

Automated External Defibrillators

The purpose of this policy is to enhance the safety to guests, employees, and students at Florida State University (FSU) by providing oversight and guidance for the availability, maintenance, and proper use of Automated External Defibrillators or AEDs at FSU. This policy also outlines roles and responsibilities to ensure success and compliance with all applicable federal, state, and local requirements as they relate to AED use.

Scope

This policy applies to all AEDs that are deployed throughout the campus. For the purposes of this policy, all FSU owned AEDs are considered as either Public Accessible AEDs or Portable/Dedicated AEDs. Public Accessible AEDs are those units that are placed in wall-mounted boxes located in areas accessible to all building occupants and the general public. Portable/Dedicated AEDs are defined as those units that are carried from place to place by designated staff for dedicated purposes or those units that are located in areas that are not accessible to all building occupants and are not accessible to the general public.

Glossary of Terms

An Automated External Defibrillator (AED) is a portable electronic medical device used to restore normal heart rhythm to those in sudden cardiac arrest by delivering an electrical shock, called defibrillation, to the heart.

An AED automatically analyzes the patient's heart rhythm and if the patient's heart rhythm is not normal, the unit advises the rescuer whether or not an electrical shock of the heart is needed and to administer CPR.

According to the American Red Cross, research indicates that each minute that defibrillation is delayed, the victim's chance of recovery is reduced by approximately 10 percent¹.

Cardiopulmonary Resuscitation (CPR) is an emergency medical intervention for sudden cardiac arrest or, in some circumstances, respiratory arrest that can be performed by a trained layperson, professional rescuers, or a medical professional. CPR consists of the combination of artificial blood circulation with artificial respiration (known as mouth-to-mouth), chest compressions, and lung ventilation. Both the American Red Cross (ARC) and the American Heart Association (AHA) recognize the effectiveness of "Hands Only CPR", which is performing CPR without artificial respiration for adult patients who collapse suddenly in cardiac arrest. However, ARC still advocates the use of artificial respiration while performing CPR¹.

CPR is unlikely to restart the heart, but rather its purpose is to maintain a flow of oxygenated blood to the brain and the heart, thereby delaying tissue death and extending the brief window of opportunity for a successful resuscitation without brain damage. Defibrillation and CPR combined are usually needed to restart the heart.

Cardiac Chain of Survival is an awareness tool used to optimize a patient's chance for survival of sudden cardiac arrest. There are four links in the chain: Early recognition, Early CPR, Early defibrillation, and Early access to advanced medical care services.

Emergency Medical Services (EMS) is a system that provides emergency medical care by trained/certified basic life support or advance life support personnel. Once it is activated by an incident that causes serious illness or injury, the focus of EMS is to provide emergency medical care of the patient(s). At FSU, the Medical Response Unit (MRU), serves as the EMS for the campus.

References

¹ American Red Cross, 2014, First Aid/CPR/AED for the workplace, participant workbook.

Liabilities and Good Samaritan Laws

[Florida Statutes 768.1325](#) allows for the use of an AED by any person who uses the device during an emergency for the purpose of attempting to respond to a perceived medical emergency (that is, to save the life of another person who is, or who appears to be, in cardiac arrest) and expressly provides immunity from civil liability for those who obtain and maintain AEDs and those who use such devices.

Immunity does not apply to a person if:

- The harm involved was caused by that person's willful or criminal misconduct, gross negligence, reckless disregard or misconduct, or a conscious, flagrant indifference to the rights or safety of the victim who was harmed;
- The person is a licensed or certified health professional who used the automated external defibrillator device while acting within the scope of the license or certification of the professional and within the scope of the employment or agency of the professional;
- The person/entity is a hospital, clinic, or other entity whose primary purpose is providing health care directly to patients, and the harm was caused by an employee or agent of the entity who used the device while acting within the scope of the employment or agency of the employee or agent;
- The person/entity is an acquirer of the device who leased the device to a health care entity, or who otherwise provided the device to such entity for compensation without selling the device to the entity, and the harm was caused by an employee or agent of the entity who used the device while acting within the scope of the employment or agency of the employee or agent; or
- The person/entity is the manufacturer of the device.

