



Campus AED Program

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INTRODUCTION

The use of CSUDH's automated external defibrillators (AEDs) is one step in a process to improve survival rates for victims of sudden cardiac arrest (SCA). SCA results when the heart abruptly, and without warning, stops pumping blood to the rest of the body. Cardiac arrest is different from a heart attack (blockage of blood flow) and often involves rapid, unsynchronized pumping of the heart's lower chambers. An AED can be used on a person suffering from cardiac arrest in an effort to restore a normal heartbeat.

According to the American Heart Association (AHA), survival rates are higher in areas where cardiopulmonary resuscitation (CPR) and AED trained personnel have rapid access to defibrillators. Early CPR and defibrillation are critical to a victim's survival and will help maintain blood flow. Every minute SCA goes untreated the victim's chances for survival drop 7 to 10 percent. For additional information visit: www.americanheart.org.

Lay rescuers are legally protected when they render medical care. According to California Health and Safety Code, Division 2.5, Section 1799.102:

No person who in good faith, and not for compensation, renders emergency medical or nonmedical care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission.

The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

In addition, California Civil Code, Section 1714.21 expanded the **Good Samaritan Law** to include use of an automated external defibrillator for the purpose of saving the life of another person in cardiac arrest.

INCLUSIONS

The AED program includes all AEDs at state university managed properties. The University Housing Program maintains their own AED policy but is included in the overall program.

EXCLUSIONS

The AED program does not include facilities on university grounds that are not associated with CSUDH including:

- Loker Student Union
- California Academy of Math and Science
- Dignity Sports Center

SCOPE

The scope of this AED Program describes standards and procedures relating to the AED Program, and where applicable, all CSUDH entities acquiring a public access AED. The Environmental Health and Safety (EHS) department shall coordinate all AED purchases for use on the CSUDH campus.

The Campus AED Program currently consists of **15 AED units** located in the following areas:

Building	Room	Quantity	Type
Welch Hall	Police Department: B-100-C	1	Cardiac Science
Welch Hall	Room 142	1	Zoll AED Plus
Police Vehicles	Each Police Car	5	Cardiac Science
Gymnasium	Athletic Training Room	1	Cardiac Science
Gymnasium	Gym C-108	1	Zoll AED Plus
Athletic Cart	Mobile Unit	1	Zoll AED Plus
Innovation and Instruction	SW corner of first floor	1	Zoll AED Plus
Facility Services	West wall of front desk	1	Zoll AED Plus
Library North	East wall second floor	1	Zoll AED Plus
Natural Sciences and Mathematics	Third Floor C-351	1	Zoll AED Plus
Student Health Center	SHX C-203	1	Cardiac Science

RESPONSIBILITIES

The success of this AED Program depends on the effective collaboration of team members from across campus departments. Specific responsibilities of team members are as follows:

EHS AED PROGRAM COORDINATOR

- Provide administrative oversight of AED Program
- Provide resources as needed for operation of the AED Program
- Review monthly program reports and AED activation/incident reports
- Maintain AED Program records for four (4) years or as required by law

DEPARTMENTAL AED PROGRAM MANAGER/COORDINATOR

- Acts as point of contact for the department AED Program
- Assigns a person or persons as an AED coordinator
- Conducts monthly unit tests and performs full tests twice yearly

- Ensures that all required equipment and supplies are present
- Prepares and submits online monthly inspection reports
- Notify EHS of any use of an AED and submit the *AED Incident Report Form* within **48 hours of activation and/or notification**.
- Oversee AED maintenance, unit replacement, and post-incident procedures
- Immediately report any abuse or vandalism of the AED to the University Police Department and the EHS department
- Notify EHS of any major changes (e.g. change to individual assigned as AED Site Coordinator, the building is no longer occupied, etc.).

FERPA TRAINING

As best practice, AED Program Site Coordinators are encouraged to receive training in the protection of health information. Although the AED Program does not constitute a Health Insurance Portability and Accountability Act (HIPAA) component, basic Family Education and Privacy Act (FERPA) training can be used to ensure that all AED Program Site Coordinators are trained to handle confidential health information. Program participants must receive training certification for FERPA training.

RECORD KEEPING

TESTING

The department AED Program Manager/Coordinator will test and report AED functions monthly. A full inspection shall be conducted twice yearly.

AED USE

Any time the AED is used, an incident report must be generated within 48 hours. All incident reports must be submitted to EHS where they will be maintained for five (5) years.

ONLINE RECORD-KEEPING

CSUDH contracts with Di Pietro and Associates to maintain AED records and certify AED units. In the event that the service is no longer used, EHS shall inform each department and provide them with the written checklist and instructions for use (see Appendix B).

OPERATION AND MAINTENANCE OF AED

USING THE AED:

AEDs are lay responder units to be used for defibrillation purposes only on nonresponsive patients; they do not function as medical units or provide EKG readouts.

DO NOT USE THE AED if:

- The person is conscious
- The person is breathing
- The person has a detectable pulse
- The person is younger than 12 years of age
- The person weighs less than 80 pounds.

