

Fixed-Installation and Portable Automated External Defibrillator (AED) Policy

PURPOSE & SCOPE

Liberty University is committed to the health and safety of its students, faculty, staff and visitors. Each year, sudden cardiac arrest (SCA) strikes more than 250,000 Americans. The chance of survival decreases by approximately 10% with each minute that passes after the time of the attack. The response time by emergency medical services (EMS) personnel is often more than the nationally accepted ideal time for defibrillation following an episode of SCA, which is within two (2) minutes. Widespread deployment of automated external defibrillators (AED's) allows community members to provide early defibrillation to victims in the first critical moments after a SCA. Use of an AED does not replace the care provided by EMS, but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. This policy will provide continuity and consistency across campus in AED selection, installation, and maintenance and defines responsibilities of procurement, inspection and maintenance.

POLICY

AED's are not a regulatory requirement. However, in an effort to continually improve the safety and well-being of the LU community, AED's are being added as new buildings are constructed and existing buildings will have AED's added over a three year period.

A defective or inoperable AED only creates a sense of false security and creates a potential liability for the University. It is the responsibility of each department/personnel working within the vicinity of an AED to report any problems they may see with an AED to Environmental Health & Safety (EHS) immediately. For AED's that have been purchased by a department, Environmental Health and Safety will immediately assume ownership/responsibility for the maintenance, inspections and when necessary, replacement of existing units.

New Construction - For all new construction, AED's will be purchased as part of the construction contract. Once in place ownership and maintenance of the units will be the responsibility of Environmental Health and Safety.

Existing Buildings/Individual Departments - Environmental Health and Safety will be rolling out AED's across existing facilities over the next three years, beginning in June of 2019. EHS is responsible for the acquisition, placement location, monthly inspections and maintenance of AED's on campus. Individual departments are no longer authorized to purchase AED's. All AED acquisitions must be done through the department of Environmental Health & Safety. Additionally, EHS will be adding Stop the Bleed kits to all the AED cabinets by December 2019.

Location of AED's within facilities is based on a 3 minute response window. Placement of the AED and cabinet is ultimately the decision of the Environmental Health & Safety Department. If there is a specific concern regarding the placement of an AED, please contact the EHS department at 434-582-3389 or at lusafety@liberty.edu. If at all possible, EHS will work with department heads to try and accommodate any special considerations for the placement of an AED. However, the AED must be placed in a highly visible area to be most effective.

Existing AED's – All existing AED's that are fully functional may remain in use. However, in an effort to maintain continuity throughout campus, any unit that needs replacing will be replaced with the Philips HeartStart.

Note that any unit that is not a Philips HeartStart will still be inspected monthly by EHS. Additionally, EHS will provide replacement parts, pads, etc. as needed for all AED units on campus. However, the long term goal is to have the same make and model AED throughout campus (Philips HeartStart).

If the lack of support for an existing AED is a concern the department who purchased the existing AED may put in a request with EHS for a replacement. However, AED's are and will be issued by priority of need. The goal is to gradually put AED's in all LU buildings. Therefore, there would have to be significant justification for replacing an existing AED that works.

Mobile AED Units (Units used by Athletic Trainers, LUPD/Security, Environmental Health & Safety & Emergency Preparedness) – Mobile units must be maintained just like all other units. Each mobile unit must have an adult pad, child pad, fast response kit and a stop the bleed kit. Because mobile units are not maintained in cabinets, they have an increased chance of damage. Therefore, it is imperative that units utilized by athletic trainers, EHS, and EP are inspected weekly. LUPD requires that all equipment in a police or security vehicle be inspected at the beginning and the end of each shift (only when the vehicle is used). As for security officers assigned to buildings, they have a go bag that houses an AED. These AED's must be inspected at the beginning of each shift. Forms for the weekly and pre-shift inspections are available on the EHS website at www.liberty.edu/ehs under the forms tab. Completed forms must be submitted to EHS monthly at lusafety@liberty.edu except for Public Safety & Security which will maintain their own documentation. Annual inspections of all mobile units will be conducted by EHS.

Failure to conduct the required inspections could potential limit the ability to save a life. Additionally, failure for departments/individuals responsible for daily or weekly inspections could lead to disciplinary action up to termination of employment.

Monthly Operational Inspections - EHS is responsible for conducting monthly inspections of all LU AED's in facilities. During the monthly inspection EHS will check the battery indicator, ensure the pads are sealed properly and ready to go, verify the fast response kit is in place and fully stocked, ensure there is a pair of child pads in the cabinet, ensure the alarmed cabinet is working and secured and verify a Stop the Bleed kit is in the cabinet and fully equipped. All inspections will be documented electronically.

Defective/Expired Equipment - In the event an issue is identified with the AED, accessories, cabinet, etc., EHS will take corrective actions to fix or replace any parts to ensure the AED is placed back into working order as soon as possible. If an AED unit cannot be made immediately serviceable, the unit will be removed from the cabinet and a replacement unit will be added as soon as possible.

Required Equipment for AED Cabinets – All AED Cabinets are required to be alarmed and have an AED, set of adult pads, child pads, fast response kit and Stop the Bleed kit. Mobile units do not require cabinets such as those used by Personal Trainers in the athletic departments and AED's in LUPD Vehicles, Security Go Bags and Environmental Health & Safety Vehicles.

Responsibilities Once an AED is Used - In the event that an AED is used, LUPD must be notified immediately. Once due care is provided for an individual, the officer will immediately contact EHS for replacement pads and/or battery. If it is after hours (5:00 PM to 7:00 AM) the officer will gather the needed replacement parts from LUPD and immediately return to the location of the AED and replace the part(s) so that the unit can be immediately put back into service. The officer will then contact EHS at lusafety@liberty.edu and leave an email indicating what parts were replaced and the location of the AED that was used. EHS will then replace any stock parts that were used from LUPD the next morning.

If a mobile unit is used it is the responsibility of the user to immediately contact EHS for replacement pads, battery, etc. If this unit is off site such as those used by an athletic trainer, the trainer must immediately get with EHS for replacement parts upon return to campus.

Nothing in this Policy is intended to set forth either expressed or implied contractual obligations of the University.

If you have questions related to this policy, please contact Liberty University Environmental Health & Safety (434-582-3389) or at lusafety@liberty.edu during normal business hours (8:00 am-5:00 pm, Monday-Friday).

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Revision Tracking

Revision Number	Revision Description	Revision Location	Date Originated/Revised	Policy Author/Reviser	Policy Approver(s)
	Original		11/16/18	Greg Bennett	Greg Bennett John Peterson Ron Sloan
001	<ul style="list-style-type: none"> • EHS responsible for the purchase of all AED's in existing buildings over the next three years. • Individual departments are no longer allowed to purchase AED's. • EHS to maintain ALL AED's no matter the make and model. • Stop the Bleed Kits to be added to CPR Cabinets and maintained by EHS. • Clearly defined responsibilities for mobile units such as with Athletic Trainers, LUPD Vehicles, Security Go Bags and EHS Vehicles. 	Throughout document	5/24/19	Greg Bennett	Greg Bennett John Peterson Ron Sloan