

	<b>Automatic External Defibrillator Policy and Procedure</b>	
<b>Administrative Services</b>	<b>Administrative Policy &amp; Procedure</b>	Adopted August 2015  <b>Page 1 of 5</b>

## 1.0 Objective and Responsibilities

Columbia Basin College (CBC) is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. This includes providing safety and emergency response equipment that may promote the health and safety of students, faculty, staff and members of the public including automatic external defibrillators (AED).

All employees shall protect their own health and safety and work in compliance with current regulations and standards with safe work practices and procedures established by CBC. They must report any health hazards and unsafe conditions or practices to supervisory staff for corrective action. All procedures will remain in proper compliance with the Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW. This requires CBC to "furnish to each of its employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to its employees" (RCW 49.17.060).

The AED units will be placed in campus buildings so that they are readily accessible, consistent with this procedure. This procedure provides for consistent application, location, maintenance, inspection, testing, calibration and repair of CBC's AED equipment. This procedure is not intended to cover all circumstances involved in such emergencies.

## 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Automatic External Defibrillators (AED): An automated computerized medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation, and provide visual and voice instructions for the device operator, included, if indicated, to push the button to deliver an electric shock.
- 2.2 AED Responder: A volunteer individual who is trained in AED use and is available to respond to Sudden Cardiac Arrest (SCA) medical emergencies.
- 2.3 Cardio-pulmonary Resuscitation (CPR): Rescue breathing and external cardiac compression applied to a person in respiratory and/or sudden cardiac arrest.
- 2.4 Emergency Medical System (EMS): Professional community responder agency for emergency events, which provide medical assistance and/or ambulance transport.

- 2.5 Rescue Breathing: Artificial ventilation of a person in respiratory and/or sudden cardiac arrest.
- 2.6 Sudden Cardiac Arrest (SCA): A significant life-threatening event when a person's heart stops or fails to produce a viable pulse.
- 2.7 Volunteer Responder: Anyone can, at their discretion, provide voluntary assistance to a person(s) during medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. An emergency medical response may include CPR, AED, or medical first aid.

### **3.0 Authorization and Responsibilities**

- 3.1 Medical Advisor: A licensed physician will be designated as the CBC Medical Advisor and will:
  - 3.1.1 Provide medical direction for use of AEDs.
  - 3.1.2 Write a prescription for AEDs.
  - 3.1.3 Assist in quality control of CBC's AED program.
- 3.2 AED Committee: An AED Committee will be representatives of the Health Sciences Division, Campus Safety & Security Officer, Plant Operations Director, and other representatives. The AED Committee will:
  - 3.2.1 Develop and maintain the CBC's AED policy and procedure.
  - 3.2.2 Assist in reviewing the designated locations of AEDs on CBC campuses.
  - 3.2.3 Ensure compliance with state and local regulations regarding AEDs.
  - 3.2.4 Review the AED program annually to evaluate effectiveness.
    - 3.2.4.1 Any modifications made to the AED policy and procedure will be communicated to all AED Responders of record.
  - 3.2.5 Following an event, ensure a post event review is promptly completed.
- 3.3 CBC Safety Committee: The Safety Committee shall provide input to the AED Committee on key safety issues, including issues involving AEDs and will be consulted for input with the annual review of CBC's AED program.
- 3.4 AED Coordinator: The AED Coordinator is the Campus Security & Safety Supervisor. It is the responsibility of the AED Coordinator to:
  - 3.4.1 Serve as a member of CBC's AED Committee.
  - 3.4.2 Ensure compliance with CBC's AED policy and procedure.

- 3.4.3 Maintain a list of CBC's AED Responders and their training records.
- 3.4.4 Ensure the required maintenance, testing, and calibration of AEDs and related response equipment is followed pursuant to the manufacturer's recommendations.
- 3.4.5 Maintain files of records pertinent to CBC's AED program.
- 3.4.6 Ensure the Campus Security Office completes weekly inspections of AEDs on all campuses as follows:
  - 3.4.6.1 Use and refer to the maintenance and inspection checklist provided by each manufacturer.
  - 3.4.6.2 Maintain inspection records at each AED location.
  - 3.4.6.3 Replace any missing or damaged accessories immediately.

