletic Departments 6 red trainers bags
- Bay Hall, across from 1.21
- Center for the Arts, in front of room 112
- Center for Instruction, in front of room 116
- Center for Sciences, in front of room 228
- Classroom East, in front of room 105
- Conrad Blucher Institute, in front of room 105
- Corpus Christi Hall, in front of room 126
- Dive Safety Program, Science Lab 1 room 109
- Dugan Wellness Center, reception counter
- ECDC building, middle of 1st floor hallway on south side
- Engineering Building, on the side of room 108
- Environmental, Health & Safety office (Reserve AED unit)
- Faculty Center, in front of room 161
- Glasscock Student Success Center, in front of room 108A
- Harte Research Institute, on the side of room 128
- Island Hall, in the court yard
- Lee Alumni Welcome Center, North wall of reception area
- Mary & Jeff Bell Library, in circulation desk, room 101
- Michael and Karen O’Connor Building, east entrance under stair
- The Moody Sustainers Field House, in front of room 104
• Performing Art Center, inside the box office, room 122
• Recreational Sports Momentum Campus
• Student Service Center, in front of room 125
• Thomas J. Henry Tennis Center, inside athletic office
• University Health Center, room 101
• University Center, information desk 1st floor
• University Police Department patrol units: 540, 541, and 542
• University Service Center, lobby near east front door

5. SYSETEM VERIFICATION AND REVIEW

The medical emergency response is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required below.

1) Annual System Assessment: Once each calendar year, the Safety Specialist shall conduct and document a system readiness review by assessing:
   a) Equipment operation and maintenance records
   b) Document renewal prescription

2) Monthly Unit Check: Once each calendar month, the Safety Specialist shall ensure that the monthly unit check is conducted and documented using the manufacturer’s recommended Operator’s Checklist. These records shall be retained for a period of one (1) year. This check shall include review of the following elements:
   a) Emergency kit supplies
   b) AED battery life
   c) AED operation and status

3) Extra accessories: E,H&S stocks at all times a supply of all necessary AED accessories. They include:
   1 new battery, 2 sets of adult electrodes, and 1 set of pediatric electrodes for the LifePak 500;
   1 new battery and 1 set of adult electrodes for the Cardiac Science PowerHeart G3;
   1 adult electrodes and battery pack and 1 pediatric electrodes and battery pack for the Heartsine Samaritan;
   and extra materials to replenish first-aid kit as needed.
6. **AUTHORIZED USERS**

The AED device may be used by Texas A&M University Corpus Christi employees who have successfully completed an approved First Aid, CPR and AED training program such as the American Heart Association Heartsaver AED or American Red Cross course and has a current successful course completion card.

7. **RESPONSIBILITIES**

A. **Medical Director**

The medical director of the AED program is the University Health Center physician. The director is responsible for:

1. Providing medical direction for the use of the AEDs;
2. Writing a prescription for the use of the AEDs and update prescription as necessary;
3. Reviewing and approving guidelines for the use of the AEDs;
4. Evaluating of post-event review.

B. **Director of the Environmental, Health & Safety Department:**

The Director of Environmental, Health & Safety (E,H&S) is responsible for:

1. Managing the AED program;
2. Establishing AED policy for use and maintenance;
3. Revising policy as necessary;
4. Monitoring the effectiveness of the system as described in 3.B.1 and 3.B.2;
5. Communicating with the medical director on issues relating to the program including the post event review;
6. Budgeting and seeking funds to purchase and maintain AEDs

C. **University Police Department (UPD)**

The UPD is responsible for:

1. Receiving emergency medical calls from internal locations;
2. Dispatching Police Officer to the scene;
3. Contacting Corpus Christi EMS upon request of the officer on the scene, the victim, or other responder(s);
4. Directing or escorting the Corpus Christi EMS personnel to the site of the medical emergency.
5. Completing a Police Report and providing a copy to the E,H&S Department
D. Trained Employees

University employees can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent of which these individuals respond shall be limited to their training and experience. The emergency medical response of these individuals may include CPR, AED or medical first aid.

Good Samaritan Law: The Texas Good Samaritan Law limits the civil liability of persons administering emergency care in good faith at the scene of an emergency or in a health care facility. The law limits the civil liability of these persons unless their actions are willfully and wantonly negligent. This protection does not apply to care administered for or in expectation of remuneration, or by a person who was at the scene of the emergency because he or a person he represents as an agent was soliciting business or seeking to perform a service for remuneration. Also, the limited civil liability is not available for a person whose negligence was a producing cause of the emergency for which care is being administered.

8. MEDICAL RESPONSE DOCUMENTATION

It is important to document each use of the medical emergency response system. The following forms must be completed and sent to E,H&S within 24 hours of a medical event:

1) Police Report: The UPD will complete a police report after each use.
2) Preliminary Incident Report: A “Preliminary Incident Report” form must be filled out by the responder(s) who handled the emergency. See “Appendix 3, Preliminary Incident Report.”
3) AED Post Incident data retrieval: E,H&S will retrieve data stored digitally inside the AED for post-incident review using AED manufacturer’s software. See “Appendix 1, Data Management.”

