
Revision Responsibility: Director of Facility Services and Safety
Responsible Executive Officer: Vice President for Finance and Administration

Source / Reference: TN. Code Ann. § 68-140-404

PURPOSE

The College AED Program is designed to oversee the procurement and proper care of AEDs on the College campuses and ensure all related requirements are followed.

POLICY

I. GENERAL INFORMATION

Automated External Defibrillators (AEDs) are life-saving medical devices that can be used by trained individuals on those suffering from sudden cardiac arrest, commonly known as a heart attack. An AED attaches to a victim's chest to assess the heart's rhythm and, if needed, automatically determines whether or not a shock should be delivered to correct the heart's rhythm. An adult who has just gone into sudden cardiac arrest is most likely in urgent need of defibrillation, a metered electrical charge that can often restore the heart to a normal function and save a life. It's estimated by the American Heart Association that over 50,000 lives a year could be saved by the early use of an AED combined with prompt bystander Cardio Pulmonary Resuscitation (CPR). With basic audio and visual commands, AEDs are designed to be simple to use by anyone who has been trained.

II. SCOPE

AEDs are permanently provided within easily accessible locations in the Columbia State campus buildings, and at least one on the Columbia Campus in the College Security vehicle during each shift. College departments or administrative units that choose to acquire an AED should contact the Facility Services Department to be included in the College AED Program and will be referred to as an AED owner.

III. LOCATION OF AEDS

Columbia State maintains AEDs in the locations as identified on the AED Location Form.

IV. INDIVIDUALS AUTHORIZED TO USE AEDS

Hands-on CPR/AED training and certification will be made available to all faculty and staff throughout the year. Participation in these training courses will be conducted on a voluntary

basis, unless it is required as part of an employee's job duties. The Facility Services Department will coordinate the presentation of these course offerings.

V. COORDINATION WITH EMERGENCY MEDICAL SERVICES

The Columbia State Facility Services Department will coordinate all AEDs with the local emergency medical services.

VI. MAINTENANCE AND TESTING

All AEDs and ancillary equipment shall be maintained in a constant state of readiness. For the Columbia Campus, the Facility Services Department will conduct monthly inspections of the AEDs. For the Extended Campuses, the Site Director will be responsible for conducting these inspections, and shall communicate the results of these inspections to the Facility Services Department. If for some reason a public access AED needs to be taken out of service, the Security Office shall be contacted at 931-540-2700. The Facility Services Department will send the unit off-campus for service, order replacement parts, supplies, etc. Facility Services will replace the AED with another (if available) or expedite getting it back in service.

VII. RECORDS KEPT

The Facility Services Department is required to maintain testing, maintenance, and inventory records for a period of two years. Employee training records should be maintained until the next training cycle is completed. All other records, including those associated with AED use or post event debriefings, should be maintained indefinitely.

VIII. REPORTS OF AED USE

An AED Use Report Form must be completed every time an AED unit is used during a medical emergency, regardless of whether shocks were actually administered. The Security Office is responsible for the collection of information and completion of the AED Use Report Form. The Security Guard should immediately notify the Director of Facility Services and Safety to inform him/her of the incident. The AED Use Report Form is to be forwarded to Director of Facility Services and Safety within 24 hours of the equipment being used. The Director of Facility Services will contact the AED vendor to determine if the equipment is acceptable to continue service.

IX. PLAN OF PROPER USAGE

A. The person who witnesses an event that requires CPR, will do the following:

1. Designate someone to retrieve the AED.
2. Designate someone to call 911. [If the original witness has a smartphone, she or he can dial 911 and activate Emergency response while performing CPR.]
3. Designate a witness, or nearby individual, familiar with the building or location to meet the responding EMS unit outside the building on the street in order to facilitate the most direct route to the patient.
4. If possible, initiate the Building emergency medical response procedures.

B. Follow the instructions of arriving EMS personnel and assist them per their directions.

X. ANNUAL PROGRAM REVIEW

- A. The Director of Facility Services and Safety will annually conduct a review of the College's AED Program and make appropriate recommendations for improvement or remediation.
- B. The annual review will include at least the following components:
 1. Review of Tennessee laws and legislations related to AED use
 2. Review of AED Utilization Reports
 3. Review of Debriefing documents
 4. Review of written communications with departments concerning AEDs

New Policy: February 17, 2016; Updated, reviewed, accepted by Cabinet and approved and signed by the President: June 22, 2021.