AEDs have been proven to be effective in increasing a person's chance of recovery from a sudden cardiac arrest when used properly. However, inability to perform CPR or access to an AED should not delay or prevent an individual from responding to and assisting with a cardiac emergency.

Responsibilities, The AED Oversight Committee

The AED Oversight Committee is charged with overseeing the overall FSU AED Program. The committee will consist of: the University's AED Medical Director, representatives from the Medical Response Unit (MRU), representatives from Florida State University Police Department (FSUPD), and representatives from the Department of Environmental Health & Safety (EH&S). The FSU AED Oversight Committee will meet on an as needed basis, (for example: whenever there is an AED policy update, incidents of AED use, etc.). Any member of the AED Oversight Committee may also request the chair of the committee to call a meeting. The AED Oversight Committee is responsible for the following:

- Ensuring the FSU AED Program and Policy is reviewed annually and updated as needed.
- Selecting and approving specific types of AEDs for the University.
- Reviewing incidents of AED use to ensure program requirements were met, are in compliance with the Health Insurance Portability and Accountability Act (HIPAA), and determining if any changes or improvements are necessary.
- Providing recommendations to ensure AEDs are properly located in buildings or other locations around campus that are publicly accessible and are in a secured cabinet for safe storage and security.

- Assisting with the development and review of the Department AED Agreement to ensure AEDs adhere to local and state rules, regulations, and guidelines on AEDs.
- Advising departments on issues related to management of their AEDs.
- Maintaining an active list of departments that have AEDs on campus. This list shall be updated annually or as new information becomes available.
- Keeping a copy of Departments' AED Agreements on file.
- Has the rights and responsibility to revoke Department use or ownership of an AED.

Responsibilities, University's AED Medical Director

A licensed physician or medical authority provides medical oversight to ensure quality control for the University to [acquire AEDs](#). The University's AED Medical Director is responsible for the following:

- Is a member of the AED Oversight Committee.
- Acting as the AED Medical Director for the FSU AED program.
- Prescribing and reviewing AEDs for purchase, as necessary.
- Providing medical guidance and expertise on proper AED use as requested.
- Reviewing and evaluating reports in a post-incident review after any medical emergency in which an AED was utilized or an attempt to use an AED was made and provides post-incident feedback to EH&S and departments as needed.

Responsibilities, Medical Response Unit

The Medical Response Unit (MRU), is overseen by trained/certified personnel and is responsible for providing emergency medical care for the FSU campus and is responsible for the following:

- Is a member of the AED Oversight Committee.
- Serving as the emergency medical care for the University and is part of the Cardiac Chain of Survival for the FSU campus.
- Offering guidance in obtaining and selecting approved specific types of AEDs for the University.
- Providing recommendations for AED placement in buildings or other locations around campus.
- While on campus watch, notifying EH&S whenever a visual inspection reveals a need for maintenance of an AED or replacement of any AED equipment and supplies according to the manufacturer's recommendations.
- Removing any malfunctioning or non-compliant AED from use and posting as "Out of Service" and contacting EH&S immediately.
- Notifying EH&S of incidents following AED use or attempted use.
- Submitting copies of any reports where an AED was utilized to EH&S for evaluation and feedback.
- Providing guidance on the availability of training courses relating to the use of AEDs and CPR.

Responsibilities, Florida State University Police Department

The Florida State University Police Department (FSUPD) is responsible for providing public safety for the FSU campus and is responsible for the following:

- Is a member of the AED Oversight Committee.
- Responding to University emergencies and is part of the Cardiac Chain of Survival for the FSU campus.
- Coordinating incident responses with MRU and/or EMS.
- Providing additional recommendations for AED placement in buildings or other locations around campus.
- When patrolling the campus, removing any malfunctioning or non-compliant AED from use and posting as "Out of Service" and contacting EH&S immediately.
- Notifying EH&S of incidents following AED use or attempted use.
- Submitting copies of any reports where an AED was utilized to EH&S for evaluation and feedback.

