



Berea College
Learning, labor, & service

Automated External Defibrillator (AED) Program

BEREA COLLEGE

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. An effective treatment for this condition can be the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. 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 operator to deliver a shock.

AED Program Coordinator

The current AED Program Coordinator at Berea College is Mr. Mike Morris, Occupational Health and Safety Manager.

Responsibilities:

- ◆ Coordination of training for emergency responders
- ◆ Coordinating equipment and accessory maintenance
- ◆ Revision of this policy as required
- ◆ Monitoring the effectiveness of the AED program
- ◆ Communication with the Medical Advisor on all medical issues related to the AED program including post event summaries

Medical Control

The current Medical Advisor for the AED program- The Cherawan Group, Dr. Cheryl McClain, MD, CPE, MHQSM, FAAFP

Responsibilities:

- ◆ Providing medical direction for use of AEDs
- ◆ Writing a prescription for AEDs
- ◆ Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR
- ◆ Evaluation of post-event review forms and digital files downloaded from AED

Authorized AED Users

- ◆ Any trained person (volunteer responder) who has successfully completed an approved CPR+AED training program within the last two years and has a current successful course completion card on file with the AED Program Coordinator. *All responders should first call 911 or campus extension 3333 (Public Safety) for emergency assistance.*

Volunteer Responder Responsibilities

- ◆ Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are cautioned to contribute to emergency response only to the extent of their training and experience. The emergency medical response of these individuals may include CPR, AED or other first aid. *All responders should first call 911 or campus extension 3333 (Public Safety) for emergency assistance.*

Equipment

The AED and first aid emergency care kit will be brought to all medical emergencies. The AED can only be used on any person who *is at least 8 years of age and displays ALL the symptoms of cardiac arrest.* The AED will be placed only after all of the following symptoms are confirmed:

- ◆ Victim is unconscious
- ◆ Victim is not Breathing
- ◆ Victim has no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

Location of AEDs

- ◆ **See Appendix 1 for locations**

Each AED will have at least one set of defibrillation electrodes. One resuscitation kit will be stored with the AED pads. This kit will typically contain one pair of gloves, one razor, one pair scissors one pre-moisten towelette, one dry towel, and one facemask barrier device.

Initial Training

Employees/Staff:

- ◆ Employees or staff desiring to be an AED responder must complete training adequate to provide CPR and use the AED. Training will be provided periodically on site at the College. Such AED training must be a course approved by the Kentucky Department of Health or other state agency having authority.

Volunteer Responders

- ◆ These responders will possess varying degrees of training in emergency medical response from both within and outside of the College. Volunteer responders can assist in emergencies, but must only participate to the extent reasonably allowed by their training and experience. Volunteer responders may have training

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adequate to administer first aid, CPR and use of the AEDs deployed on the College campus. *Any volunteer wishing to potentially use one of the AEDs deployed on campus should have successfully completed a state approved AED course including CPR within the last two years.* The College will not maintain training records for the volunteer responders.

Refresher Training

- ◆ Employee/Staff members will renew CPR and AED training as required.
- ◆ Employee/Staff members will receive periodic remedial training in the use of the AED. This can also be accomplished through simulated drills.
- ◆ Volunteer responders should obtain documented renewal training at least once every two years. Volunteer responders are encouraged to periodically refresh their AED skills.

Medical Response Documentation

Post Event Documentation:

- ◆ The Event Summary Form shall be completed post event by the employee or staff member involved and submitted to the AED Program Coordinator.
- ◆ Data will be downloaded from the AED and a copy submitted to the Medical Director.

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- ◆ The administrative office shall be informed of changes in availability of emergency medical response equipment.
- ◆ If equipment is withdrawn from service, the office shall be informed and then notified when equipment is returned to service.
- ◆ The administrative office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- ◆ The AED Program Coordinator shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- ◆ Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedures.

Annual System Assessment

Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include review of the following elements:

- ◆ Training records
- ◆ Equipment operation and maintenance records

AED System Check

The AED Program Coordinator or their designee will conduct a systems check:

- ◆ A monthly visual check will be completed as to its state of readiness. This check will include:
 - AED battery life
 - AED operation & supplies
 - Emergency kit supplies

Post Event Review

The AED Program Coordinator or designee will review the Event Summary Form to ensure appropriate procedures were followed.

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Emergency Procedure for use of Automated External Defibrillators

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

Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED.

IN CASE OF AN EMERGENCY AT BEREA COLLEGE

- ◆ Assess scene for safety before approaching the patient
- ◆ Follow universal precautions
- ◆ Assess airway, breathing, and circulation. If there is no sign of circulation (normal breathing, coughing, or movement), call 911 and obtain the AED
- ◆ Perform CPR until the defibrillator is applied
- ◆ Turn on the AED – follow voice prompts
- ◆ Stop CPR for no more than 10 seconds
- ◆ Apply pads to patient's bare chest (it may be necessary to shave chest hair)
- ◆ Stand clear of victim while machine analyzes heart rhythm

SHOCK ADVISED

- ◆ Clear area, making sure no one is touching the victim
- ◆ Push the shock button when instructed. Device will analyze and shock up to three times
- ◆ After three shocks, device will prompt to check pulse (or for breathing and movement) and if absent, start CPR. If pulse and/or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute. Device will countdown one minute of CPR and will analyze when CPR is over
- ◆ Continue to follow voice prompts until EMS arrives

