



**Automated External Defibrillator (AED) Program**

**I. PURPOSE**

The purpose of this procedure is to provide minimum standards for guidance and consistency in management of the Automated External Defibrillator (AED) device program for on the campus of Tennessee Tech University.

**II. SCOPE**

This program applies to the acquisition, distribution, use, training and maintenance of AEDs.

**III. DEFINITIONS AND ABBREVIATIONS**

- a. Automated external defibrillator ("AED"): An AED is a device that is used to treat patients who experience SCA. It is only to be applied to patients who are unconscious, not breathing normally, and showing no signs of circulation. The AED analyzes the heart rhythm and advises the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy.
- b. Cardiopulmonary resuscitation ("CPR"): Artificial ventilation and/or external cardiac compression applied to a patient in respiratory and/or cardiac arrest.
- c. Emergency Medical Services ("EMS"): Professional community responder agency for emergency events, which provide medical assistance and/or ambulance transport.
- d. EHS: Environmental Health and Safety

**IV. RESPONSIBILITIES**

- a. Program Manager – The Department of Environmental Health and Safety shall serve as the program manager by providing oversight for this written program.

EHS shall:

- i. Determine, in coordination with the Medical Director which buildings on campus need an AED.
- ii. Notify department heads of buildings on the need to have an AED.
- iii. Serve as a technical resource for questions and comments for the AED program and periodically review compliance with this program.
- iv. Post the most recent edition of this plan on the EHS website.
- v. Review and revise this written plan periodically and upon notice of the need for changes.
- vi. Maintain a database of where AEDs are housed on campus.
- vii. Maintain records as required.
- viii. Submit copies of this plan and location of AEDs to outside first responders (City of Cookeville) and the Medical Director.

- b. AED Owner: Any Department acquiring or possessing an AED is the AED Owner. Deans, Directors, Department Heads, or designee are responsible for the following:
  - i. Ensure that department-owned AEDs are inspected, tested, and maintained in accordance with the manufacturer's operational guidelines (daily, monthly, and annually) and maintain written records as instructed by EHS.
  - ii. Purchase and replace AED, batteries, pads, and other supplies as needed.
  - iii. Consult EHS and Medical Director prior to purchasing a new AED.
  - iv. Notify staff members of the location of the nearest AED.
  - v. Designate personnel to be trained as AED responders and ensure they are adequately trained.
  - vi. Maintain and submit a roster of those individuals to EHS.
  - vii. Ensure Appendix A is completed and notify EHS and Medical Director as soon as possible when an AED has been used.
- c. Medical Director:
  - i. The Medical Director shall supervisor and endorse the placement of AEDs.
  - ii. Review Appendix A following use of an AED on campus and provide recommendations, if any, for improvement.

## **V. Procedure**

- a. Purchasing an AED:
  - i. AEDs that are purchased shall meet the requirements of Tennessee Codes Annotate (TCA 1200-12-1.-19(5) and the American Heart Association guidelines. Models that are purchased shall be consistent with other units on campus.
  - ii. Contact EHS for assistance prior to purchasing an AED.
- b. Placement of AEDs:
  - i. EHS in coordination with the Medical Director, will approve the location of AEDs in buildings on campus. According to state code, placement of AED's is required to be supervised and endorsed by a licensed physician.
  - ii. The AED should be located in a central place. Trained personnel who use mobile AEDs shall have a cell phone with them while the AED is in the field.
  - iii. Consideration should be given to placing the AED where it:
    - 1. Should not be subject to physical damage, theft, temperature or humidity extremes.
    - 2. Is readily visible and available for use.
    - 3. Note that signs may be used to identify the device's location where necessary.

## **VI. TRAINING**

- a. Personnel to be trained:
  - i. AED owners will identify and ensure a minimum of two individuals per shift from their department are properly trained through an approved CPR/AED training course.
  - ii. Written training records are to be maintained by AED owners with a copy sent to EHS.
  - iii. Training should include at a minimum:

1. Recognition of the signs and symptoms of sudden cardiac arrest.
2. Instruction for CPR and AED protocols.
3. Specific instructions to contact University PD to access emergency medical services or call 911, identify the problem and your, send extra staff to the building entrance to meet the responders.
4. Location of the AED units in the building.
5. Refresher training, as required by the training organization selected. All University personnel who have been identified as AED responders are required to attend an approved CPR/AED training course.

**VII. Notification**

- a. Following any event involving the use of an AED, the responder must complete the AED Use Report (See Appendix A) and send to EHS at ehs@tnitech.edu.
- b. EHS will provide a copy of the AED Use Report to the Medical Director and local EMS.

**VIII. Recordkeeping**

- a. The following records must be maintained by AED owners with copies provided to EHS:
  - i. Periodic maintenance, repair and inspection records.
  - ii. Other records as defined by the equipment manufacturer.
  - iii. Record of CPR/AED employee training.
  - iv. Record of use (Appendix A).
  - v. Medical Director's approval of installation location.
  - vi. The records shall be maintained in accordance with regulatory requirements.

**IX. Immunity of AED Users and Owners**

- a. Tennessee law provides various protections from liability to the owners and users of AED devices. See TENN. CODE ANN. § 68-140-406 (Tennessee AED Statute); TENN. CODE ANN. § 63-6-218 (Tennessee Good Samaritan Act).
- b. In addition, the duties performed by AED Directors and AED Responders will be within the scope of their employment and they, therefore, also are protected by TENN. CODE ANN. § 9-8-307 (Tennessee Claims Commission Statute). For additional information about the liability protections offered by these statutes, please contact the TTU Office of the University Counsel.

***Cross-references: TENN. CODE ANN. § 68-140-710; TENN. CODE ANN. § 68-140-406; TENN. CODE ANN. § 63-6-218; TENN. CODE ANN. § 9-8-307; TENN. COMP. R. & REGS. 1200-12-01-.19.***

**REFERENCES**

- T.C.A. §§4-5-202, 68-140-504, 68-140-505, and 68-140-705. **Administrative History:** Original rule filed January 24, 2002; effective April 9, 2002. Amendment filed August 15, 2005; effective October 29, 2005.
- American Heart Association's 2020 Guidelines for CPR and AED use.

Appendix A

Tennessee Tech University  
Automated External Defibrillator Use Report

Date and time of Use:

Location:

AED Model:

How Were You Notified of the Emergency:

Time Notified:

**Patient Information-** Name:

Race:

Age:

Sex:

Patient Condition upon your arrival:

Conscious

Breathing

Pulse

CPR

Unconscious

Not Breathing

No Pulse

No CPR

What action did you take?

Was shock needed?

Yes No

Was shock delivered? Yes No

Did pulse return?

Yes No

Did breathing return? Yes No

Was CPR performed?

Yes No

By whom?

Did patient become conscious?

Yes No

Condition on arrival of EMS?

Outcome (if known):

Could you do this again if needed?

Yes No Not Sure

Additional Information Attached?

Yes No

Names of all AED responders:

Your Name

Date

Please submit report to EHS at [ehs@tntech.edu](mailto:ehs@tntech.edu).