

Valdosta State University
Automated External

PROCEDURE FOR THE PURCHASE AND PLACEMENT OF AEDS

The following procedures must be used to gain approval for AED purchases.

1. The department/unit will request approval from the AED Committee to purchase and maintain an AED. The request must include the following information:
 - a. Justification for the need
 - b. Plan for training of personnel and maintaining current training
 - c. Plan for trained personnel coverage of location(s)
 - d. Designation of Area Coordinator responsible for compliance with policy, including training,

6. Whenever possible, units should be kept in a climate controlled location, for example inside the cab of police vehicles instead of in the trunk.

RESPONSIBILITIES OF THE AUTOMATED EXTERNAL DEFIBRILLATOR COMMITTEE

The AED Committee membership can be found on the Environmental & Occupational Safety webpage. The AED Committee will meet at least once per year and will be responsible for performing and maintaining a record of the following activities:

1. Designate a standard brand and model of AED which can be purchased, approve the location and placement, and designate guidelines for maintenance, testing, training, and recordkeeping. In determining the campus standard, the Committee will consider compatibility with local EMS equipment.
2. Review requests for purchase which will include but not be limited to consideration of need, public health issues, risk of location, population in building, and response time of EMS.
3. Develop a standard post-incident debriefing protocol for individuals who use the AED.
4. Review each use of an AED as soon as possible after the event by the AED Committee Chairpersons. This review may cause the chairpersons to call a meeting of the AED Committee to

RESPONSIBILITIES OF ENVIRONMENTAL AND OCCUPATIONAL SAFETY

The Director of Environmental and Occupational Safety will be responsible for reviewing changes to the AED Policy and making certain necessary actions are completed. The Environmental and Occupational Safety office will ensure compliance with the AED Policy on our campus. This includes:

1. Conducting periodic audits of departmental training, maintenance records, and inspections.
2. Publicizing the requirements of the AED Policy.
3. Maintaining records as required by the AED Policy.
4. Reporting to the AED Committee any discrepancies in departmental AED maintenance, recordkeeping or training.
5. Informing local emergency responders of the locations of AEDs on campus.

APPENDIX A

Post-Incident Report Form

Valdosta State University
Automated External Defibrillator (AED)
Post-Incident Report Form

Use this form to report any event, incident or situation that resulted in use or attempted use of an AED. The responder at the scene and the AED Area Coordinator shall ensure its completion and forwarding within 24 hours of the event to the Office of Environmental and Occupational Safety with a copy retained by the Area Coordinator.

Facility or Building:

Location of Event:

Date of Event:

Time of Event:

Name and Contact Information for victim, if known:

Did the victim collapse (become unresponsive)?	Yes	No
Was someone present to see the person collapse?	Yes	No
If yes, provide name: _____		
If yes, was the person a trained AED employee?	Yes	No
Did the victim have a pulse?	Yes	No
How was the pulse checked?		
Was the victim breathing?	Yes	

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