Responsibilities, The Department of Environmental Health and Safety

The Department of Environmental Health & Safety (EH&S) is responsible for the day to day oversight and operation of the FSU AED Program and is responsible for the following:

- Is a member of the AED Oversight Committee.
- Serving as the Program Coordinator for the FSU AED Program.
- Coordinating AED Oversight Committee meetings.
- Maintaining and updating this FSU AED policy.
- Offering guidance in obtaining and selecting approved specific types of AEDs for the University.
- Approving AED placement in buildings or other locations around campus.
- Ensuring AEDs are installed in accordance with ARC and AHA guidelines; local and state rules, regulations, and guidelines; and the manufacturer's recommendations.
- Maintaining authorization (prescription) to purchase AED units as necessary.
- Reviewing and approving departmental requests for AED purchases for the AED Oversight Committee.
- Coordinating with Procurement Services to specify the types of AED units that may be purchased.
- Conducting annual audits of departments with AEDs to verify the location of the AEDs.
- Ensuring Public Accessible AED location lists are up-to-date.
- Providing back up AEDs, if possible, when AED units are taken out of service or removed from their normal site.
- Can assist with the maintenance, fixing, repairing, and/or replacing faulty AEDs to ensure that they are in accordance with all manufacturer recommendations including, but not limited to:
 - Battery replacement.
 - Replacement of expired pads or other perishable components.
 - Replacement of any missing or used components.

- Update software as applicable.
- Maintaining copies of user and service manuals for all AED models in use.
- Ensuring the AED vendor is notified after an AED is used in order to assist with the download of information, checking the AED, and replenishing of supplies.
- Receiving and maintaining incident reports following AED use or attempted use.
- Submitting copies of AED incident reports to the University's AED Medical Director for evaluation and feedback.
- Providing guidance on the availability of training courses relating to the use of AEDs and CPR.
- EH&S is responsible for reviewing this policy annually and will notify the AED Oversight Committee and departments with AEDs of any changes in rules, regulation, and guidelines relating to AEDs.

Responsibilities, Departments with AEDs

By the authority given by the Department that has AEDs, the AED Site Coordinator is responsible for the following:

- Ensuring the Department is in compliance with the FSU AED Policy.
- Performing checks as recommended by the manufacturer of the AED to ensure the AEDs are functioning.
- Notifying EH&S whenever a visual inspection reveals a need for maintenance of the AED or replacement of any AED equipment and supplies according to the manufacturer's recommendations.
- Removing any malfunctioning or non-compliant AED from use and posting as "Out of Service" and contacting EH&S immediately.
- Providing copies of user and service manuals for all AED models to EH&S.
- Following an incident in which an AED was utilized or an attempt to utilize an AED was made; providing a detailed account of the incident to EH&S within one (1) business day.
- Coordinating with EH&S to ensure:
 - General AED awareness training for staff on proper use and operation of the AED.
 - General maintenance and upkeep of the AED and maintaining all necessary recordkeeping of the device.
 - An annual review of the Department's AED Agreement is up-to-date and adheres to local and state rules, regulations, and guidelines.
- The AED Site Coordinator should also notify EH&S as soon as possible of any changes to the AED Agreement or any changes to the AED such as the addition, deletion, or repair of AEDs, or a change of AED type.

The AED Site Coordinator must notify his/her Department and EH&S if he/she can no longer fulfill his/her duties as an AED Site Coordinator.

Responsibilities, AED Site Coordinator

By the authority given by the Department that has AEDs, the AED Site Coordinator is responsible for the following:

- Ensuring the Department is in compliance with the FSU AED Policy.
- Performing checks as recommended by the manufacturer of the AED to ensure the AEDs are functioning.
- Notifying EH&S whenever a visual inspection reveals a need for maintenance of the AED or replacement of any AED equipment and supplies according to the manufacturer's recommendations.
- Removing any malfunctioning or non-compliant AED from use and posting as "Out of Service" and contacting EH&S immediately.
- Providing copies of user and service manuals for all AED models to EH&S.
- Following an incident in which an AED was utilized or an attempt to utilize an AED was made; providing a detailed account of the incident to EH&S within one (1) business day.
- Coordinating with EH&S to ensure:
 - General AED awareness training for staff on proper use and operation of the AED.
 - General maintenance and upkeep of the AED and maintaining all necessary recordkeeping of the device.
 - An annual review of the Department's AED Agreement is up-to-date and adheres to local and state rules, regulations, and guidelines.
- The AED Site Coordinator should also notify EH&S as soon as possible of any changes to the AED Agreement or any changes to the AED such as the addition, deletion, or repair of AEDs, or a change of AED type.

