

Knoxville Campus Policy: SAGS010-K - AED's	
Version 1	Effective Date: 07/16/2018

## Environmental Health & Safety

### Automated External Defibrillators

#### UTK Environmental Health & Safety Program GS-10

The purpose of this procedure is to provide guidance for proper management of AEDs on campus.

Effective Date: 03/15/2010

Revision Date: 06/12/2017

#### Purpose

The purpose of this procedure is to provide guidance for proper management of AEDs on campus.

#### Scope and Applicability

This shall apply to all places of employment on the UT-K campus where students, staff and faculty are present. This program applies to the acquisition, distribution, use, training, and maintenance of AEDs. Note that all AEDs on campus are owned by the University of Tennessee, Knoxville.

#### Abbreviations and Definitions

##### Abbreviations

**AED** – Automated External Defibrillator

**CAB** – Chest Compressions, Airway, Breathing

**CPR** – Cardiopulmonary Resuscitation

**EHS** – campus Environmental Health and Safety

**EMS** – Emergency Medical Services

#### Roles and Responsibilities

[EHS](#)

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## [UT Student Health](#)

### EHS Shall:

- Determine which buildings on campus need an AED
- Notify department heads of buildings on the need to have an AED
- Serve as a technical resource for questions and comments for the AED program and periodically review compliance with this program.
- Post the most recent edition of this plan on the EHS website.
- Review and revise this written plan periodically and upon notice of the need for changes.
- Maintain a database of where AEDs are housed on campus.
- Notify department heads of any changes or important information (e.g. product recalls), related to AEDs.
- Maintain AEDs that belong to EHS
- Inspect AEDs of selected units.
- Maintain records as required.
- Submit copies of this plan to outside first responders (Rural Metro) and the medical director
- Submit copies of Appendix A (Automated External Defibrillator Use Report) to the medical director, following use of an AED.
- Conduct periodic program audits. See Appendix E
- Develop an annual AED report
- Purchase AEDs and register AED to maintain consistency
- Schedule and advertise CPR/AED classes on campus periodically
- Maintain a contract for CPR/AED instruction
- Coordinate installation of AEDs with department designees and Facilities Services
- Provide a spare (temporary replacement) for AEDs that are taken out of service following lost, use, etc. when possible

### Department Heads or Designee

- Notify staff members of the location of the nearest AED. This may be done by any of the following:
  - E-mail
  - Posting on bulletin boards
  - Staff meeting
  - Other means based on the department's communication plan
- Ensure that department owned AEDs are inspected, tested and maintained in accordance with the manufacturer's specification
- Ensure staff who are likely to use an AED are adequately trained, including periodic refresher programs.

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- Maintain records as necessary. See section 5.0 below.
- Register AEDS online
- Perform an annual audit using Appendix E
- Notify EHS as soon as possible when an AED has been used

### Medical Director:

- The medical director shall supervisor and endorse the placement of AEDs
- Review Appendix A submitted from EHS following use of an AED on campus.

## Procedures

### Purchasing an AED

AEDs that are purchased shall meet the requirements of Tennessee Codes Annotate (TCA 1200-12-1.-19(5) and the American Heart Association guidelines. Models that are purchased shall be consistent with other units on campus. This reference can be found at the bottom of Appendix C in this document. EHS must be contacted prior to purchase, unless the department has an existing AED.

### Distribution and Location

Structures that are connected (e.g. the Student Services and the Communications) may be considered a single building. EHS will approve the location of AEDs in buildings on campus in coordination with the medical director In addition; consideration should be given to the potential for a cardiac arrest based on several factors such as occupant age, health and the type of activity being performed. Total occupant load of the building may also be considered when purchasing an AED.

The AED should be located in a central place, near a phone in order to call 911 and that is accessible during times when the building is occupied. Trained personnel who use mobile AEDs shall have a cell phone with them while the AED is in the field. Consideration should be given to placing the AED where it:

- Won't be subject to physical damage, theft, temperature or humidity extremes
- Is readily visible and available for use. Note that signs may be used to identify the device's location where necessary.

University Police have purchased 10 AEDs, which are kept in their squad cars. A list of AEDs on campus and their location is maintained by the AED program manager. Locations can be viewed within the UTK website map.

### Training and Information

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It is suggested that department heads notify employees in their building, at least annually, of where the nearest AED is located.

All employees should be familiar with emergency procedures, which include medical emergencies.

Department heads shall have a sufficient number of employees trained in CPR/AED if their building contains an AED. Trained personnel will be present when the building is open. Refresher training and record keeping are mandatory. Departments shall be responsible for keeping a list of individuals who have been trained. Training results must be forwarded to the Office of Employee and Organizational Development using appropriate forms and to the AED program manager

CPR and AED courses are available locally through the American Red Cross, the American Heart Association or other programs recognized by the Tennessee Emergency Medical Services Board. Note that Appendix B, section 6, provides a list of other approved training course. Environmental Health and Safety maintains a contract for CPR/AED training.

