The University of Georgia
Automated External Defibrillator (AED) Program Guidelines

Purpose

The University of Georgia (UGA) is committed to providing a safe and healthy environment for all faculty, staff, students, parents, and visitors to the University. To that end, the objective of the UGA Automated External Defibrillator (AED) Program is to establish a campus-wide oversight committee and to develop appropriate guidelines to ensure consistency in purchasing, placement, training, maintenance, and departmental oversight of AEDs on UGA properties.

Scope

Use of AEDs will be in compliance with the responsibilities and procedures outlined in this program and consistent with guidelines outlined by the State of Georgia. This program applies to individuals trained on the proper use of AEDs; departments with AED units currently in place; and departments that are considering, or in the process of purchasing, AED units. These guidelines do not apply to AEDs purchased by the UGA Athletic Association (UGAA) that are intended to be portable and utilized by Athletic staff at athletic venues for student athlete use, however; fixed AEDs in wall-mounted boxes positioned in UGAA facilities are included in this program. In addition, the program guidelines are not intended to cover individuals who utilize AEDs without training.

Responsibility

AED Oversight Committee

The AED Oversight Committee will consist of representatives from the following departments or agencies: University Health Center; Office of Emergency Preparedness; UGA Police Department; UGA Risk Management Office; UGA Athletics; Environmental Safety Division; Recreational Sports Department; Facilaties Management Division and the Emergency Medical Services (EMS) provider for Athens-Clarke County. The UGA AED Oversight Committee will meet on an annual basis or more frequently if AED program updates or incidents of AED use require additional meetings. The AED Oversight Committee is responsible for the following:

- Dissemination of the UGA AED Program and the location of all campus AEDs to the UGA campus community.
- Approval of the type of AED unit that may be purchased, the prescription and medical oversight, and guidelines for maintenance, testing, training, and recordkeeping.
• Coordination with local EMS provider regarding the availability and location of AEDs, including the determination that the approved AED units in use on campus are compatible with local EMS equipment.
• Identification of the appropriate training resources on campus.
• Development of a standard campus AED application and registration process, listing and mapping of all AED locations, and a Post Incident Report form.
• Review of periodic audits or annual reviews of departments maintaining AEDs to ensure compliance with the UGA AED Program Guidelines.

Office of Emergency Preparedness (OEP)

OEP is responsible for campus AED program oversight and record keeping associated with the University of Georgia’s AED program. Specific responsibilities include:

• Review of departmental requests for AED purchases.
• Coordination with requesting departments to ensure that departments are fully briefed on all program responsibilities, purchasing costs, future maintenance costs and training requirements.
• Maintain documentation of all AED units, locations, and AED Site Coordinators.
• Provide annual inspections of AED units, and verify that each AED location maintains an AED Site Coordinator.
• Coordination with UGA Procurement regarding AED vendor selection.
• Maintain a map of campus AED locations and provide AED locations to the local EMS provider and the UGA Police Department Communications Division.
• Conduct a review of each use of an AED incident to ensure that the appropriate building personnel, first responders, vendor, and the AED Oversight Committee are involved in order to review response policies and procedures.
• Ensure that the AED vendor is notified after an AED is used in order to assist with the download of information, check the unit, and to replenish rescue kit supplies.
• Responsible for updating the UGA AED Program, forms and resource information for users.
• Coordination of the annual AED Oversight Committee meetings.
• Collection and record-keeping duties associated with AED requests, user training documentation, and Post-Incident Report forms.
• Development of Memorandum of Understanding with UGA Departments in order to place AEDS in buildings that have a critical need.

Responsibilities of the AED Site Coordinator

The AED Site Coordinator is responsible for implementing the AED program within their department or unit and serves as the primary contact for the AED(s) in their work area. The AED Site Coordinator is responsible for the performing the following duties:

• Ensuring departmental and/or building adherence to the UGA AED Program.
• Identification of the appropriate location(s) for the AED(s) and the AED signage in buildings where an AED will be placed with assistance from the preferred vendor representative and OEP staff.
• Completion of a CPR/AED training certification.
• Identification of AED users in the building and coordination of the initial certified training and required re-certification training for each user. A list of trained users and a record of their training dates should be entered into the AED online management system (provided by a vendor through OEP).
• Notification to the building occupants of the AED location and trained users.
• Conduct monthly visual inspections of the AED unit and the cabinet, check the AED status indicator light, and inventory the emergency kit contents stored with the AED unit.
• Maintaining and/or replacing all AED equipment and supplies according to the manufacturer’s recommendations. All AED repair and maintenance documentation should be kept with the AED unit.
• Completion of the AED Post-Incident Report form each time an AED unit is used or if there is an attempted use of the unit. The Post-Incident Report form may be found at [www.prepare.uga.edu](http://www.prepare.uga.edu) and should be forwarded to the Office of Emergency Preparedness immediately after any attempted or actual AED use.
• Responsible for notifying his or her supervisor and OEP if they can no longer fulfill their duties as an AED Site Coordinator and a replacement is needed.

