

## CCS Administrative Procedure

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

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#### Implementing Board Policy [2.30.05](#)

Contact: Director of Compliance

#### 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 Environmental Health and Safety Department 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 a victim 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 a victim 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 victims 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

Environment Health and Safety Department 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.

### 4.0 Authorization

- 4.1 A licensed physician or medical authority will be designated as the District Medical Advisor and will provide CCS with the following services:
- 4.1.1 Provide medical direction for use of AED's.
  - 4.1.2 Write a prescription for AED's.
  - 4.1.3 Be consulted to provide oversight to ensure quality control of this program.
- 4.2 District Safety Committee: the District shall form a Safety Committee to provide input to the Environment Health and Safety Department on key safety issues, including issues involving AED's.
- 4.2.1 As related to this AED procedure, the role of the safety committee will be to:
    - 4.2.1.1 Assist the Environmental Health and Safety Department with implementation of this procedure.
    - 4.2.1.2 Assist with an annual review of the District AED program.
    - 4.2.1.3 Assist in reviewing the authorized locations of AEDs within the District.
    - 4.2.1.4 Any modifications made to the AED response procedures must be approved by the AED Committee and properly communicated to all AED responders of record.
- 4.3 Environmental, Health and Safety Department: It is the responsibility of the EHS department to:
- 4.3.1 Develop and maintain the District AED policies and procedures.
  - 4.3.2 Ensure compliance with the District AED policies and procedures
  - 4.3.3 Ensure compliance with State and local regulations regarding AEDs.
  - 4.3.4 Maintain a list of AED responders and their training records.
  - 4.3.5 Control the budget to provide maintenance, replace parts, and pay for training requirements. Replace any supplies as needed.
  - 4.3.6 Review the AED program annually to evaluate effectiveness.
  - 4.3.7 Following an event, assure an after-action review is promptly completed.
  - 4.3.8 Assure the required maintenance, testing, and calibration of the AED and related response equipment by following the manufacturer's recommendations.
  - 4.3.9 Maintain files of records pertinent to the District AED program.

- 4.4 Security Department: It is the responsibility of the campus security department to:
- 4.4.1 Complete weekly inspections of all AEDs on campus.
    - 4.4.1.1 Refer to the maintenance and inspection checklist provided by each manufacturer.
  - 4.4.2 Inspection records will be maintained at each installation location.
  - 4.4.3 The Campus Security department shall report any missing or damaged accessories to the District Safety Professional immediately (434-5043).

## 5.0 AED Responders

- 5.1 Employees who have been trained and accepted voluntarily the responsibility under this procedure to be an AED responder must meet the following requirements:
- 5.1.1 Successfully complete all required AED 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: Every two years employees who volunteer to be an AED responder must successfully complete basic AED training on the model(s) that they will use so that they will become familiar with the device and are able to successfully operate it in an emergency. (4 hours)
- 5.2.1 The District Environmental, Health and Safety office is responsible for scheduling AED training classes and that the instructors are qualified to present such training.
- 5.3 Training Records: Records of the employee training should be maintained by the Environmental Health and Safety Department and recorded in the employee's official personnel file.

## 6.0 AED Equipment and Maintenance

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

- 6.1 The Campus Security Department should be notified any time that AED equipment is removed from service at any assigned location.
- 6.2 Because of rapidly changing technology, the District 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 weekly for readiness of use and integrity of the device.
- 6.4 When necessary, AED may be removed by Environment Health and Safety personnel for the purpose of cleaning the AED using the recommended procedures and cleaning agents specified by the manufacturer.