#### **4.0 AED Responders**

- 4.1 Employees who have been trained and voluntarily accepted the responsibility under this policy and procedure to be an AED Responder must meet the following requirements:
  - 4.1.1 Successfully complete all required AED/CPR training.
  - 4.1.2 Respond to emergency calls related to AED use.
  - 4.1.3 Follow the guidelines of the AED program.
- 4.2 AED Responder Training Requirements: Every two years employees who volunteer to be AED responders must successfully complete basic CPR/AED training. The training and simulation will be on the version of the AEDs in use so AED Responders are familiar with the device and are able to successfully operate it in an emergency (4 hours).
  - 4.2.1 Upon request from the AED Coordinator, the Human Resources Office is responsible for scheduling AED training classes and that the instructors are qualified to present such training.
- 4.3 Training Records: Records of the employee training should be maintained by the AED Coordinator, as well as the Human Resources Office for documentation in the each employee's official personnel file.
- 4.4 Liability and Good Samaritan Laws: According to RCW 70.54.310, the State of Washington provides protections from civil damage to entities that acquire AEDs for emergency use. Individuals using AEDs who are acting as a Good Samaritan under RCW 4.24.300 are protected from civil damages if they provide emergency care or treatment in good faith. These protections do not apply in the case of personal injury or wrongful death resulting from the gross negligence, or the willful, and wanton misconduct of the person who renders emergency care of treatment by the use of an AED.

## **5.0 AED Equipment and Maintenance**

AED equipment shall not be used outside the parameters of this procedure and should not be moved from their assigned locations except for required maintenance, service, testing, or repair.

- 5.1 The Campus Security Office should be notified any time that AED equipment is removed from service at any assigned location.
- 5.2 Because of rapidly changing technology, CBC does not recommend a specific model or manufacturer of AED equipment. All models have similar features, but the slight differences allow them to meet a variety of needs.
- 5.3 All accessory equipment must remain with the AED unit and must be inspected weekly for readiness of use and integrity of the device.
- 5.4 When necessary, an AED may be removed by Campus Security for the purpose of cleaning the AED using the recommended procedures and cleaning agents specified by the manufacturer.

## **6.0 AED Response**

Any individual who recognizes a medical emergency initiates the workplace AED response immediately by:

- 6.1 Notification: Calling or requesting that a bystander call 911 to request emergency medical assistance.
  - 6.1.1 A second call shall be made to Campus Security and provide the following information:
    - 6.1.1.1 Type of emergency;
    - 6.1.1.2 Location of emergency; and
    - 6.1.1.3 Brief description of the person/victim and/or the situation.
- 6.2 At the scene, the AED responder should next:
  - 6.2.1 Verify scene safety before assessing the person.
  - 6.2.2 Confirm that 911 emergency services have been notified and that emergency responders are on the way to the scene.
  - 6.2.3 Render care which may include following the response protocols detailed by the AED equipment manufacturer.
  - 6.2.4 Continue to provide appropriate care until a higher medical authority arrives or the person refuses care.
  - 6.2.5 Once emergency responders arrive, the AED responder transfers care to the Emergency Medical Services agency for appropriate advanced medical treatment.

- 6.3 Post Event: After any incident in which an AED is used to provide emergency medical assistance. Campus Security shall promptly notify the AED Coordinator and the AED Committee.
- 6.3.1 The AED unit that has been used will be inspected and supplies replaced as needed. The AED unit will then be returned to its designated location.
- 6.3.2 As soon as possible the AED Committee, the AED Coordinator and the AED Responder(s) shall conduct an evaluation of the response efforts to identify strengths and deficiencies of the response plan as revealed by the incident. A post incident report will be developed and a copy will be forwarded to the medical advisor for review.
- 6.3.3 To prevent a violation of confidentiality, AED Responders are to refrain from open discussion of any aspects of the medical event. Confidentiality must be maintained in accordance with all state and federal regulations.
- 6.3.4 The AED Coordinator is to ensure that appropriate parties should be notified of equipment irregularities so that the device manufacturer may be notified immediately.