**AED Purchase**

A department or unit interested in obtaining an AED for their building or area should contact OEP by calling (706) 542-5845 or via e-mail at [prepare@uga.edu](mailto:prepare@uga.edu) to submit their request. OEP will coordinate with the requesting department to provide the department with an overview of the UGA AED program guidelines, discuss potential building locations for the AED, explain future costs associated with sustaining the AED unit, provide consultation to the department in their selection of a departmental AED Coordinator, and discuss training of departmental staff who volunteer to receive AED training. Requesting departments are financially responsible for the AED equipment purchase, alarmed storage box, signage, medical oversight, installation, and any maintenance according to the manufacturer’s guidelines. In addition, requesting departments must agree to comply with the required monthly AED status and equipment checks and to purchase the AED package from the preferred UGA vendor through the UGAMart purchasing system. Each AED package should include an AED unit, a wall-mounted storage cabinet, a spare defibrillation pad, a prep and response kit, an AED wall sign inclusion in the AED tracking and monitoring program, medical oversight, and a prescription

**Existing AEDs**

UGA departments who have purchased an AED prior to the implementation of the UGA AED Program Guidelines should provide OEP with the location of their department’s AED(s), the brand name, model, serial number, and the name of the AED Coordinator.
This information will allow OEP to include all AEDs in a campus-wide inventory, provide local EMS and UGA Police Communications with the AED location(s), and allow the department in possession of the AED to participate in the AED tracking and monitoring program. Additionally, it is important that OEP monitor each campus AED, in accordance with Georgia law, to ensure that each AED has appropriate and current medical oversight and a prescription.

For UGA departments who already have an existing AED and wish to purchase a replacement AED, a trade-in program is offered by the preferred UGA AED vendor. It should be noted that older AED units may not be eligible for trade-in based on their age, condition, and frequency of recall notices on the unit. The preferred vendor will work with department to obtain a fair trade-in value based on the existing AED units being in good condition (no visible or functional defects). The total value of the trade-in(s) will be applied against an equivalent value in first aid and/or safety supplies delivered within 30 days of the installation of the AED(s). Furthermore, if a trade-in is initiated then the preferred vendor will take possession of the AED(s) upon installation of the new device(s). A receipt for the AED(s) will be provided by the preferred vendor to a representative from the department for each trade-in device. This receipt should be signed by a UGA departmental representative and by a representative from the preferred vendor. A copy of the receipt should be maintained by the UGA department initiating the trade-in process.

Departments who have an AED(s) which is being replaced but are not eligible for the trade-in process should contact OEP for instructions on the appropriate disposal procedures of the AED unit(s).

**Memorandum of Understanding**

OEP strives to support University departments and units with homeland security and emergency planning technical assistance, training, and equipment. On very rare occasions when OEP funding is available to assist a UGA department who exhibits a strong need and priority for the purchase and installation of an AED unit, OEP will provide the initial funding to purchase the AED unit and associated equipment contingent upon the requesting department’s participation in an agreement to provide for the sustainment of the AED.

The purpose of the memorandum of understanding, signed between OEP and the requesting department, is to provide a clear understanding of OEP’s intentions to provide the requesting department with an AED unit and to highlight the requesting department’s responsibilities and future costs associated with the operation, training, and maintenance associated with AED ownership. The agreement begins when the AED unit and cabinet are installed and will extend as long as the AED is in service with the requesting department. If at any time administrators associated with the requesting department determine that the department can no longer support the operation of the AED, the AED will be returned to OEP for reassignment or appropriate disposal.
AED Placement

The department or unit purchasing the AED will coordinate with OEP and the UGA AED vendor to identify the most appropriate location in the requestor’s building for proper placement. The following placement guidelines should be considered:

- Placement of the unit for optimal response time should be a priority.
- Placement location should be visible and accessible to the public. Consider placing the unit in a well-supervised area to prevent tampering or theft.
- Locations near conference rooms, theaters, public use areas, and other high traffic areas are often ideal placement areas.
- Location where the building name, address, and room location are well-marked.
- AED units in buildings should be identified with signage placed above the unit in a highly visible location.
- 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.

All AEDs must be stored in a wall mounted storage box consistent with the manufacturer’s guidelines. Each cabinet should have a local alarm (not connected to 911 or the EMS Dispatch Center) whereby an alarm sounds when the box is opened. In addition, the AED user manual, any inspection, and maintenance forms and the AED emergency supply equipment must be stored in the AED wall-mounted box with the AED unit. Emergency supply equipment for each AED should include spare electrode pads, nitrile gloves, CPR barrier mask, scissors to assist in exposing the chest, and a disposable razor.

