

UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY

Procedure No.: EM001	Approved by: Emergency Operations Steering Committee
Title: Public Automatic Defibrillator Inspection, Maintenance and Testing Procedure	Date: 7/1/15
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Prepared by: Mark Cavanaugh	

I. PURPOSE

This procedure establishes the guidelines for inspecting, maintaining, and testing public Automatic External Defibrillators (AED) at the University of Rochester (UR), including Strong Memorial Hospital and its off-site locations (excludes in-patient units).

II. PERSONNEL AFFECTED

This program applies to all UR properties, and UR sites where the University (including the clinical enterprise), and to those who have been designated by their department to be responsible for their AEDs

III. DEFINITIONS

AED - An Automated External Defibrillator means a medical device, approved by the United States Food and Drug Administration, that:

- (1) is capable of recognizing the presence or absence in a patient of ventricular fibrillation and rapid ventricular tachycardia;
- (2) Is capable of determining, without intervention by an operator, whether defibrillation should be performed on the patient;
- (3) Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to the patient's heart; and
- (4) Then, upon action by an operator, delivers an appropriate electrical impulse to the patient's heart to perform defibrillation.

AED Locations – New York State Public Health Law 225 requires an AED in each public assembly with an occupancy capacity of at least 1,000 people and all stadiums, ballparks, gymnasiums, field houses, arenas, civic centers or similar sporting events, and concert recital halls, theaters, indoor or outdoor amphitheater or other auditoriums used for musical renditions or concerts.

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All other building managers or departments on campus have the option to install AEDs and once an AED is installed, the building occupants shall follow this AED policy.

AEDs shall be located in public spaces, near a campus phone in a wall-mounted secured cabinet to prevent tampering. AEDs shall be easily accessible and allow for facilitation of periodic inspections. All AED cabinets shall be equipped with support equipment including: two pairs of disposable gloves, two disposable facemasks, extra electrode pads, safety razor, absorbent towels or trauma pads, a pair of scissors, a biohazard bag for infectious waste disposal, an AED incident report form and pen. In locations where children are likely to be present, there shall also be pediatric-sized electrode pads available.

The public access defibrillation provider (the department or area that purchased the AED) shall post a sign or notice at the main entrance to the facility or building in which the AED is stored, indicating the location where any such AED is stored or maintained in such building or facility on a regular basis.

IV. RESPONSIBILITIES

A. Departments

1. Designating a department AED Coordinator;
2. Purchasing, installing and maintaining AEDs;
3. Written protocol for use of the AED that includes training requirements for AED users; a process to immediately notify Public Safety or 911; a process for identification of the location of the AED units; a process for routine inspection of the AED units as well as regular maintenance requirements as per manufactures recommendation.
4. Coordinating training for employees;
5. Maintaining records of maintenance and testing
6. Retaining copies of all AED training records as well as equipment maintenance and testing logs.

B. AED Coordinator

1. Overseeing the placement and maintenance of AED equipment;
2. Coordinate the inspection and maintenance of the AEDs under their area of responsibility.
3. Verifying maintenance records and testing are being conducted and documented regularly;
4. Replacing deteriorating, missing or used support equipment;

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5. Overseeing training of personnel associated with the program;
 6. Placing AED back in service after use; and
 7. Training personnel on the location of AEDs and site specific Medical Response Plan.
- C. Owner, Operators and Administrators
1. Training shall be provided to each AED user and meet the requirements of New York State Department of Public Health Section 225-5-b (b). Whenever places of public assembly are used for public or private sponsored events the owner, operators and administrators shall ensure the presence of at least one staff person who is trained.

V. PROCEDURES

- A. The AED performs a self-test daily.
- B. The AED's extensive automatic self test feature eliminates the need for any manual calibration.
- C. Maintenance and testing of all AED units shall be conducted in accordance with the manufacturer's guidelines. At a minimum AEDs will be inspected monthly and you may use attachment A for documentation.
- D. A green indicator means the AED is ready for service.
- E. If the indicator is red with a black X, the AED requires maintenance and is not ready for use. Contact Strong Clinical Engineering or the manufacturer for servicing.
- F. If the AED is located in a secured cabinet, verify the cabinet alarm battery (9v Alkaline) is installed and replace it annually.
- G. Open the soft-case by un-snapping the two closures on each side of the unit.
- H. Examine AED case and cover for foreign substances, damages or cracks.

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- I. Open the cover and ensure the unit properly starts up and begins voice prompts.
- J. Inspect status lights on left side of display panel. After brief startup sequence, the lights with the icons for the pads and the wrench should not be lit. If a status light is lit, contact Clinical Engineering
- K. Inspect the status lights for the battery. At least two lights should be lit. If at least two battery indicator lights are not lit, contact Clinical Engineering or the manufacturer.
- L. Pads are located inside the cover of the unit.
- M. Make sure pads are pre-connected to the AED.
- N. Check the expiration dates. Verify the pads have not passed the expiration date (expiration date noted on foil pouch).
- O. Inspect package and make sure it is unopened.
- P. If package is opened or past its expiration date, replace the pads (contact the vendor where you purchased the AED) or pull the unit out of service. Place a sign on the AED cabinet or location where the AED was located stating it's out of service.
- Q. Spare pads are not pre-connected (found in the case's back pouch)
- R. Verify presence of one set of spare adult pads and one set of pediatric pads. Adult pads are the square silver foil package; pediatric pads are labeled "Child/Infant Electrode Pads".
- S. After each use clean, and disinfect the unit with a soft, damp cloth using 90% isopropyl alcohol, or soap and water, or chlorine bleach and water mixture
- T. Do not immerse any part of the unit in water.
- U. Do not use ketones (MEK, acetone, etc.) to clean the unit
- V. Avoid using abrasives (i.e. paper towels) to clean the display window.
- W. Do not sterilize the device.
- X. After using an AED, follow the manufacturer's instructions prior to placing the AED back into service.

VI. REFERENCES

New York State Public Health Law 3000 (b)
New York State Public Health Law 225-5(b)
New York State Education Law 917
General Business Law 627-A
Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation

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VII. APPENDICES/FORMS

Appendix A – AED Monthly Inspection Form

VIII. REVISION HISTORY

Date	Revision No.	Description
7/1/15	New	New procedure on AED program

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APPENDIX A
UR AED Inspection Form

AED Location (Bldg name & location)	
Inspected by:	Date:

Use the following maintenance checklist when you check your unit.
Check the following as pass or fail. Any item failing inspection needs to be immediately corrected or the unit taken out of service.

Inspection Criteria	Pass	Fail	Comments
Does alarm on AED box operate correctly? If not replace battery. Replace operable batteries if they have been placed in service for over 1 year.			
Is the green light showing that the unit is ready for use?			
Is the unit clean, undamaged, and free of excessive wear?			
Are there any cracks or loose parts in the housing?			
Verify the electrodes are within their expiration date			
Verify electrodes are connected to the unit and sealed in their package. Replace if expired			
Does the unit have one set of spare adult pads and one set of pediatric pads?			
Are all cables free of cracks, cuts and exposed or broken wires?			
Turn the unit on and off and verify the green check indicates ready for use			
Are batteries within expiration date? Replace if expired			