

# Michigan State University Automated External Defibrillator (AED) Program Guide



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Applies to: All MSU (Michigan State University) Departments

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## Introduction

According to the National Heart, Lung, and Blood Institute's website, cardiac arrest causes about 300,000 to 450,000 deaths in the United States each year and has caused about half of the deaths linked with heart attack and stroke.<sup>1</sup> Sudden Cardiac Arrest (SCA) occurs when the heart is unable to work correctly and stops beating, which results in a person losing consciousness and not having a pulse. Performing cardiopulmonary resuscitation (CPR) in conjunction with a defibrillator can return an individual's heart to a normal rhythm, thus saving the life of a person in cardiac arrest. Automated external defibrillators (AEDs) are one type of defibrillator that provide portability and ease of use for bystanders to quickly provide lifesaving care before the arrival of emergency medical services (EMS). The Sudden Cardiac Arrest Foundation states fewer than 5% of SCA victims are treated with an AED before the arrival of EMS. For every minute that passes without CPR and defibrillation, the chances of survival decrease by 7-10%.<sup>2</sup> Thus, early defibrillation from AEDs can improve survival rates.

## Purpose

Michigan State University strives to provide a safe and healthy environment for all faculty, staff, students, and visitors. To ensure the purchase, installation, operation, training, and maintenance of AEDs comply with university policy and best practices, the Department of Police and Public Safety (DPPS) has established this program in collaboration with MSU stakeholders listed in this document. This program is for all properties owned or operated by Michigan State University.

## Regulation and Reference Documents

- Michigan State University –
- [Michigan Department of Health & Human Services guidelines for Cardiac Arrest](#)
- American Heart Association - [resources for AED implementation](#).
- [Gov. Whitmer Signs Bills Strengthening AED and CPR Training Requirements in Schools to Protect Student Athletes in Michigan](#).
- [Michigan Public Act 173, an Expanded Good Samaritan Law](#), provides immunity from civil liability to anyone using an AED on a victim of sudden cardiac arrest.
- CPR/AED Training Resources
  - MSU Learning and Assessment Center - [link](#)
    - Then filter by Course Type, Heartsaver Total – First Aid CPR AED
  - American Heart Association - [link](#)
  - American Red Cross - [link](#)

## Roles and Responsibilities

The success of the AED Program depends on effective collaboration of team members from across campus departments. Roles assigned to each department are as follows:

- MSU Department of Police and Public Safety (Fire & Life Safety Division):
  - Primary point of contact is the MSU Fire Marshal.

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<sup>1</sup> <https://www.nhlbi.nih.gov/health/cardiac-arrest>

<sup>2</sup> <https://www.sca-aware.org/about-sudden-cardiac-arrest/myths-and-facts>

- Approving authority in the selection of AED devices and review of departmental purchase requests.
- Administer and implement the AED program. This will include the program's development, related forms, resource information, and the collection and storage of records.
- Establish guidelines for the location and installation of AEDs, training, equipment maintenance and repairs, and post event reviews of AED usage.
- Lead efforts to ensure departments are performing maintenance and correcting deficiencies within a timely matter.
- Ensure compliance with University Policy UW-06-01: AED Request and Use.
- Regularly promote and encourage participation in the AED program.
- MSU University Health and Wellbeing
  - Provide medical consultation and expertise when requested.
- MSU Environmental Health and Safety (EHS):
  - Primary point of contact is the Occupational Safety Officer.
  - Conduct inspections of AEDs at least once a year. and submit inspection results to Fire & Life Safety Division for all buildings supported by IPF.
    - Fill out the inspection form, located in Appendix B.
  - Assist in setting up new AEDs when purchased by MSU individual departments.
  - Designate AED locations as out of service for any non-compliance issues related to malfunctioning, expired, or missing equipment. Out of service locations will be reported to Fire & Life Safety Division at [firesafety@dpps.msu.edu](mailto:firesafety@dpps.msu.edu).
    - Affix AED – Out of Service Posting, Appendix D.
  - Assist in maintaining and perform replacement of AED supplies and equipment in accordance with the manufacturer's instructions (i.e., batteries, pads, etc.) for all buildings supported by IPF.
  - Maintain a copy of the manufacturer's user and service manuals inside the AED cabinet.
- MSU Infrastructure Planning and Facilities (IPF):
  - IPF will install AEDs and signage per established guidelines for buildings supported by IPF.
- MSU Student Life & Engagement (SLE): Primary point of contact is the SLE Safety and Security Manager.
  - Conduct regular inspections of AEDs and submit inspection results to Fire & Life Safety Division for all buildings not supported by IPF.
    - Fill out the inspection form, located in Appendix B.
  - Designate AED locations as out of service for any non-compliance issues related to malfunctioning, expired, or missing equipment. Out of service locations will be reported to Fire & Life Safety Division at [firesafety@dpps.msu.edu](mailto:firesafety@dpps.msu.edu).
    - Affix AED – Out of Service Posting, Appendix D.
  - Purchase, maintain, and perform replacement of AED supplies and equipment in accordance with the manufacturer's instructions (i.e., batteries, pads, etc.) for all buildings not supported by IPF.
  - Maintain a copy of the manufacturer's user and service manuals inside the AED cabinet.
- AED Owners
  - Submit AED Request form prior to purchasing AED