NO SHOCK ADVISED

- ◆ Device will prompt to check for pulse, breathing or movement. If absent, start CPR
- ◆ If pulse and/or signs of circulation (normal breath, and movement) are absent perform CPR for one minute
- ◆ If pulse, signs of circulation are present, check for normal breathing. If victim is not breathing, give rescue breaths at a rate of 12 per minute. AED will re-analyze after one minute
- ◆ Continue cycles of analysis, shock (if advised), and CPR until EMS help arrives. Victim must be transported to hospital
- ◆ Leave AED attached to victim until EMS arrives and disconnects AED
- ◆ Complete an Event Summary Form
- ◆ AED data will be downloaded within 24 hours (weekdays), and a copy, along with the Event Summary Form, will be submitted to the Medical Director
- ◆ After use, the AED will be cleaned and stocked with new electrodes and resuscitation kit.

USE OF THE AED DURING EVENINGS, WEEKENDS, AND NON-CLASS DAY HOURS

- ◆ Trained staff may not be available to assist in the event of an emergency
- ◆ If an individual has been trained in CPR and the use of the AED, they may use the AEDs available on campus at Seabury Center
- ◆ There are phones available to call 911 or Public Safety at on-campus extension 3333
- ◆ Notify the Medical Advisor and AED Program Coordinator in the event that an AED has been used
- ◆ Berea College assumes no liability for rendering of care or use of the AED by unauthorized persons.

AED SITE INFORMATION FORM FOR EMS

AED SERIAL # _____

PAD EXPIRATION DATE _____

AED Site/Location: _____

Site Address: _____

Type of Business: _____

Work Hours (regular hours): _____

Number of people at site each day: _____ **After Hours** _____

AED program coordinator: _____

Telephone #: _____ **Fax #:** _____

E-mail: _____

Type of AEDs: _____

Number of AEDs: _____

Location of AEDs:

1 _____ # 2 _____

3 _____ # 4 _____

5 _____ # 6 _____

Date AED put into service: _____

Training Program: _____

Name of instructor: _____ **Tel #:** _____

Number of people trained: _____

Date training complete: _____ **Renewal Date:** _____

Medical Director: _____ **Tel #:** _____

Local Fire Dept.: _____

EVENT SUMMARY FORM

Location of Event: _____

Date of Event: _____ Time of Event _____

Patient Information:

Name: _____

Address: _____

Phone #: _____

Age: _____ Gender: Male: _____ Female: _____

Witnessed arrest: Yes: _____ No: _____

Breathing upon arrival of designated responders: Yes No

Pulse or signs of circulation upon arrival of designated responders:

Yes No

Was 911 activated? Yes No

Total number of shocks: _____

Did Victim....

Regain a pulse? Yes No

Resume breathing? Yes No

Regain consciousness? Yes No

Any complications? Yes No

Additional Comments: _____

Name of trained rescuer(s): _____

Signature of person completing form:

Appendix 1

BLDG	Aed Location
AG Bldg	outside Office Manger office 2nd fl
Athletics	Training Room
Athletics	Training Room
Alumni Bldg	Next to campus life door
Anna Smith	1st Floor lobby
Bingham Hall	1st floor lobby
Blue Ridge Hall	first floor, first stairwell
Boone Tavern	Office behind front desk
Broom Craft/Woodcraft	Warehouse area
Child Development	Behind Front Desk
Dana Hall	1st floor lobby
Danforth Hall	1 st floor lobby
Deep Green Dorm	1st floor lobby
Draper Bldg	2nd floor outside Bldg Mgr. Office
Edwards Bldg	1st floor lobby
Elizabeth Rogers	1st floor
Emery Bldg	1st floor lobby
Facilities Management	Rear bay area of main Bldg
Fairchild Hall	1st floor lobby
Farm Store	Main area
Frost Bldg	1st floor near Bldg mgr. office
Home Mgmt.	1st floor
Hutchins Lib	Behind Front Desk
Hunt Acres	Multipurpose Bldg
IS&S	Front Lobby
Industry Arts Bldg*	Outside of B16
Industry Arts Bldg*	Beside Metal Shop
Industry Arts Bldg*	Front Door
James Hall	lobby
Jelkyl Drama	at Coat check desk
Kettering Hall	lower lobby
Knapp Hall	1st floor
Lincoln Hall	Next to 1st floor elevator
Log House	Sales Counter
MAC Science -1	2nd floor outside Bldg Mgr Office
MAC Science-2	4th floor
Middletown School	side lobby entrance

Hafer-Gibson Building*	Front Door
Hagga House	Rear exit
Outreach center	visitor center lobby
Pearson Hall	1st floor lobby
Phelps Stokes	Near Main Entrance
Presser Hall	Main floor, beside bathrooms
Rogers Arts Bldg	Behind Front Desk
Seabury Center	1st floor at Eqp checkout
Seabury Center	2nd floor
Seabury Center	1st floor gym
Seabury Hall	lobby
Stephenson Hall	1st floor
KY/Talcott Hall	1st floor lobby
Public Safety Truck	Inside Truck
Woods Penn Hall	Outside CPO

* denotes that AED has both Adult and Pediatric pads
