

THE UNIVERSITY OF OKLAHOMA  
HEALTH CAMPUS

**Automated External Defibrillator Policy**

Purpose

Automated External Defibrillators (AEDs) can be life saving devices for persons suffering from Sudden Cardiac Arrest (SCA). The University of Oklahoma Health Campus (OUHC) recognizes having AEDs on campus, serve to enhance life safety by enabling users to administer defibrillation in an SCA emergency, if possible, prior to the arrival of emergency responders.

This policy establishes guidelines for standardizing and maintaining AEDs on the OUHC campus.

Objective

OUHC departments in pursuit of, or in possession of AEDs, shall meet the requirements as set forth in this policy. This does not preclude departments from having more stringent internal policies in place based on the type of their current AED.

Scope

This policy identifies the requirements, procedures and responsibilities pertaining to the purchasing, installing, locating, maintaining, inspecting, record keeping, user training, and use of AEDs.

Requirements

Oklahoma AED Law – 76 O.S. §-5A – Good Samaritan Protection. Emergency Care or Treatment by Use of Automated External Defibrillator. Immunity from Civil Liability.

Campus AED locations within our facilities shall be provided to the proper emergency responders (OUHC Police Department).

AED Purchasing Protocols

The use of the building, building size, the number of occupied levels and general layout of the building should all be used as determining factors for AED spacing and quantity.

- A. Departments and/or groups which purchase an AED must complete the Defibrillator Registration Form and e-mail the completed form to the OUHC Office of Enterprise Risk Management for record keeping. The OUHC Police Department must also be emailed a copy for informational purposes and for emergency response, in keeping with the Oklahoma AED Law. (*see the Defibrillator Registration Form, Attachment "A"*).
- B. Departments pursuing AEDs shall be financially responsible for purchasing and maintaining AEDs and ensuring that any designated staff are properly trained in CPR and the use of AEDs. This includes the purchase cost of the AEDs, the replacement of integral components such as batteries, electrodes and any other necessary accessory items, and all associated training costs for designated employees.

UNIVERSITY OF OKLAHOMA  
HEALTH CAMPUS

- C. The department(s) pursuing AEDs shall designate a site/area Coordinator on their registration form, submitted to the OUHC Office of Enterprise Risk Management and the OUHC Police Department.
- D. It is strongly recommended to purchase AEDs and/or AED accessories that are FDA approved to ensure the safety and reliability of the device. Below is a link which provides a list of FDA approved AEDs and AED accessories.

<https://www.fda.gov/medical-devices/cardiovascular-devices/automated-external-defibrillators-aeds#approved>

- E. Existing AED brands, currently in place, may continue to be used provided that their CPR prompts are in accordance with the current American Heart Association's criteria and if they are maintained in accordance with their manufacturer's recommendations.

Site/Area Coordinators

Each department/college/office/clinic with an AED must designate a site/area coordinator who shall be responsible for compliance with the OUHC AED Policy, including but not limited to, record keeping, maintenance and testing of the AED, and completing the regular inspections in accordance with the manufacturer's recommendations and requirements.

- A. The site/area coordinator or designee will have the following areas of responsibility:
  - 1. AED site location
  - 2. Inspections and maintenance
    - a. The site/area coordinator is responsible for inspecting AEDs on a regular basis in accordance with the manufacturer's recommendations. Batteries are to be replaced, as necessary. Pads are to be replaced after use and/or as required by expiration dates. An inspection record and AED maintenance history shall be documented and retained by the department (*see AED Inspection Form, Attachment "B"*). At a minimum, AEDs should be inspected and checked utilizing attachment B, on a monthly basis.
    - b. If an AED has a dead battery or other impairment and is not completely functional then it shall be removed and taken out of service until it can be fully operational or replaced.
  - 3. Ensuring that the site/area appoints and perpetually has designated users that are properly trained and certified in American Heart Association or American Red Cross approved training and maintain proficiency and retraining in CPR and AED usage.
    - a. For suggestions on American Red Cross certified trainers around the OUHC campus, please contact the OUHC Office of Enterprise Risk Management.