Whenever possible, users should call 911 for guidance before using the AED. The following are standardized steps for AED use.

- 1) Use gloves, CPR shield or mask to protect against the transmission of communicable diseases.
- 2) Initiate CPR.
- 3) Turn ON the AED. The unit will display a green check mark when ready to use.
- 4) Follow the AED instructions. Users will be given voice prompts and LCD readouts.
- 5) Transfer victim care to the responding EMS Personnel once they arrive. This person will be expected to provide the following information to the responding EMS personnel:
 - a) Initial time of the event
 - b) Any care given prior to EMS arrival
 - c) Victim's condition

If the AED malfunctions or displays a red light, continue providing CPR until emergency medical personnel arrive. Report any equipment malfunctions to the EHS within 24 hours at 310-243-3000.

POST-INCIDENT PROCEDURES:

Any time the AED is used, specific post-incident procedures must be followed:

The user of the AED must:

- Provide information to emergency responders
- Submit an AED Incident Report within 48 hours of use (Appendix A)

The AED site coordinator must:

- Notify the EHS AED Program Coordinator within 24 hours from when the AED was activated
- Participate in incident debriefing with EHS AED Program Coordinator

The EHS AED Program Coordinator must:

- Coordinate the immediate removal of AED from service. A backup AED may be obtained through di Pietro and associates if required
- Clean and disinfect the unit according to manufacturer specifications
- Download AED data and clear unit memory (refer to AED guidelines for instructions)

- Perform a maintenance check:
 - Replace the defibrillator pads and supplies
 - Replace the batteries and run a battery insertion test
- Return the AED to service
- Conduct incident debriefing with the AED Site Coordinator and/or involved parties
- Consult with the Office of General Counsel when appropriate

MAINTAINING THE AED

Each department's AED coordinator is responsible for maintaining the AED. This includes ensuring that supplies are fully stocked, equipment is operating properly, and any use of the AED is promptly reported.

AED SUPPLIES

Supplies and accessories must be maintained at the site of each AED unit in the Program. Each AED location must include:

- AED device with batteries installed
- One set of defibrillator pads
- One to two *stop the bleed* kits

AED TEST FAILURE OR EQUIPMENT IRREGULARITIES

If the AED does not pass its scheduled checks, alarms sound, or has any other noticeable problems, EHS must be notified within 24 hours. The EHS AED Program Coordinator will manage repairs and provide a temporary replacement through di Pietro and Associates until the AED is fully serviceable.

AED INCIDENT REPORT CONFIDENTIALITY

The AED Incident Report is confidential and must not be altered. Program participants must protect the confidentiality of a victim's health information and route information only to necessary personnel involved in the victim's care. To prevent violation of victim confidentiality, lay rescuers and program participants must conduct debriefings and AED Incident Report interviews in private. Debriefing shall include a review of HIPAA standards and AED Program policy.

Appendix A AED Incident Report Form

Date of Use	
Time of Use	
Location	
# of shocks	
Device ID	
Serial #	

Victim information:

Name	
Phone	
Job/Dept/student	
University ID	
DOB	

AED operator Information:

Name	
Department	
Phone	
University ID	

Sudden Cardiac Arrest (SCA) event report

	Yes	No	Documented Time
Collapse/Recognition			
Unresponsive			
CPR started			
AED used			
First shock given			
Additional shock given			
# of additional shocks			
Return to Circulation			
Return to Respiration			
EMS or paramedic arrival			
Victim's condition when EMS arrived:			

Appendix B Off-line AED Inspection

Location	
Month/Year	
Device ID	
Serial #	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Unit not damaged												
Housing not damaged												
Cables not Damaged												
Status indicator Green												
Alarm Functioning												
Pads												
Batteries												
Stop the bleed kit												
Stop the bleed kit												
Initials												

Document Review

Date	Changes	Revision #
02/14/22	Add unit for I&I	1
02/20/23	Add unit for Facility Services	2
01/12/24	Add unit for Library	3
6/26/2024	Add unit for Welch Hall Add unit for Natural Science and Mathematics	4
7/8/2024	General Revision	5

⚠ Warning!

