

EFFECTIVE: January 1, 2002

REVISED: December 1, 2008
1 January 2010

SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

ISSUED BY: Fernando Solorzano

I. PURPOSE:

The purpose of this policy is to establish procedural guidelines for the use of the Automated External Defibrillator (AED) by Department personnel. This policy is a component of the overall California State University Long Beach AED policy established by the Student Health Center in compliance with California Code of Regulations Title 22, Division 9, Chapter 1.5.

II. DEFINITIONS:

- (a) **AED AED** is the acronym used to describe the AUTOMATED EXTERNAL DEFIBRILLATOR, a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient,^[1] and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.
- (b) **CPR** Cardiopulmonary Resuscitation is the artificial circulation of oxygenated blood to the heart and brain by means of chest compressions. CPR training is a prerequisite before an employee can be certified in the operation and use of an AED unit. CPR/AED certification is obtained by completing an American Red Cross or American Heart Association CPR Health Care Provider training class
- (c) **AED Program Manager** The AED Program Manager is the member of the University Police Department who primarily accountable for the AED Units maintained by the University Police.
- (d) **AED Medical Director.** The AED Medical Director is the medical professional employed by the University Student Health Center who has overall responsibility for first responder use of the AED units and who is responsible for the creation and dissemination of the overall University AED Plan.

III. OPERATIONAL RESPONSIBILITIES

- (a) University Police AED Program Manager.
 - (1) Act as primary contact between the University Police and the AED Medical Director for the reporting of AED use and condition of AED units.
 - (2) Ensure that all Department personnel are properly trained and meet all legal requirements for first responder use of an AED.
 - (3) Ensure that all Department personnel maintain the currency of training necessary for First Responder use of an AED as prescribed in the University AED Plan.

- (b) AED Medical Director
 - (1) Act as primary contact between the University and the County of Los Angeles regarding policies and practices regarding the University AED Plan and their use by campus responders.
 - (2) Ensure that the University AED Plan meets all the legal requirements for First Responder use of an AED by university responders. Communicating any updates or changes to the University Police Program Manager.
 - (3) Review all University Police use of AED units
 - a. The AED Medical Director has the authority to revoke certification of AED use for failure to comply with policy and failure to maintain proper training and record keeping.
 - (4) The AED Medical Director has medical control for prescribing and authorizing the use of an AED unit and is responsible for review of the AED Data Collection Card after use.

- (c) University Police Personnel
 - (1) Responsible for properly following the procedures for use of an AED as outlined in the University AED Policy.
 - (2) Completion of any report required following the use of an AED
 - (3) Timely reporting of all AED use as proscribed in Section IV of this Order.

IV. REPORTING PROCEDURES

- (a) Following any use of an AED by Department personnel the following reporting procedures must be followed.
 - (1) As soon as possible, and before the end of watch, a police medical report must be generated completely detailing the nature of the call, the victim, and the circumstances surrounding the use of the AED.
 - a. For purposes of this section delivery of a shock is NOT sole indication of AED use. Use of the AED is deemed to be any time a department member deploys the AED, affixes pads to a victim, and turns the AED unit on to begin monitoring the victim.
 - (2) The department member who used the AED must remove the Data Card from the AED and either:

- a. turn the Data Card and report over to the Department AED Program Manager or,
 - b. book the Data Card into evidence.
 - c. Spare Data Cards are supplied with each AED unit to allow the unit to remain in service following an AED use.
- (3) Notification of AED must be sent to the Department AED Program Manager detailing:
- a. The CR# reporting the incident
 - b. The disposition of the Data Card
 - c. A brief description of the facts surrounding the incident
- (4) The Department AED Program Manager will be responsible for supplying a copy of the report and information from the Data Chip to the AED Medical Director within 36 hours of AED use.

IV. INSPECTIONS

- (a) At the start of their shift University Police personnel will inspect the AED unit assigned to their vehicle daily.
- (1) The inspection will entail:
- a. Running a system check on the AED to determine functionality.
 - b. Visual inspection of the AED unit and equipment for damage
 - c. Check expiration date of battery and electrode pads
- (2) Any missing, damaged, or out of date equipment shall be reported to a shift supervisor or the AED Program Manager immediately.

VII. PERSONNEL TRAINING AND RECORD KEEPING

- (a) All University Police employees likely to utilize the AED shall receive training on the proper usage of the AED units, CPR, use of appropriate personal protective equipment, and these procedures.
- (b) All University Police likely to utilize the AED shall receive and annual update on AED procedures, CPR, and use of personal protective equipment
- (c) All training and training record retention shall be done in accordance with Title 22 requirements.

APPROVED

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