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# AUTOMATED EXTERNAL DEFIBRILLATORS (AED) PROGRAM

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## I. Purpose

The purpose of this program is to allow for safe maintenance and use of Automated External Defibrillators (AEDs) in an emergency situation.

## II. Scope

This program applies to all University of North Carolina at Charlotte (UNC Charlotte) owned AEDs and employees who are required to use them as part of their regular job duties.

## III. Definitions

**Automatic External Defibrillator (AED)** – An AED or automatic external defibrillator, is a device used to give an electric shock through the chest wall to the heart for someone who has sudden cardiac arrest. An AED has built-in computers that will check an individual's heart rhythm, judge if defibrillation is needed, and then give the shock.

**Emergency Medical Services (EMS)** - EMS is typically an ambulance service that provides acute medical care and transports patients to a medical facility for more advanced treatment.

**Sudden Cardiac Arrest (SCA)** - SCA is a condition in which the heart suddenly and unexpectedly stops beating, stopping blood flowing to the brain and other vital organs. SCA usually causes death if not treated within minutes.

## IV. Responsibilities

### A. Executive Leadership

The University of North Carolina at Charlotte has legal responsibility for compliance with the occupational safety and health standards.

### B. Program Administrator

The Environmental Health and Safety (EHS) office is responsible for:

1. Planning and recommending programs that adhere to all applicable federal, state, and local laws and regulations pertaining to environmental health and safety.
2. Assisting supervisors with implementing environmental health and safety programs in their areas.
3. Curtailing or stopping work that pose a clear and imminent danger to the health or safety of the University community.
4. Periodically reviewing the program and updating it as needed to ensure compliance with all applicable federal and state regulations.

### **C. Department Management**

Management is responsible for:

1. Planning and developing budget requests for departmental safety programs.
2. Developing safety procedures, work practices, and safe working areas for all those under their supervision.
3. Supporting safety and health as a model to those they supervise.
4. Supplying appropriate equipment and training.
5. Enforcing environmental health and safety regulation by invoking disciplinary action or administrative sanction.

### **D. Employees**

Every UNC Charlotte employee is responsible for conducting himself/herself in accordance with this program. All employees shall:

1. Adhere to all safety programs, procedures, and practices while performing his/her duties in a safe manner.
2. Notifying your immediate supervisor of unsafe working conditions, potential hazards, and accidents as soon as possible.

### **E. AED Medical Program (Student Health Center)**

The Student Health Center shall assist with all medical aspects of the program.

## **General Information**

According to the American Heart Association, sudden cardiac arrest (SCA) is one of the leading causes of death in the U.S. SCA can happen to anyone, at any time or anywhere, so it's important to implement an Automated External Defibrillator (AED) program that provides the necessary resources to help save a life.

Automated External Defibrillators (AEDs) are portable electronic devices designed to diagnose a cardiac rhythm and automatically treat through defibrillation. Defibrillation is the application of electric shocks that allows the heart to reestablish a normal rhythm. AEDs make it possible for lay responders to administer defibrillation prior to the arrival of Emergency Medical Services (EMS).

The University of North Carolina at Charlotte has installed AEDs in buildings throughout campus. In addition, several departments such as Police & Public Safety, Athletics, and Student Health Center maintain AEDs for internal department use.

A list of AED Public Access Campus Locations can be found on the Environmental Health and Safety (EHS) website.

## **V. Procurement of AEDs**

The University of North Carolina at Charlotte has provided AEDs in accessible locations for the majority of campus buildings. If a department would like to procure an AED, please contact the EHS office. The EHS AED Program Administrator will provide consultative assistance to ensure the proper safety measures are coordinated.

## **VI. Authorized AED User**

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies based on their training and experience. Untrained bystanders are protected from civil liability when using an AED in good faith unless the person was grossly negligent or intentionally engaged in wrongdoing when rendering the treatment (North Carolina General Statute Section 90-21.14). However, we encourage all people to complete training prior to using an AED. University employees should be aware that they are not required to use an AED. The only exception is for trained medical providers, first responder, or if AED use is part of a written job description.

If an AED is used, the department, administrative units, or user of the AED must notify the Environmental Health and Safety (EHS) office immediately following the incident. The EHS AED Program Administrator will evaluate the incident in coordination with the specific departmental personnel.

## **VII. AED Training**

The University of North Carolina at Charlotte recommends that all employees identified for AED training successfully complete an American Heart Association, American Red Cross, Manufacture's training or other acceptable equivalent training course.

## **VIII. Inspection and Maintenance**

The University of North Carolina at Charlotte will ensure all AEDs are maintained in accordance with manufacture's recommendations. Generally, AEDs do not require manual inspections. AEDs perform an automatic self-test to verify unit integrity and its readiness for emergency use. If the automatic self-test detects a condition that requires attention, the status indicator will change showing a fault and, in some instances, will provide an audible alarm. If an audible alarm is sounding, AED is missing or damaged, contact the EHS office immediately.

The EHS office will monitor AEDs battery life, defibrillator pads, and other supplies service life. EHS will also coordinate maintenance repairs with appropriate departments.

## **IX. Record Retention**

The EHS office will maintain equipment and post-incident records.