**UNIVERSITY OF OKLAHOMA  
HEALTH CAMPUS**

4. Reporting to the OUHC Office of Enterprise Risk Management

- a. Site/Area coordinators shall provide an annual report to the OUHC Office of Enterprise Risk Management and the OUHC Police Department, which includes AED makes & models, total count, building location, the AEDs location within the building, maintenance checks, and designated staff training records (*see Annual Report Form, Attachment "C"*).
- b. Departments which have AEDs installed in affiliated buildings, outside locations, mobile vehicles, etc. shall identify and establish a site/area coordinator who will meet the responsibilities of that position.

Locations of and Installing AEDs

- A. It is recommended that the AEDs are placed in protected cabinets and clearly marked "AED."
- B. AEDs should be clearly visible and readily accessible to the building's occupants. Common places are near elevators, main reception areas, break rooms, and walls in main corridors.
- C. Occupants should be able to access an AED within a three-minute response time anywhere within the building. The three-minute rule is used as a guideline to determine the quantity of AEDs needed for the building.
- D. AEDs located in clinical areas shall be placed on "crash carts" and/or where clinical staff are aware.
- E. An inventory of AED locations will be maintained by the OUHC Police Department and the OUHC Office of Enterprise Risk Management.
- F. AEDs must be registered with the OUHC Office of Enterprise Risk Management and the OUHC Police Department regardless of whether it was purchased or donated. (*see Defibrillator Registration Form, Attachment "A"*)

Use of AEDs

Recognizing that any person(s) potentially may have the need to use an AED and since a standard AED prompt command is to continue CPR, it is therefore essential that designated university staff be qualified to administer CPR and in the use of an AED. Training may be received through certain university departments or other sources. For more information, contact the OUHC Office of Enterprise Risk Management at 405-271-3287.

Any emergency use of an AED shall be reported to the OUHC Office of Enterprise Risk Management and the OUHC Police Department by the site/area coordinator or a designee. If space allows, please keep a few blank copies of the appropriate form in the AED cabinet at all times. (*See Defibrillation Utilization Form, Attachment "D"*).

UNIVERSITY OF OKLAHOMA  
HEALTH CENTER

Defibrillator Registration Form

Department Name: \_\_\_\_\_

Department Address:

\_\_\_\_\_  
*Street* *City* *State* *Zip*

Site/Area Coordinator: \_\_\_\_\_

Coordinator Phone: \_\_\_\_\_ Coordinator Email: \_\_\_\_\_

What is the primary function of the department/facility? \_\_\_\_\_

In what type of area will the AED(s) be available (i.e., office, clinic, public assembly)? \_\_\_\_\_

What type(s) of defibrillator(s) will you be using and where?

AED #	Defibrillator Brand/Model	Specific Location	Individual responsible for maintenance and training for this AED.

Was a prescription included with the purchase of this/these AED(s)?  Yes  No

Indicate how you plan to ensure the device is operated by trained AED users and how this training will be obtained.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are your AED users current in CPR training?  Yes  No

If not, explain: \_\_\_\_\_

Attachment A

**Defibrillator Registration Form – Cont.**

Do you have a maintenance service and testing agreement for your AED?  Yes  No

If no, please describe provisions for unit maintenance and testing.

