



OWENS
COMMUNITY COLLEGE

Automated External Defibrillator AED Program

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**For information about this program, contact the
Office of Workplace Safety and Health**

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AED Program

1.0 INTRODUCTION

It is estimated that around 10,000 sudden cardiac arrests occur at work and the use of an Automated External Defibrillator (AED) can increase a person's chance of survival from such an event. While a standard has not been specifically established, the Occupational Safety and Health Administration (OSHA) encourages the placement of the units in the workplace (OSHA Publication 3174).

2.0 PURPOSE OF THIS PROGRAM

This program will provide information on the types and locations of AED units found on the Owens Community College campuses and learning center. Additionally, it will provide information on how the units are maintained and what procedures are required in the event an AED is used.

3.0 DEFINITIONS

- 3.1 Sudden cardiac arrest: when the heart experiences ventricular fibrillation or stops beating entirely. Possible causes: heart attack, electrocution, asphyxiation (lack of oxygen).
- 3.2 Automated External Defibrillator: also known as an AED; a medical device that analyzes the heart's rhythm and determines if a shock (defibrillation) is necessary. (American Red Cross)
- 3.3 Cardiopulmonary resuscitation: also known as CPR; a technique for providing artificial respiration and heart compressions.

4.0 ESSENTIAL INFORMATION

- 4.1 Who can use an AED: Those individuals who feel comfortable providing assistance to victims of sudden cardiac arrest may do so at their discretion. If the volunteer does not feel comfortable applying an AED, alternative assistance may include performing Cardio Pulmonary Resuscitation (CPR), calling for Emergency Medical Services, or guiding first responders to the patient while others provide care.
- 4.2 Training requirements: While an AED is self-directed and easy to use, many factors play a part in providing assistance during a cardiac event. Training is encouraged through a nationally accredited organization on basic first aid, performing CPR, and applying an

AED to both adults and children. All Department of Public Safety officers are trained in these areas as designated first responders.

The Workplace Safety and Health webpage contains links to demonstration videos on the various AED models found on campus. These videos should not be construed as substitutions for training from a nationally accredited organization.

4.3 Types of AED units available for use:

1. Philips FRx: <https://www.youtube.com/watch?v=dkv2BrgLKa4>
2. Philips OnSite: <https://www.youtube.com/watch?v=Zw78XnpjAGU>

4.4 Locations of AED units:

AED units are located throughout both campuses, learning center, and in the vehicles of responding DPS officers. Most AEDs are stored in cabinets attached to the walls for easy access. Please refer to the Workplace Safety and Health webpage for the most up-to-date listing of available units.

5.0 RESPONSIBILITIES

5.1 EQUIPMENT MAINTENANCE:

Workplace Safety and Health (WSH) will perform periodic checks on the AED units on both campuses and learning center. WSH will maintain the records on this equipment and replace pads and batteries as necessary. The units perform self-checks and alert when it is necessary to service the equipment. If the unit is found to be “chirping” notify the Manager, Workplace Safety and Health immediately through an email, by phone or utilizing the Report a Safety Hazard form found on the Workplace Safety and Health webpage.

6.0 PROCEDURES

6.1 IN THE EVENT OF A CARDIAC EVENT:

In the case of any emergency, contact the Department of Public Safety immediately at 567-661-7575 or dial 9-1-1.

Have someone locate and obtain the nearest AED even you do not feel comfortable using it. Someone may arrive that can utilize the AED until first responders arrive.

All events must be reported immediately:

Complete an injury/illness report through the Department of Public Safety for the event, regardless to the level of care given.

Notify your immediate supervisor as soon as feasibly possible.

For events involving care given to an employee: contact Workplace Safety and Health immediately. If an event occurs after hours or during a college break, request DPS contact WSH.

6.2 IN THE EVENT OF AED UTILIZATION:

If an AED is used for a cardiac event, even if it did not advise to deliver a shock, it must be reported using the “Post-Incident Report Cardiac Arrest-AED Use” form. The form can be completed in paper form found in the Appendix of this program, or online on the Workplace Safety and Health webpage. Forms should be submitted to the Workplace Safety and Health office.

Give the AED to the Workplace Safety and Health Manager after the event even if it wasn’t used so that it may be inspected. If after hours, give the AED to a DPS officer to deliver to the Workplace Safety and Health Manager.

All events must be reported immediately:

Complete an injury/illness report through the Department of Public Safety for the event, regardless to the level of care given.

Notify your immediate supervisor as soon as feasibly possible.

For events involving care given to an employee: contact Workplace Safety and Health immediately. If an event occurs after hours or during a college break, request DPS contact WSH.

6.3 POST EVENT:

Workplace Safety and Health will conduct an inspection of the AED to determine if any peripheral supplies need replaced and that the unit can be placed back into service.

Additionally, the “Post-Incident Report Cardiac Arrest-AED Use” form will be reviewed to learn from the experience. This form must be completed any time an AED is utilized regardless if a shock was delivered. The main caregiver must complete the form and submit it **within 24 hours** to Workplace Safety and Health by completing the paper version found in the Appendix of this program or utilizing the online form.

7.0 AED PROGRAM CONTACT

The AED Program Contact is:

Workplace Safety and Health:

Phone:

567-661-7712



To be completed immediately after an AED is put on a patient. The main caregiver at the scene should fill out the form within 24 hours and submit it to Workplace Safety and Health.

Incident details

Location: _____ Date: _____

Estimated time of incident: ____: ____ a.m. /p.m. (Hour: Minute)

Estimated time that 911 was called: ____: ____ a.m. /p.m. (Hour: Minute)

Patient Information

Name: _____ Gender: _____

Estimated age: _____

Incident information

Did the patient collapse (become unresponsive?) Yes No

If yes, was someone present to see the collapse? Yes No

What was observed immediately prior to the collapse (check all that apply):

- Difficulty breathing Chest pain Electrical shock
- Drowning No signs or symptoms Injury
- Unknown

After the collapse, during the patient assessment and prior to the AED pads being applied, was the person breathing? Yes No

And did they have a pulse? Yes No

Was CPR given prior to 911 EMS arrival? Yes No

Estimated time CPR started: ____: ____ a.m. /p.m. (Hour: Minute)

Was CPR started before AED use? Yes No

Who started CPR? Bystander Trained Medical Professional

Was Owens Department of Public Safety notified? Yes No

Were they on scene? Yes No

Report completed by (please print name and date)

Name: _____ Date: _____

Signature: _____ Phone: _____

If the caregiver was exposed to blood or other infectious materials immediately notify Workplace Safety and Health or the Department of Public Safety if after hours. Deliver this completed report within 24 hours after the incident to Workplace Safety and Health.