- Conduct at least monthly inspection of AED, to make sure AED is in a ready status for use.
- AED Owners may use the inspection form, located in Appendix B.
- Complete the AED Post-Incident Report form (Appendix C) each time an AED unit is used or there is an attempted use of the unit.
- Identify individuals to be trained in proper usage of AEDs.
- Purchase replacement AED supplies and equipment in accordance with the manufacturer's instructions (i.e., batteries, pads, etc.) for all AEDs supported by your group/area.
- Submit training records to the Fire & Life Safety Division at [firesafety@dpps.msu.edu](mailto:firesafety@dpps.msu.edu). Promote the AED program and location of AED units regularly.
- Report issues, concerns, or questions to the Fire & Life Safety Division at [firesafety@dpps.msu.edu](mailto:firesafety@dpps.msu.edu).

## AED Purchases

According to current University Policy, Departments can fill out this request form (Appendix A) and email it to [firesafety@dpps.msu.edu](mailto:firesafety@dpps.msu.edu). Once approved by the Fire Marshal, Departments may move forward with the purchasing process from the selected vendor advised by the Fire Marshal. The current AED vendor is Schoolhealth. MSU Fire Marshal has selected the preferred AED for the University to be purchased and installed.

## AED Placement

There are several major elements to consider for placement of AED units. The Guidelines for Public Access Defibrillation (PAD) Program in Federal Buildings and the American College of Occupational and Environmental Medicine – AED Position Statement provide information.

- An optimal response time of 3 minutes or less is recommended by Federal Occupational Health PAD
- Workforce demographics; age, health considerations, and occupancy numbers.
- Facilities which regularly provide or host large gatherings.
- Areas of high physical activity such as athletic venues, sport and intramural fields, and exercise or work out areas.
- Building layout; large facilities, unusual floor plans, physical barriers, and building codes.

AEDs will be installed on the wall in communal areas centrally located within facilities. Signage will be installed in proximity to the AED device and at building entrance areas. Locations of AED units will be incorporated by the IPF's Geographic Information System (GIS) Group into campus maps and evacuation maps. DPPS Fire & Life Safety Division establishes guidelines for the location and installation of AEDs, any questions contact [firesafety@dpps.msu.edu](mailto:firesafety@dpps.msu.edu).

## AED Training and Refresher Trainings

AED training is voluntary unless it is part of a written job description or as required by university policy. Current certification in American Red Cross CPR/AED training and/or American Heart Association Heartsaver® CPR/AED course is recommended for personnel who be trained on the usage of an AED.

Information concerning certified training can be obtained through DPPS Fire & Life Safety Division.

CPR and AED training topics should include at a minimum:

- Describe how high-quality CPR (cardiopulmonary resuscitation) improves survival
- Recognize when someone needs CPR
- Perform high-quality CPR for an adult
- Describe how to perform CPR with help from others
- Give effective breaths using mouth-to-mouth or a mask for all age groups
- Demonstrate how to use an AED on an adult

Training records shall be maintained by the units hosting the trainings and have available upon request.

## AED Maintenance and Inspection

AEDs shall be inspected at least monthly , after installation, and post usage. Inspection, maintenance, and replacement records shall be documented and maintained by AED Owner and EHS Inspector.

## Post Event Procedures

After each AED usage or removal from the cabinet outside normal inspection and maintenance procedures, the following actions should be taken:

- Complete post-incident form, Appendix C, following incident.
- Remove the AED unit from service until the unit is inspected and event documentation reviewed.
- Complete the [Report of Claimed Occupational Injury or Illness](#) for faculty and staff who received the AED deployment.
- Notify the Office of Risk Management and Insurance for students or visitors who received the AED deployment.

## Annual Program Review

The annual review of the AED program will be led by MSU DPPS Fire & Life Safety Division. At a minimum, the review shall include

- Count and location of new AED installations.
- Number of AED deployments and significant issues identified during post event procedures.
- Number of maintenance or repairs.
- Warranty status and overall health of the devices.
- Identification of future device replacements, batteries, supplies, etc. for budgetary consideration.
- Instances of program non-compliance or concerns.

The results of the annual program review will be shared with all parties identified under the Roles and Responsibilities section.

## Attachments:

### Appendix A: AED Request

Departments can fill out this [AED Request Form](#) and email it to [firesafety@dpps.msu.edu](mailto:firesafety@dpps.msu.edu).

### Appendix B: AED Inspection Form (EHS / SLE)

[https://msu.co1.qualtrics.com/jfe/form/SV\\_9FcaQIcibttswu](https://msu.co1.qualtrics.com/jfe/form/SV_9FcaQIcibttswu)

### Appendix C: Post-Incident Form

Fill out this post-incident to [form](#) report any event, incident or situation that resulted in the use or use of an AED. The AED Building Coordinator/Area Coordinator should ensure this form is completed and sent along to the Office of Risk Management and Insurance within 24 hours. A copy of the filled-out form should also be retained by the Building Coordinator/Area Coordinator.

### Appendix D: AED- Out of Service Posting

See Next Page

## Michigan State University

# AED Temporarily Out of Service

- Please note items that need to be addressed, after notifying DPPS Fire & Life Safety Division.

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