## 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 and provide the following information:
    - 7.1.1.1 Type of emergency
    - 7.1.1.2 Location of emergency
    - 7.1.1.3 Brief description of the victim and/or the situation.
- 7.2 At the scene: the AED responder should next:
- 7.2.1 Verify scene safety before assessing the victim.
  - 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 victim 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 victim care until a higher medical authority arrives or the victim refuses care.
  - 7.2.5 Once emergency responders arrive, the AED responder transfers victim care to the Emergency Medical Services agency for appropriate advanced medical treatment.
- 7.3 Post Event: After any incident in which an AED is used to provide emergency medical assistance to a victim, campus security shall promptly notify the Environmental Health and Safety Department.
- 7.3.1 The AED unit that has been 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 EHS Safety Professional, the Campus Security Manager, 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 victim confidentiality, AED responders are to refrain from open discussion of any aspects of the medical event. Victim confidentiality must be maintained in accordance with all state and federal regulations.
  - 7.3.4 The EHS Safety Professional is to ensure that appropriate parties should be notified of equipment irregularities so that the device manufacturer may be notified immediately.

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**Originated:** October 2007

**Cabinet approval:** October 2007

**Automatic External Defibrillators  
Supervisory Guideline  
Section #1: AED Authorized Locations**

*This list is subject to change as new AED are added and locations are revised. Please access the current list at the following link:*

<http://ccs.spokane.edu/getdoc/07dbc13d-9349-4955-a2ca-cb6600455cd2/2-30-05.aspx>

**Spokane Community College**

CCS Authorized Unit #1-SCC

- Building 5 - Walter Johnson Sports Center, room 128 (swimming pool manager office)(wall mount cabinet)(public accessible).
  - Zoll AED Plus serial# X05L074992

CCS Authorized Unit #2-SCC

- Building 5 – Walter Johnson Sports Center, room 146 (physical fitness center attendant desk)(wall mount cabinet) (limited access).
  - Zoll AED Plus serial# X05L075139

CCS Authorized Unit #3-SCC

- Building 27 – Science and Mathematics, room 100 South side (main lobby – wall mount cabinet)(public accessible) Installed Spring 2007
  - Zoll AED Plus serial # X05K072529

CCS Authorized Unit #4-SCC

- Building 8 – Environmental Sciences, Hallway outside of room 102 (east lobby – wall mount cabinet)(public accessible) Installed Winter 2007
  - Zoll AED Plus serial# X07E115482

CCS Authorized Unit #5-SCC

- Building 9 – Health Sciences, Hallway 100K (main floor, top of central stairway)(Wall mount cabinet)(public accessible) Installed Winter 2007
  - Zoll AED Plus serial# X07E114436

CCS Authorized Unit #6-SCC

- Building 16 – Learning Resources Center, central atrium/foyer (Wall mount cabinet)(Public accessible) Installed Spring 2008
  - Zoll AED Plus serial #

CCS Authorized Units #7 & #8

- An AED is located in each Campus Security Patrol Vehicle. The security office is able to dispatch by radio in the event that a medical emergency is reported.

CCS Authorized Unit # 9

- Bldg. 1 room 149 (Campus Security Office). Installed Dec. 2008 (sitting on top of file cabinet)(limited access)
  - Zoll AED Plus serial# X08I172646

**Spokane Falls Community College**

CCS Authorized Unit #1-SFCC

- Building 2 – Library, main floor (Circulation Desk – wall mount cabinet, limited access) Installed Spring 2004
  - Philips HeartStart, model FR2+, Serial # 03030886998

CCS Authorized Unit #2-SFCC

- Building 17 – Student Union, room 159 (Lobby student information desk - wall mount cabinet, limited access) installed Summer 2005
  - Philips HeartStart, model FR2+, Serial # 1004132204

CCS Authorized Unit #3-SFCC

- Building 7 – Gymnasium, room 116 (athletic trainer room– wall mount cabinet, limited access). Installed Summer 2006
  - Zoll AED Plus, Serial# X05L075009

CCS Authorized Unit #4

- Building 24 – Business and Social Science (lower floor, main lobby, East entrance – wall mount cabinet, public access). Installed Spring 2008
  - Zoll AED Plus Serial # X08E154109

**Institute for Extended Learning**

CCS Authorized Unit #1-IEL

- Building 9 – Lodge, room 102 (Student Enrollment Services, wall mount cabinet, public accessible) Installed Spring 2006
  - Zoll AED Plus serial # X05F061304