

SUBJECT: Automated External Defibrillators (AED)	Effective Date: 7/29/2015	Policy Number: 3-118	
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	Responsible Authority: Director of Environmental Health & Safety		

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the university community.

POLICY STATEMENT

The University of Central Florida is committed to the health and safety of its faculty, staff, students, and other members of the UCF community. In order to maximize the chances of survival of any member of the university community who might experience sudden cardiac arrest, the university will satisfy applicable Florida law and guidance relating to the acquisition, use, and maintenance of AEDs.

DEFINITIONS

Automated External Defibrillator (AED). A device that is commercially distributed in accordance with the Federal Food, Drug, and Cosmetic Act, and that is capable of recognizing the presence or absence of ventricular fibrillation. Furthermore, this device is capable of determining, without intervention by the user, whether defibrillation should be performed, and, upon making such determination, is able to deliver an electrical shock to an individual.

Cardiopulmonary Resuscitation (CPR). Emergency procedure performed on a person whose heart is not beating normally and which is intended to restore partial flow of oxygenated blood to the brain and other main organs. CPR alone is unlikely to restart the heart, but its immediate use will delay tissue death and will “buy extra time” for an attempt at a successful resuscitation using an AED.

Quality Assurance Program. A program consisting of administrative and procedural activities put in place to ensure the readiness and effective use of an AED device.

Sudden Cardiac Arrest (SCA). A condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs. This condition usually causes death if it is not treated within minutes.

PROCEDURES

I. Purchasing an AED

Any area considering the purchase of an AED shall follow these steps:

Contact EHS at 407-823-6300 to discuss AED needs and deployment in your specific area;

Initiate a request by submitting the AED form (available at www.ehs.ucf.edu), with building location and contact information, and email to:

Health Services director, and
EHS director;

Use category code 42000001 when purchasing the device, and specify that item to be purchased is an AED;

When the device is delivered, complete the AED form (same form used on step 2 above) and submit it to the EHS director in order to register the device;

Establish and maintain a departmental quality assurance program as defined on the registration form;

Designate a contact person(s) responsible for the registration, the quality assurance program, and obtaining the appropriate training; and

Submit any AED changes on the AED form to the EHS director.

II. Previously Purchased AED

Any area that currently has an AED shall follow these steps:

1. Ensure device is registered with EHS (<http://www.ehs.ucf.edu>); if not registered, contact EHS at 407-823-6300; and

Continue/initiate quality assurance program.

III. Quality Assurance Program

At a minimum, the department shall initiate a program that includes:

1. Monthly device/inventory check (e.g., expiration date on pads);

Twice per year notification to department employees in the building regarding AED availability; and

Training for responsible contacts every two years (usually CPR/AED certification).

IV. Activated AED

If the AED in your area was used during a response, please follow these steps:

1. Secure AED device (do not remove the battery); and

Contact the UCF Environmental Health & Safety director, (407-823-6300), and

remove the device from service.

V. Special Conditions

1. The Athletics Department must ensure that the following conditions are maintained:
 - a. At least one AED is located in a central area, which is known to students and staff, where defibrillation can occur within five (5) minutes of SCA onset at any indoor or outdoor area or facility being used for intercollegiate sports activities; and
 - b. At least one person who is trained in CPR and the use of an AED must be on the premises during all hours of practice, training, or competition.
2. Personnel managing the CFE Arena, Bright House Networks Stadium, and other public assembly venues are encouraged to ensure that their responsible contacts are trained in CPR and the use of AEDs. However, failure to do so does not constitute a basis for the relocation of the devices to other facilities, since trained medical personnel provided by a third-party company are available during most events.

RELATED DOCUMENTS

Florida Statutes 401.2915, 768.13, 768.1325, and 768.1326

FORMS

AED Form: www.ehs.ucf.edu/workplacesafety/AEDRegistrationandUpdateForm.pdf

CONTACTS

Environmental Health and Safety Director (407) 823-6300

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-118

Initiating Authority: Will F. Mearns Date: 7-29-15

University Policies and
Procedures Committee Chair: Lynda L. Bishop Date: 7/24/2015

President or Designee: John C. Hill Date: 7/29/15