Inspections:

The AED Site Coordinator is responsible for monthly inspection checks of each AED unit under their purview. Monthly inspection checks should include a visual check of the unit and the wall-mounted box, a check of the AED status indicator light to ensure it is “green,” and an inventory of the emergency kit equipment maintained in the AED cabinet. Batteries for the AED storage box alarm should be checked for functionality and replaced as needed. AED Site Coordinators should coordinate with OEP staff and/or the AED vendor in order to be set up on the AED online management system, which will automatically remind AED Site Coordinators to check their AED units on a monthly basis, send reminders to replace electrode pads and batteries, provide reminders of staff CPR and AED certification expirations, and notify the AED Site Coordinator of any software updates and recalls.

The AED Site Coordinator should immediately contact the AED vendor if the AED is damaged, missing, or if the status light is “red.” AED Site Coordinators are responsible for maintaining batteries, spare pads, and emergency supply equipment for each AED unit. OEP staff should be notified if the AED Site Coordinator is unable to successfully
contact the AED vendor service representative or if there are potential warranty issues associated with their AED unit.

**AED Maintenance:**

The AED Site Coordinator is responsible for the routine inspection and maintenance of each AED according to the manufacturer’s recommendations. The AED Site Coordinator is responsible for replacing the battery pack and electrode pads prior to their expiration dates through the AED vendor. OEP personnel will conduct a yearly inspection of each AED on campus (UGAA portable units are not included) for exterior cracks or damage, examination of all batteries, pads, cables, and connectors, and conduct a check to confirm any problems that may have been detected by the AED unit’s self-diagnostic test.

**Training:**

CPR/AED training will be available throughout the year on a voluntary basis through classes offered by the University Health Center (http://www.uhs.uga.edu/), the UGA Recreational Sports Department (http://www.recsports.uga.edu/) and through OEP (www.prepare.uga.edu). Program participants who need training should check the websites listed above for CPR/AED training dates or contact OEP to inquire about future training dates.

Departmental representatives who volunteer to participate as a trained AED responder must complete and maintain a certificate in CPR/AED training that meets or exceeds the standards associated with the American Heart Association (AHA), the American Red Cross (ARC) or the National Safety Council. **CPR and AED training is voluntary unless it is a part of a written job description.** Voluntary training will not impose required response or civil liability on behalf of the volunteer unless action is willful or wanton misconduct (Georgia Senate Bill 51).

The AED Site Coordinator is responsible for identifying several building staff members who volunteer to complete CPR/AED certification training. Once a staff member completes the course, the AED Site Coordinator should enter the certified staff member’s information into the UGA AED FASTtrack program management system. The system will send the AED Coordinator automatic e-mail reminders when each individual needs to participate in CPR/AED recertification training. In addition, the AED Site Coordinator should maintain a hard copy of each participating staff member’s CPR/AED training certificate.

**AED Post-incident Reporting:**

Following the use or attempted use of an AED unit, the AED Site Coordinator should immediately complete the AED Post Incident Report Form (www.prepare.uga.edu) and forward the form to OEP. A thorough inspection of the unit, decontamination of the unit, and replacement of the used electrodes in accordance with manufacturer’s guidelines should occur prior to placing the AED unit back into service. Call the AED vendor...
immediately to have the unit inspected prior to placing it back in service. Equipment contained in the emergency supply kit stored in the AED storage box should be discarded if used and replenished. Be sure to treat the used and contaminated equipment that is intended to be discarded as medical waste and follow appropriate protocols.

It is important to note that Emergency Medical Services (EMS) personnel or physicians who treat the victim may want to retrieve data stored on the AED unit. Follow the manufacturer’s guidelines in retrieving the information and/or provide the unit to EMS or medical personnel, as requested. Immediately notify OEP if an AED has been removed from a site for this purpose.

Records Management:

AED maintenance and training records will be maintained in the following manner:

- A listing of AED locations and AED Site Coordinators are maintained by OEP. Changes in locations of AED units or changes in AED Site Coordinators should be reported immediately to OEP.
- A campus map of AED site locations will be maintained by OEP and updated on an annual basis. This map will be provided to local EMS and available on the OEP website at www.prepare.uga.edu.
- AED Site Coordinators are responsible for monthly AED checks and online verification using the AED online management system. AED Site Coordinators should add the names of CPR and AED certified personnel (and any subsequent recertification dates) into the AED online management system.
- Post Incident Report forms should be completed by the AED Site Coordinator and submitted to OEP. AED Site Coordinators should maintain a copy for their files.

AED Building Response Procedures

The nearest witness to the event calls 911 or (706) 542-2200 to notify EMS of the problem. Building emergency medical response procedures should be initiated.

The nearest building AED user or other first responders with active CPR/AED certification cards should be notified and the closest AED unit should be retrieved by an individual other than the person(s) performing CPR on the patient. It is important to note that the AED may be used by any person, trained or untrained in its use, who in good faith renders emergency care to the victim according to Georgia’s Good Samaritan law.

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.

Follow the instructions of arriving EMS personnel and assist them per their directions.
REFERENCES – AED program materials associated with Michigan State University and the Georgia Institute of Technology