9. EQUIPMENT MAINTENANCE

All equipment and accessories necessary for support of medical emergencies shall be maintained in a state of readiness and per manufacturer guidelines in accordance with legislation outlined in Texas Health and Safety Code, §779.003. Specific maintenance requirements include:

A. The UPD shall be informed of changes in availability of emergency medical response equipment (i.e., is the AED available?). If E,H&S withdraws equipment from service, E,H&S will inform the UPD. E,H&S will also notify the UPD when equipment is returned to service.
B. The Director of E,H&S is responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instruction. See “Appendix 2” for detailed maintenance and testing.

C. Following use of emergency response equipment, all equipment shall be cleaned and decontaminated as required and put back into service as soon as possible after downloading the information and completing the following tasks:

- Check and replenish supplies as appropriate (includes electrode pads and the emergency kit.)
- Clean and disinfect the device using the manufacturer’s recommendations.
- Check the battery and replace it if needed.
- Inspect the AED using the Operator’s Checklist (refer to appendix 2)
- Return the AED to its designated place with appropriate supplies.

10. POST EVENT REVIEW

Following each event that requires the use of an AED, the Director, E,H&S will conduct and document a post event review. All key participants in the emergency must participate in the review. Including in the review will be identification actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Director will submit a summary of the post event review to the Medical Director. E,H&S dept. will maintain a copy of the post event review summary according to the record retention policy.
Appendix 1
Data Management

I. Overview of data storage and retrieval
A. When an AED is used on a patient, data is stored digitally inside the AED. This allows for post-incident review for quality control, training, and research purposes.
B. It is important that this data is printed or transferred as soon as possible to save the information.
C. Whenever power is on, the AED automatically stores:

<table>
<thead>
<tr>
<th>Event Log Data</th>
<th>Code Summary Data</th>
<th>Continuous ECG Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power on</td>
<td>A summary of critical resuscitation events and the heart rhythm (ECG) segments associated with those events</td>
<td>20-80 minutes ECG from the time of power on to power off</td>
</tr>
<tr>
<td>Patient connected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis started</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shock advised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shock delivered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. A patient record is created when the AED is connected to the patient and begins to store data.
   1. In order to create a new patient record, the AED must be turned off for at least 60 seconds, then turned on and electrodes connected to the patient. You can turn off the AED briefly without affecting the current patient if you restore power in less than 60 seconds.
   2. You can turn on the AED without creating a patient record as long as electrodes are not connected to a patient or simulator. This may be necessary when performing an external test or to transfer data.
II. Data retrieval
   A. Software necessary to download data from the AED is at the E,H&S office, NRC Suite 1100
   B. Data retrieval must be performed as soon as possible after an event for review.
   C. To ensure that necessary data are promptly retrieved, it is imperative that the Director E,H&S is notified after an AED is used.

<table>
<thead>
<tr>
<th>DATE OF USE</th>
<th>DATE: SAFETY NOTIFIED/INITIALS</th>
<th>DATE: DATA DOWNLOAD</th>
<th>COMMENTS: (MACHINE CLEANING, BATTERY STATUS, INSPECTION COMPLETED, SUPPLIES AVAILABLE?)</th>
</tr>
</thead>
</table>
Appendix 2
Maintenance and Testing

The AED performs an automatic self test daily. If the automatic self-test detects a low battery condition or a condition that requires service, the AED activates an audible alarm. It is therefore important to place the AED where the alarm is likely to be heard.

The AED also performs a self-test every time it’s turned on. These self-tests do not eliminate the need for regular maintenance. E,H&S personnel conducts and documents monthly inspections for all AEDs on campus except the 6 AEDs in the Athletics department. The South Texas Institute of Art and the Garcia Center inspect their own AED. All facilities provide documentation of monthly inspections to E,H&S.

<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>2013-09-27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Name</td>
<td>UFD PATROL VEHICLE 542</td>
</tr>
<tr>
<td>Inspector Name</td>
<td>Sara Ussery</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AED Location</th>
<th>UFO Patrol office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did alarm sound &amp; flash?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are pads expired?</td>
<td>No</td>
</tr>
<tr>
<td>Is power indicator green?</td>
<td>Yes</td>
</tr>
<tr>
<td>Did Voice activate?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is cabinet in need of repair?</td>
<td>No</td>
</tr>
</tbody>
</table>
Appendix 3
AED Prescription

Prescription for Use of the Metronics – Lifepak 500 & Lifepak Express,
Cardiac Science - Powerheart G3, Zoll Plus, and HeartSine
Automated External Defibrillators (AEDs)

Note: If AED is not immediately available, perform CPR until an AED unit arrives on the scene.

Use of the AED is authorized for any TAMUCC personnel who are trained in CPR and the use of
the AED.

Procedures:

- Assess scene for safety.
- Verify that the patient is in cardiac arrest (unconscious, no respiration, no pulse.)
- Have someone call UPD at extension 4444 while you set up the AED.
- Follow specific instruction from the AED manufacturer (attached.)

[Signature]
Authorizing Physician Signature

Date
9/4/13

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Registration Number
This authorization expires on 9/4/2014