The AED Site Coordinator must notify his/her Department and EH&S if he/she can no longer fulfill his/her duties as an AED Site Coordinator.

Obtaining an AED

Before purchasing an AED or if the department is interested in obtaining an AED, the department must notify EH&S and provide the following:

- The name of the Department AED Site Coordinator who will be responsible for general maintenance and upkeep of the device.
- Review and complete an [AED Agreement](#) that outlines the responsibilities and duties associated with possessing and utilizing the AED and submitting it to EH&S.
- A listing of all AEDs in possession or anticipated to be purchased by the Department. The make, model, and serial number of every AED in the Department's possession must be forwarded to EH&S as soon as it is known or available.

Once the [AED Agreement](#) is approved and filed with EH&S, the department purchasing the AED will coordinate with EH&S to identify the most appropriate location for proper placement of Public Accessible AEDs. In addition, Public Accessible AEDs must be stored in a wall mounted storage box consistent with the manufacturer's guidelines. For placement of the AED, the following placement guidelines should be considered:

- A sign should be placed in a conspicuous place in the lobby denoting the location of any AEDs in the building.
- Placement of the AED for optimal response time by a trained CPR individual should be a priority.
- Placement location should be visible and accessible to the public.
- The AED should be placed in a well-supervised area and/or an area covered by security cameras to prevent tampering or theft.
- Locations near conference rooms, theaters, public use areas, and other high traffic areas are often ideal placement areas.
- AED units in buildings should be identified with a sign placed above the unit in a highly visible location.
- The sign should note: building name, address, and location of the AEDs.
- Security, along with accessibility, should be considered for the placement of AED units in outdoor facilities which may or may not be supervised at all times during the day.
- The AED user manual, any inspection and/or maintenance forms, and the AED emergency supply equipment must be stored in the AED wall-mounted box with the AED unit.
- Additional optional emergency supply equipment may be stored with each AED. This includes adult electrode pads, pediatric electrode pads (when appropriate), nitrile gloves, CPR barrier mask, and scissors to assist in exposing the chest.

Once the department purchased and installed the AED, the department must notify EH&S to confirm the location and placement of the Accessible AED.

Post Incident Procedures

The following steps must be followed after the use or attempted use of an AED:

- The AED Site Coordinator will provide a detailed account of incidents involving use or attempted use of AEDs to EH&S within one (1) business day for review.
- EH&S will provide a backup AED until the used AED is ready for service again whenever possible.
- EH&S will receive and review the AED incident report and will forward the report to the AED Medical Director.
- The AED Medical Director will receive and review the AED incident report and will provide feedback to EH&S and the AED Site Custodian if necessary.
- EH&S will notify the AED vendor after an AED is used in order to assist with the download of information, checking the AED, and to replenish supplies.

Training

Per [Florida Statutes 401.2915](#), all persons who use an automated external defibrillator (AED) are encouraged to obtain appropriate training, to include completion of a course in cardiopulmonary resuscitation (CPR) or successful completion of a basic first aid course that includes CPR training, and demonstrated proficiency in the use of an AED that meets or exceeds the standards associated with the American Heart Association (AHA), the American Red Cross (ARC), or the National Safety Council or other nationally recognized organization. CPR and AED training is voluntary unless it is a requirement of a written job description. Voluntary training does not impose a requirement to respond or civil liability

on the volunteer unless the action is willful or criminal misconduct, gross negligence, reckless disregard or misconduct, or a conscious, flagrant indifference to the rights or safety of the victim who was harmed ([Florida Statutes 768.1325](#)). For more information on CPR and AED Training, contact EH&S or MRU.

[AED Agreement](#)

[AED public location.pdf](#)

References

- [2014 Florida Statutes 401.2915](#)
- [2014 Florida Statutes 768.1325](#)