

CCS Administrative Procedure

2.30.05 - O Automatic External Defibrillator (AED) Use and Safety

Implementing Board Policy [2.30.05](#)

Contact: Environmental Health and Safety, 509-533-8686

1.0 Workplace Safety Objective and Responsibilities (summary of Board of Trustees Policy 2.30.05)

Community Colleges of Spokane (CCS) is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. This includes providing safety and emergency response equipment that may promote the health and safety of students, faculty, staff and members of the public including automatic external defibrillators (AED).

- 1.1 Every person in the organization shall be assigned the responsibility for both individual and organizational safety. Failure to follow safety and health guidelines or being engaged in any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.
- 1.2 It shall be the responsibility of the departments and the Environmental Health and Safety (EH&S) Office to take all reasonable steps to inform employees of their rights and establish training in the workplace with regard to applicable regulations and procedures for protecting health and safety.
- 1.3 All employees shall protect their own health and safety and work in compliance with current regulations and standards with safe work practices and procedures established by CCS. They must report any health hazards and unsafe conditions or practices to supervisory staff for corrective action. All procedures will remain in proper compliance with the Washington Industrial Safety and Health Act (WISHA), Chapter [49.17 RCW](#). This requires CCS to "furnish to each of its employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to its employees" ([RCW 49.17.060](#)).

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 AED: Automatic external defibrillators. An automated computerized medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation, and provide visual and voice instructions for the device operator, included, if indicated, to push the button to deliver an electric shock.
- 2.2 AED responder: A volunteer individual who is trained in AED use and is available to respond to Sudden Cardiac Arrest (SCA) medical emergencies.
- 2.3 CPR: Cardio-pulmonary Resuscitation. Rescue breathing and external cardiac compression applied to an injured person in respiratory and/or sudden cardiac arrest.
- 2.4 EMS: Emergency Medical System. Professional community responder agency for emergency events, which provide medical assistance and/or ambulance transport.
- 2.5 Rescue Breathing: Artificial ventilation of an injured person in respiratory and/or sudden cardiac arrest.
- 2.6 SCA: Sudden Cardiac Arrest. A significant life-threatening event when a person's heart stops or fails to produce a pulse.

- 2.7 **Volunteer responder:** Anyone can, at their discretion, provide voluntary assistance to injured persons of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. An emergency medical response may include CPR, AED, or medical first aid.

3.0 AED Authorized Use

The EH&S Office in consultation with the Building Administrator or Manager will authorize placement of Automatic External Defibrillator (AED) units in campus buildings so that they are readily accessible, consistent with this procedure.

- 3.1 This procedure provides for consistent application, location, maintenance, inspection, testing, calibration and repair of CCS AED equipment. This procedure is not intended to cover all circumstances involved in such emergencies.
- 3.2 Before placing an AED unit in service in a CCS building within Spokane County, [medical authorization](#) must be acquired from [Spokane County EMS & Trauma Care Council](#) (509-625-7122).
- 3.2.1 [Spokane County Public Access Defibrillation](#) provides medical direction and instruction on AED unit use.
- 3.3 CCS buildings located outside of Spokane County should refer to their county's requirements for obtaining medical authorization for AED units.

4.0 Responsibilities

- 4.1 **EH&S Office:** It is the responsibility of the EH&S Office to:
- 4.1.1 Develop and maintain the District AED policies and procedures.
- 4.1.2 Ensure compliance with the District AED policies and procedures.
- 4.1.3 Provide oversight to ensure CCS complies with the provisions of [RCW 70.54.310](#), including the registration of AEDs and obtaining Medical Authorization.
- 4.1.4 Administer the budget to provide maintenance, replace parts and any supplies as needed.
- 4.1.5 Review the AED program annually to evaluate effectiveness.
- 4.1.6 Following an event, ensure an after-action review is promptly completed.
- 4.1.7 Ensure the required maintenance, testing and calibration of the AED unit and related response equipment is completed following the manufacturer's recommendations.
- 4.1.8 Maintain files of records pertinent to the District AED program.
- 4.2 **Office of Campus Security:** It is the responsibility of the Office of Campus Security to:
- 4.2.1 Complete monthly inspections of all AEDs on campus.
- 4.2.1.1 Manufacturers' instructions recommend at least monthly inspection of their AED units.
- 4.2.1.2 Refer to the maintenance and inspection checklist provided by each manufacturer when completing inspections.
- 4.2.1.3 Collect the AED inspection records and send them to the EH&S Office annually.