## Use

When an unconscious victim is discovered, the following protocol will be followed:

### Responder

Check the scene to make sure it is safe (e.g. no electrical hazards or chemical hazards) Shake and shout at victim. If no response;

Have someone call 911. If no one is available, call 911 and return immediately to the victim.

Have someone retrieve the AED. Begin the CABs or CPR.

Utilize AED if necessary and the instructions/training provided

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## Police Dispatcher

Immediately dispatch an officer and call for an ambulance. The ambulance should be summoned right away. (DO NOT wait for the responding officer to arrive and authorize).

Upon arrival of the responding officer, obtain as much pertinent information as possible and communicate to EMS.

Once EMS is on the scene they are in charge of further rescue efforts for the victim.

## Notification

Following any event involving the use of an AED, the responder must complete the AED Use Report (See Appendix A) and send to EHS by one of the following means:

### Mail:

Environmental Health and Safety  
1425 Tee Martin Drive  
414 East Stadium Hall  
Knoxville, Tennessee 37996-3503

**Fax:** 974-0094 or **e-mail:** to [safety@utk.edu](mailto:safety@utk.edu)

EHS shall forward a copy of the AED Use Report to the medical director for review.

Campus police must then notify EHS to ensure that supplies are restocked.

## Maintenance, Repair, and Removal from Service

Departments that have purchased an AED shall maintain the device in accordance with the manufacturer's specification. AEDs should be checked at least monthly to ensure it is available for use. All repairs shall be made by a factory authorized representative.

Spent batteries should be managed in accordance with the manufacturer's guidance. If there are no recommendations with respect to battery disposal, contact EHS at 974-5084.

The manufacturer's standards must be followed after use of an AED. A record shall be kept of all repair and maintenance of the device.

Departments shall schedule AED maintenance to the extent feasible so as to minimize down time. EHS shall be notified immediately when an AED is removed from service, found to be missing, or inoperative. Efforts shall be made to provide a replacement unit as soon as possible. A sign shall be placed on the AED's case or cabinet when it is removed from service. The sign shall indicate that the AED is out of service and the location of the nearest unit.

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## Coordination with Emergency Responders

A copy of this written document will be given to Rural Metro for their use, comments and coordination. New AEDs shall be registered online at [www.knoxaedregistry.org](http://www.knoxaedregistry.org). Revisions shall be submitted by EHS to these off-site responders.

## Program Review

Each department shall conduct an annual review of their AED program using the Annual Departmental AED Review Checklist found in Appendix E. The AED program manager shall collect the departmental reviews and including with the comprehensive review. Results shall be provided to the Safety Committee and others as deemed necessary.

## Recordkeeping

The following records must be maintained

1. Periodic maintenance, repair and inspection records
2. Record of employee training
3. Other records as defined by the equipment manufacturer
4. Record of Use (Appendix A)
5. Record of transmittal to responding EMS agency and their approval of the plan, placement and program
6. Physician approval of installation location

The records shall be maintained for at least 10 years. In the event of an accident or failure of the AED, where litigation could occur, the record shall be kept for a longer period of time. Records 1, 2, and 3 from this section shall be kept by the department that owns the AED. Records 4 and 5 shall be maintained by EHS.

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## References

Tennessee Codes Annotated (TCA) 63-6-218

Tennessee Codes Annotated (TCA) 68-140 section 701 through 709 Tennessee Codes Annotated (TCA) 1200-12-010-.19

## Disclaimer

The information provided in these guidelines is designed for educational use only and is not a substitute for specific training or experience.

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## Appendices

[GS-010 Automated External Defibrillators \(downloadable pdf\)](#)

[Appendix A – Automated External Defibrillator Use Report](#)

[Appendix B – Tennessee Codes Annotated 1200-12-01-.19 AED Programs](#)

[Appendix C – American Heart Association Guidelines](#)

[Appendix D – Map of AED Locations on Campus](#)

**Important:** A map of AED locations may be hosted on the main UTK maps site. This map has many layers that can be activated by selecting them from the menu. The layer to activate is called "Defibrillators".

As of Oct-17 the menu path is Explore Campus/Safety/Defibrillators.

This means after the link – Select **Explore Campus**, then **Safety**, then **Defibrillators**. Click/Tap the (VIEW) button next to defibrillators.

[Appendix E – Annual Departmental Program Audit Checklists](#)

[Appendix F – Comprehensive Annual AED Program Review](#)