



# Automated External Defibrillator Program

Office of Environmental Health  
and Safety

Revised November 2022

## I. Purpose and Scope

This document serves to set forth responsibilities, inspections, recordkeeping, and training related to the use and care of automated external defibrillators (AEDs) on the campus of Cleveland State University (CSU) in accordance with applicable state and federal regulations. This document was revised on November 2022, and replaces all prior programs that address AED units on campus.

## II. Program Administration/Medical Oversight

The CSU AED Program is managed by Environmental Health and Safety (EHS). The AED Director is the primary liaison with the Medical Director. Medical oversight is provided by the attending physician at the CSU Department of Health and Wellness Services.

Environmental Health and Safety (216) 6872500

University Health and Wellness Services (216) 6873649

## III. Definitions

- (A) AED - An AED (Automated External Defibrillator) is used to treat victims who experience sudden cardiac arrest and is only to be applied to victims who are unconscious, not breathing normally, and show no signs of circulation. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the user to deliver a shock with voice instructions. They do not require any decision making or interpretations of symptoms.
- (B) Sudden Cardiac Arrest - The unexpected and abrupt stoppage of the heart due to ventricular fibrillation.
- (C) Ventricular Fibrillation - An abnormal heart rhythm often seen in sudden cardiac arrest. In this state, rhythm is chaotic and the heart cannot effectively pump blood.
- (D) CPR, Cardio Pulmonary Resuscitation - The application of learned techniques in order to maintain basic life support.
- (E) Heart Attack - A heart attack is a condition in which the blood supply to the heart muscle is suddenly blocked, resulting in the death of the heart muscle. Heart attack victims usually, but not always, experience chest pain and usually remain conscious. Heart attacks may sometimes lead to Sudden Cardiac Arrest.
- (F) Responder - A person trained in CPR, First Aid, and use of an AED.

#### IV. AED Procurement

When procurement of an AED is desired, departments shall contact the EHS to formally request an AED unit. EHS will facilitate acquisition of the unit with appropriate signage and ensure it is added to the master inventory of AED units on campus. The requesting department will incur the cost of the unit and its maintenance.

#### V. AED Inventory

EHS shall maintain an inventory of all AED units on campus that includes a serial and model number, location and date of equipment. (See Appendix A)

#### VI. Procedures for AED Use

- (A) Notify Campus Police Dispatch by dialing 191 from any campus phone. Cell phone users may also call 91-1 and when the operator answers tell them to connect you with the CSU Police. CSU dispatch can be reached directly at (216) 887-8870
- (B) Ensure all Personal Protective Equipment is present and used to address potential transmission of blood borne pathogens (barrier mask & latex gloves).
- (C) Assess the victim's condition and begin CPR and AED use based on specific training received.
- (D) Continue life savi

## VII. Training

All CSU responders must be certified in CPR and First Aid and trained in AED use. Training should conform to the American Red Cross or American Heart Association standards. Certifications in CPR and First Aid must be kept current and at a minimum, AED refresher training must be completed every two years. AED users/responders are required to maintain current certifications and provide documentation of training to EHS

## VIII. AED Maintenance and Inspection

AED units perform self-tests which automatically evaluate electronics, battery, electrodes and high voltage circuitry. Manufacturer's guidance on maintenance and inspection shall be followed. In addition, EHS will be responsible for ~~the~~ conducting monthly and annual inspection of the AED units. These services may be performed by CSU personnel or by an outside contracted firm.

CAUTION: Some AED's have a local alarm. Campus Safety Dispatch should be notified at (216) 6872020 before opening an AED cabinet for maintenance and inspection purposes.

Monthly Inspection Process:

{

# Appendix A

## Department of Environmental Health and Safety

Serial/Model Number	Building	Location
46940508 3317709000	RC	Behind Main Desk @ Stair
46940509 3317709000	RC	MAC Gym Closet
46940511 3317709000	RC	Fitness/Wellness Suite (RC166)
46940513 3317709000	RC	2nd Floor East Stair
4694568 3317709000	PE	Pool Deck
46940569 3317709000	PE	B60
46940570 3317709000	PE	Corridor Outside Room SB6
46940571 3317709000	PE	First Floor Elevator Lobby
46940572 3317709000	HS	First Floor Elevator Lobby
46940574 3317709000	JH	First Floor NS Corridor
46940505 3317709000	EC 1	North Entrance
46934526 3317709000	EC 2	Side Entrance
46940617 3317709000	EC 3	South Entrance
46940621 3317709000	EC 4	Welcome Center
46940576 3317709000	AC	First Floor Elevator Lobby
46940614 3317709000	WO	Lobby Box Office



46086736 3317700000	RT	Library
45618644 3200731009	RT	10th Floor
46355458 3317700000	RT	11th Floor

# Appendix B

Cleveland State University  
Office of Environmental Health and Safety

AED Incident Form



## Appendix C

# AED

# Temporarily Out of Service

- Scheduled Maintenance
- Repair
- Missing
- Other

Additional Details: