Scope

The University of Kansas Medical Center (KUMC) is committed to the health and safety of its students, faculty, staff, other members of the campus’s community and visitors. The purpose of this policy is to allow for safe maintenance and use of Automated External Defibrillators, or AEDs, by utilizing volunteer employees who serve as trained responders in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) therapy in the event of a medical emergency.

Purpose

The purpose of the document is to establish consistent guidelines for the deployment, application, maintenance, and various other components described herein involving the AED program at KUMC. The goal being to increase the survival chances of individuals in the KUMC community who go into cardiac arrest.

Definitions

Automated External Defibrillator (AED): a device used to treat victims who experience sudden cardiac arrest.

AED Committee: committee made up of varying departmental personnel throughout the campus who all have specific duties in relation to the program (i.e. training, purchasing, advocacy, etc.).

Authorized Individual: are those personnel who have met the training standards of both CPR and AED use from trainers certified through the American Heart Association or the American Red Cross, per Kansas Code of Regulations.

Cardiopulmonary Resuscitation (CPR): is an emergency medical procedure for a victim in cardiac or respiratory arrest. CPR involves physical interventions to create artificial circulation through rhythmic pressing on the patient's chest to manually pump blood through the heart, called chest compressions.

Good Samaritan Laws: in the United States are laws or acts protecting from liability those who choose to aid others who are injured or ill. They are intended to reduce bystanders’ hesitation to assist, for fear of being sued or prosecuted for unintentional injury or wrongful death.

Sudden Cardiac Arrest: is the abrupt cessation of normal circulation of the blood due to failure of the heart to contract effectively during systole.

Overview

Each year in the United States there are about 10,000 sudden cardiac arrests at work. These government statistics also reveal that waiting for the arrival of emergency medical personnel results in a 5–7% survival rate, while immediate defibrillation (within 3–5 minutes) can increase survival rates significantly.

The KUMC Department of Public Safety has equipped each of its patrol cars, security vehicles, and security shuttles with an AED. Each University Police Officer and Security Officer has been trained in CPR and the use of the AED. Once an emergency call is placed on campus, a University Police Officer or nearby Security Officer, will arrive at the scene to assist with response.

Even though access to AED’s across the campus is adequate via KUMC Public Safety Department, KUMC has also strategically placed AEDs uniformly throughout campus for use by trained personnel (Appendix A: Campus Location List). These publically placed AEDs, as well as the Public Safety Department’s AEDs are maintained and inspected by the University Facilities Management Department. As public awareness of the AED increases, your department or building may receive requests for additional AED access. For departments that truly feel an AED is warranted in their area, they can
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request to “Adopt an AED”. The request form (Appendix B) must be submitted to the AED Committee for approval. No internal or external placement of AEDs can be completed without the approval of the AED Committee. If approved, the department will be solely responsible for training personnel, inspecting the AED (Appendix C), replacing all expired items, and funding AED costs as appropriate.

Responsibilities

1. AED Committee
   a. Develop and maintain the written University AED program
   b. Review AED Applications and if approved, assist departments with development of plans and provide guidance on process of AED training and maintenance
   c. Conduct random inspections of the public access AED equipment for quality assurance
   d. In the event of AED emergency use, ensure that department/responder(s) completes incident report form (Appendix D) and store indefinitely

2. Adopt an AED Departments*
   a. Submit AED Application if you feel an AED is warranted for your work area to AED Committee
   b. Develop written department plan that conforms with the University AED program
   c. Train staff and submit CPR/AED training documentation to AED Committee
   d. Ensure quarterly inspections of AED are completed to ensure operability
   e. Ensure CPR/AED training is renewed for users every two years and skill drills for all AED Operators are completed between renewals to stay current
   f. In the event of AED use, properly fill out the campus Incident Report Form (Appendix D) within 24 hours and submit to AED Committee**
   g. Retain maintenance and training records for a minimum of two years

3. Other faculty, staff, employees, students of KUMC
   a. Ensure training if you plan on responding with CPR/AED
   b. Ensure you know where your nearest AED is and train incoming staff as to that location
   c. If trained, ensure CPR/AED training is renewed every two years and skill drills for all AED Operators are completed between renewals to stay current
   d. In the event of AED use, properly fill out the campus Incident Report Form (Appendix D) within 24 hours and submit to AED Committee**
   e. Retain training records for a minimum of two years

4. Facilities Management
   a. Inspect and maintain public use AEDs using department designated inspection form
   b. Retain maintenance records for a minimum of two years

*If any owner/department designe of an AED does not abide by this policy, the AED Committee has the authority to remove such device from service.

**Incident Report Forms should be maintained indefinitely.

AED Deployment and Activation

All AEDs on Campus are Zoll AED Plus. Public-use AEDs (Location List, Appendix A) are maintained and inspected by Facilities Management and are uniformly placed throughout campus. The AEDs, where available and accessible, may be used in emergency situations, by trained personnel, when sudden cardiac arrest occurs. Additional AEDs requested by specific units through the proper channels may be used by individuals in emergency situations when sudden cardiac arrest occurs who have volunteered and who are then designated by the department or administrative unit acquiring the AED.

The Emergency Medical Service System should be activated immediately upon the discovery of a situation in which the use of an AED is anticipated. Activation will be via the 911 emergency telephone system – dial **9-1-1 from any campus landline**, or **(913) 588-5030 from any cellular device**. The
activation of the Emergency Medical Service System should not be delayed due to the actual or anticipated use of an AED. Please only respond with the level you are trained to perform.

If an AED is deployed, an Incident Report Form (Appendix D) must be completed and submitted to the AED Committee via the Emergency Management Office.

**Additional Information**

Any forms, inspection sheets and training records must be submitted to the AED Committee via the Emergency Management Office – this includes quarterly inspections by the “Adopt an AED” program participants. Additional information on the program can be found on the Emergency Management Website: [http://www.kumc.edu/emergency-management.html](http://www.kumc.edu/emergency-management.html)

To Submit:
Email: kmorken@kumc.edu
Fax: (913) 588-5124
Mail: ATTN: Kelly Morken
    Support Services Building (63)
    2100 W. 36th Ave
    Kansas City, KS 66160

For maintenance or to order new materials, submit a work order to Facilities Management. Departments participating in the “Adopt an AED” program must also include a billing code.

To Submit a Work Order:
Online (internet explorer only): [http://www.kumc.edu/facilities-management/facilities-work-requests.html](http://www.kumc.edu/facilities-management/facilities-work-requests.html)
Phone: (913) 588-7928

**Appendices**

Appendix A    Public Use AED Location List
Appendix B    “Adopt an AED” Program Request Form
Appendix C    Inspection Sheet for “Adopt an AED” Program
Appendix D    Incident Report Form (for any AED deployment)