- ▲ Use the AED Plus unit only as described in this manual. Improper use of the device can cause death or injury.
- ▲ DO NOT use or place the AED Plus unit in service until you have read the AED Plus Operator's and Administrator's Guides.
- ▲ DO NOT use or place the AED Plus unit in service if the unit's status indicator window (located on the left side of the handle) displays a red "X".
- ▲ DO NOT use or place the AED Plus unit in service if the unit emits a beeping tone.
- ▲ Connect the electrode cable to the AED Plus unit after installing batteries.
- ▲ Always stand clear of patient when delivering treatment. Defibrillation energy may be delivered through the patient's body and cause a lethal shock to those touching the patient.
- ▲ DO NOT touch the electrode surfaces, the patient, or any conductive material touching the patient during ECG analysis or defibrillation.
- ▲ Move patient away from electrically conductive surfaces prior to use of equipment.
- ▲ DO NOT use the unit near or within puddles of water.
- ▲ Keep the patient as motionless as possible during ECG analysis.
- ▲ DO NOT use the unit near flammable agents, such as gasoline, oxygen-rich atmospheres, or flammable anesthetics.
- ▲ Avoid radio frequency interference from high-power sources that might cause the defibrillator to interpret cardiac rhythms incorrectly by turning off cell phones and 2-way radios.
- ▲ Disconnect non-defibrillation protected electronic devices or equipment from patient before defibrillation.
- ▲ Dry victim's chest, if wet, before attaching electrodes.
- ▲ Apply freshly opened and undamaged electrodes, within the electrode expiration date, to clean and dry skin to minimize burning.
- ▲ DO NOT place electrodes directly over the patient's implanted pacemaker. Pacemaker stimuli may degrade the accuracy of ECG rhythm analyses or the pacemaker may be damaged by defibrillator discharges.
- ▲ Check labeling inside the ZOLL AED Plus cover before using the cover as a Passive Airway Support System (PASS) device to ensure it is intended for this use.
- ▲ DO NOT use the Passive Airway Support System (PASS) if there is a suspected head or neck injury. Place the patient on a firm surface before performing CPR.
- ▲ DO NOT recharge, disassemble, or dispose of batteries in fire. Batteries may explode if misreated.
- ▲ DO NOT use or stack the AED Plus unit with other equipment. If the unit is used or stacked with other equipment, verify proper operation prior to use.

⚠ Caution!

- ▲ DO NOT disassemble the unit. A shock hazard exists. Refer all servicing to qualified personnel.
- ▲ Use only commercially available type 123A lithium manganese dioxide batteries. Discard batteries properly after removal from unit. Use only batteries from recommended manufacturers. See the AED Plus Administrator's Guide (P/N 9850-0301-01) for a list of recommended battery manufacturers.
- ▲ If the device is stored outside the recommended environmental conditions, the electrode pads and/or batteries may be damaged or their useful life reduced.
- ▲ The CPR-D Padz Electrode can be connected to other ZOLL defibrillators with Multifunction Cables. Defibrillation can be administered when connected to other ZOLL defibrillators. The CPR function does not operate with any device other than the AED Plus defibrillator.

Important!

This symbol indicates that an AED Plus unit is equipped for treating adult and pediatric patients. An AED Plus unit without this symbol is not intended to treat pediatric patients and will NOT work with ped-pads II™ pediatric electrodes. To upgrade an AED Plus unit for use with ZOLL ped-pads II™ pediatric electrodes, contact ZOLL Medical Corporation or an authorized ZOLL distributor for information on the ZOLL AED Plus Pediatric Upgrade Kit.

Set-up and Check-out Procedure:

1. Insert 10 new batteries into AED Plus unit.
2. Connect electrode cable to AED Plus unit and pack sealed electrodes inside unit cover. Close cover.
3. Turn unit on and wait for "Unit OK" audio message. Verify that unit issues appropriate "Adult Pads" or "Pediatric Pads" audio message.
4. Turn unit off.
5. Wait 2 minutes. Verify that green check symbol (✓) appears in status indicator window (located on left side of handle) and that unit does not emit any beeping tones.
6. Place AED Plus unit in service.
7. Check AED Plus unit periodically to ensure that green check symbol (✓) appears in status indicator window.

Battery Replacement

Replace batteries before expiration date or if unit prompts. Use only type 123A lithium manganese dioxide batteries from recommended manufacturers.

- Remove all batteries from battery compartment and discard before installing any new batteries.
- Insert 10 new batteries into battery well. Do not use old batteries.
- Press button in battery well only after installation of new batteries.

Cleaning

- Clean and disinfect unit with soft, damp cloth using 90% isopropyl alcohol or soap and water, or chlorine bleach (30 milliter water).
- Do not use solvents or harsh cleaning agents.
- Do not use ketones (MEK, acetone, etc.).
- Avoid using abrasives (e.g., paper towels) on the LCD display, if so equipped.
- Do not sterilize the unit.

TROUBLESHOOTING

Problem	Recommended Action
Self-test failed.	Manually test by pressing and holding the ON/OFF button for more than 5 seconds. If unit fails test again, remove from service.
"Change batteries" prompt.	Replace all batteries at the same time.
Red "X" in Status Indicator window OR beeping noise when unit is OFF.	Perform manual test. Check to see if cable is attached properly to unit. Replace batteries. If unit still does not operate correctly, remove from service.
Red "X" in Status Indicator window when unit is ON.	Power cycle the unit. If Red "X" is still present in Status Indicator window, remove unit from service.

For Technical support or repair:

Technical Service Department
ZOLL Medical Corporation
269 Mill Rd.
Burlington, MA 01924-105
978-421-0065 • 800-348-9011
Fax: 978-421-0010

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International Service
Contact your local distributor.

CE 0197

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