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This provider agrees to:

1. Take reasonable measures to ensure the AED is used by trained AED users.
2. Maintain documentation in accordance with the OUHC Automated External Defibrillator Policy.
3. Maintain, service, and test the AED according to manufacturer’s guidelines.  
Submit documentation to the OUHC Office of Enterprise Risk Management and the OUHC Police Department of any event, incident or situation that results in the use or possible use of the AED.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**This report must be submitted to the OUHC Office of Enterprise Risk Management**

OUHC Office of Enterprise Risk Management  
1105 N Stonewall Ave, Suite 121  
Oklahoma City, OK. 73117  
Office: 405.271.3287  
Fax: 405.271.3208

# Attachment A

UNIVERSITY OF OKLAHOMA  
HEALTH CENTER

AED Inspection Form

Inspected by: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_  
 Building: \_\_\_\_\_ Specific Location: \_\_\_\_\_  
 Unit #: \_\_\_\_\_ Brand/Model: \_\_\_\_\_ Serial #: \_\_\_\_\_

Use the following maintenance checklist when you check your unit in accordance with the manufacture’s recommendation and OUHC AED Policy.

Check the Following	Pass	Fail	N/A	Comments
Is the green check showing that the unit is ready to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the unit clean, undamaged, and free of excessive wear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any cracks or loose parts in the housing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify that electrodes are within their expiration dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify electrodes are connected to the unit and sealed in their package. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all cables free of cracks, cuts and exposed or broken wires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turn the unit on and off and verify the green check indicates ready for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify batteries are within expiration date. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check for adequate supplies (mask, gloves, extra batteries).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm on AED box operates correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Cleaning the Unit**

- After each use, clean and disinfect the unit with a soft, damp cloth using 90% isopropyl alcohol, or soap and water, or chlorine bleach and water mixture (30ml/liter water).
- Do not immerse any part of the unit in water.
- Do not use ketones (MEK, acetone, etc.) to clean unit.
- Avoid using abrasives (e.g., paper towel) on the display window or IrDa port.
- Do not sterilize the device.

**\*Utilize this form when filling out AED Annual Report**

**Attachment B**



UNIVERSITY OF OKLAHOMA  
HEALTH CAMPUS

AED #	Brand/Model	Location of AED	Description of Service Performed	Date

Have designated employees that are identified to respond to sudden cardiac arrests (SCA's) maintained current CPR/AED certifications for the current year?  Yes     No

If "no," what is the plan to update all employee certifications?

Acknowledgement Signatures

This report reviewed by:

Site Coordinator	Date
Dean/Director or VP	Date

**This report must be submitted each June to the OUHC Office of Enterprise Risk Management**

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Fax: 405.271.3208

## Attachment C

UNIVERSITY OF OKLAHOMA  
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Defibrillation Utilization Form

Department: \_\_\_\_\_ Date/time  
of Incident: \_\_\_\_\_

Location of Utilization: \_\_\_\_\_

Name of and contact information for the individual that received AED assistance ("Individual"), if known: \_\_\_\_\_

Name of and contact information for person(s) who found the Individual: \_\_\_\_\_

Name of and contact information for person(s) who determined Individual was unresponsive: \_\_\_\_\_

Name of and contact information for person(s) who operated the AED: \_\_\_\_\_

Did Individual have a pulse?  Yes  No How was the pulse checked? \_\_\_\_\_  
Was the Individual breathing?  Yes  No How was the breathing checked? \_\_\_\_\_  
Was EMS (911) called?  Yes  No If yes, what time did that happen? \_\_\_\_\_

Briefly describe the event, incident, or situation that resulted in the AED being brought to this Individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the AED applied to the Individual?  Yes  No

If Yes, describe what actions the AED advised and how many time the Individual was defibrillated: \_\_\_\_\_  
\_\_\_\_\_

**Status of patient at the time EMS arrived:**

Did Individual have a pulse?  Yes  No How was the pulse checked? \_\_\_\_\_  
Was the Individual breathing?  Yes  No How was the breathing checked? \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This report must be submitted to the OUHC Office of Enterprise Risk Management**  
**\*Any request for information regarding or produced by the use of the AED must be approved by the OUHC**  
**Office of Legal Counsel and the OUHC Office of Enterprise Risk Management**

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OUHC Office of Enterprise Risk Management  
1105 N Stonewall Ave, Suite 121  
Oklahoma City, OK. 73117  
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Attachment D