Note: For the off-campus buildings, depending on their locations, the building manager may assign someone to perform the monthly inspection of their AED units.

- 4.2.2 Maintain inspection records at each installation location.
- 4.2.3 Immediately report any missing or damaged accessories to the EH&S Office (509-533-8686).

5.0 AED Responders

- 5.1 Employees who voluntarily accept the responsibility under this procedure to be an AED responder must meet the following requirements:
 - 5.1.1 Successfully complete AED and Cardiopulmonary resuscitation (CPR) training.
 - 5.1.2 Respond to emergency calls related to AED use.
 - 5.1.3 Follow the guidelines of this AED program.
- 5.2 AED Responder Training Requirements: Employees who volunteer to be an AED responder must successfully complete basic AED and CPR training every two years.
 - 5.2.1 CCS departments are responsible for scheduling AED training to their AED responders. They can also contact the EH&S Office if they need assistance with selecting a training provider.
 - 5.2.2 Each department should maintain the list of AED responders for their areas.
- 5.3 Training Records: Employee training records are maintained by the employee's department. Copies of the training records should also be sent to the EH&S Office.
- 5.4 According to [RCW 70-54-310](#), individuals acting as Good Samaritans under [RCW 4.24.300](#) are exempt from Section 5 of this policy when using a defibrillator during an emergency, regardless of their training or experience. The protection from civil liability does not apply if the acts or omissions amount to gross negligence or willful or wanton misconduct.

6.0 AED Equipment and Maintenance

AED equipment shall not be used outside the parameters of this procedure and should not be moved from assigned locations except for required maintenance, service, testing or repair.

- 6.1 The Office of Campus Security should be notified any time that AED equipment is removed from service at any assigned location.
- 6.2 Because of rapidly changing technology, CCS does not recommend a specific model or manufacturer of AED equipment. All models have similar features, but the slight differences allow them to meet a variety of needs.
- 6.3 All accessory equipment must remain with the AED unit and must be inspected monthly for readiness of use and integrity of the device.
- 6.4 When necessary, AED units may be removed by the Security Office for the purpose of cleaning the AED unit using the recommended procedures and cleaning agents specified by the manufacturer.
- 6.5 The EH&S office (509-533-8686) needs to be notified if there is an AED unit malfunction or the unit or its accessories need to be replaced,

7.0 AED Response

Any individual who recognizes a medical emergency initiates the workplace AED response immediately by:

- 7.1 Notification: Calling or requesting that a bystander call 911 to request emergency medical assistance.

- 7.1.1 A second call shall be made to Campus Security (509-533-3333) and the following information should be provided:
 - 7.1.1.1 Type of emergency;
 - 7.1.1.2 location of the emergency; and
 - 7.1.1.3 a brief description of the injured person and/or the situation.
- 7.2 At the scene: The AED responder will:
 - 7.2.1 Verify scene safety before assessing the injured person.
 - 7.2.2 Confirm that 911 emergency services have been notified and that emergency responders are on the way to the scene.
 - 7.2.3 Render injured person care only to the level of their training which may include following the response protocols detailed by the AED equipment manufacturer.
 - 7.2.4 Continue to provide appropriate injured person care until a higher medical authority arrives or the injured person refuses care.
 - 7.2.5 Once emergency responders arrive, the AED responder transfers injured person care to the emergency responders for advanced medical treatment.
 - 7.2.6 According to [RCW 70.54.310](#), those who operate an AED under this section are immune from civil liability for any personal injury that results from the use of the defibrillator in an emergency situation.
- 7.3 Post event: After any incident in which an AED is used to provide emergency medical assistance to an injured person, Campus Security shall promptly notify the EH&S Office.
 - 7.3.1 The AED unit that was used will be inspected and supplies replaced as needed. The AED unit will then be returned to its designated location.
 - 7.3.2 As soon as possible, the EH&S Officers, the Campus Security Director and the AED responder(s) shall conduct an evaluation of the response efforts to identify strengths and deficiencies of the response plan as revealed by the incident.
 - 7.3.3 To prevent violation of injured person confidentiality, AED responders are to refrain from open discussion of any aspects of the medical event. Injured person confidentiality must be maintained in accordance with all state and federal regulations.
 - 7.3.4 The EH&S Officers are to ensure that appropriate parties are notified of equipment irregularities so that the device manufacturer may be contacted immediately.