POLICY PURPOSE
The University of Wisconsin Platteville is committed to providing a safe and healthy environment for all staff, students and visitors. The purpose of the Automated External Defibrillator (AED) program is to increase the rate of survival of people who have sudden cardiac arrests by providing equipment. The goal of this policy is to:
- Implement enhanced life safety response measures
- Meet regulatory compliance
- Provide consistency across UW-Platteville in AED installation, maintenance and use
- Establish AED user training requirements

SCOPE
These guidelines are for UW-Platteville facilities with an AED Program and onsite AED trained personnel. Training criteria, continuing education, roles and responsibilities, standing orders, documentation, and quality assurance have been approved by the UW-Platteville Office of Risk Management and University Police.

DEFINITIONS
“GOOD SAMARITAN” LEGISLATURE:
UW-Platteville workplace responders fall under the protection of the Cardiac Arrest Survival Act and state “Good Samaritan” legislation. Responding to a workplace medical emergency is purely voluntary.

AUTHORIZED AED USERS AND TRAINING REQUIREMENTS
Individuals approved to use AEDs shall have current training in CPR and AED. The training at a minimum should include adult CPR and AED and shall be based on the American Heart Association or American Red Cross.
POLICY STATEMENT

UW PLATTEVILLE AED LOCATIONS

1. Art Building: Entry
2. Boebel Hall: 2nd floor hallway
3. Bridgeway Commons: Entry
4. Bridgeway Stations: Checkout
5. Brockert Hall: Main lobby
6. Center for the Arts: lobby
7. Children's Center*
8. Cooper LLC: Main lobby
9. Dobson Hall: Main lobby
10. Doudna: Main entrance
11. Doudna: Music study lounge
12. Engineering Hall: 1st floor lobby
13. Engineering Hall: 2nd floor entrance
14. Gardner: LAE library hallway
15. Greenway Avenue Market: Checkout
16. Hugunin Hall: Main lobby
17. Library: Checkout desk
18. McGregor Hall: Main lobby
19. Melcher Hall: Main lobby
20. Morrow Hall: Main lobby
21. Ottensman Hall: 1st floor stairway
22. Ottensman Hall: 3rd floor stockroom
23. Pickard Hall: Main lobby
24. Pioneer Farm: Dairy housing facility entry
25. Pioneer Student Center: Dining entrance
26. Pioneer Student Center: Help desk
27. Pioneer Tower: Main lobby
28. Porter Hall: Main lobby
29. Royce Hall: Student health services
30. Russel Hall 1st floor hallway
31. Southwest Hall: Main lobby
32. Ullrich: Main entrance
33. Ullsvik Hall: 2nd floor elevator lobby
34. Ullsvik: Admissions office
35. University Police squad*
36. University Police SUV*
37. Warner Hall: Main lobby
38. Wilgus Hall: Main lobby
39. Williams Fieldhouse: Pool
40. Williams Fieldhouse: East entry
41. Williams Fieldhouse: PAC desk
42. Williams Fieldhouse: Track control

* Two sets of paddles (adult and pediatric) at Police Vehicles and Children’s Center

ITEMS THAT SHOULD BE PLACED WITH AEDs

- 2 pairs of non-latex gloves
- CPR barrier mask
- Scissors to easily remove clothing
- Disposable razor
- Cloth/towel/gauze

EMERGENCY MEDICAL SERVICE NOTIFICATION

Notification of the placement of a semiautomatic defibrillator must be made to the nearest emergency medical services program and must include the following:

- Type of semiautomatic defibrillator (manufacturer, make, model, etc.)
- Location of the defibrillator on the premises
- Intended usage area for the defibrillator
- Owner of the defibrillator

For this reason, UW-Platteville has notified Southwest Health, City of Platteville Police Department, and City of Platteville Fire Department.
PROGRAM MANAGEMENT
The AED program manager is responsible for scheduling and tracking ongoing training, ensuring equipment is properly maintained, tracking medical supplies, and all other documentation. The UW-Platteville Risk Management Officer is designated as the AED program manager.

Responsibilities of the AED program manager:
1. Establish and document policies and procedures to ensure compliance.
2. Document and monitor compliance regulations and “Good Samaritan” requirements.
3. Be informed of federal, state and local legislation to track changes in laws and notifying all employees, especially the responder teams, of any changes.
4. Determine the number and location of AEDs within every facility.
5. Ensure that employees who may operate an AED are trained in CPR and AED.
6. Assist with coordinating or scheduling training for all trained responders and tracking certification expiration.
7. Post readily visible signs at appropriate building locations that specify AED location.
8. Maintain the equipment at each building where an AED is located; inspect all equipment and ensure it is in working order and replace supplies as needed.
9. Ensure event data is documented and evaluated in compliance with regulations following an incident.
10. Assign departmental maintenance funding in conjunction with Budget Office.

VOLUNTEER AED RESPONDERS
Responding to a workplace medical emergency is purely voluntary. Therefore, UW-Platteville staff who possess current CPR/AED training are in no way obligated nor required to respond to a sudden cardiac arrest or other workplace medical emergency.

Each responder will receive instruction and maintain certification in CPR and receive appropriate training in the use of an AED presented by a certified American Heart Association/American Red Cross trainer. After initial training, each responder will receive refresher training every two years to review the response guidelines, use of the AED and receipt of current updates on protocols.

Trained personnel may possess various amounts of training in emergency medical response and their training may be supplied by sources outside of UW-Platteville. Anyone wishing to potentially use one of the AED deployed should have successfully completed a state approved AED course including CPR within the last two years.

Responder Duties
Anyone can, at their discretion, provide 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 on to the extent that they are comfortable. The emergency medical response to individuals may include CPR, AED or medical first aid.
Responder duties may include:
1. Retrieving the AED and accompanying emergency medical supplies
2. Providing prompt basic life support and first aid according to training and experience
3. Going to the site and assessing the victim
4. Beginning treatment that may include prepping the victim, CPR, and delivering a life-saving shock
5. Documentation of incident reports
6. Maintaining certifications

POST INCIDENT PROCEDURES
Post Event Reporting and Review
Following each deployment of an AED response, a review of the incident should be documented. The administrative unit responsible for the AED and the AED program manager will conduct and document the post event review and report. All key participants in the event will participate in the review. Included in the review shall be:
1. Administrative unit name
2. Date and time the AED was used
3. Location
4. Manufacturer, model number and serial number of AED used
5. Name of AED operator
6. Name of person on whom the AED was used
7. Brief description of circumstances under which the AED was used
8. EMS unit receiving the patient
9. Hospital the person was transported to, if known.
10. Name, email address, and telephone number of the person making the report

If the incident involved an employee of UW-Platteville, a copy of the completed AED incident report will be submitted to the worker’s compensation coordinator following the incident. An additional copy of the AED incident report will be submitted to the UW System’s Director of Risk Management within five days after the incident occurred. A copy of the UW-Platteville AED incident report will be kept on file with the AED program manager.

Documentation
The AED program manager will do the following after any AED use:
1. Notify appropriate University Police and City of Platteville Response Units.
2. Complete an incident report
3. Maintain a copy of the incident report
4. Document all equipment serviced, inspected, and maintained

Restocking Equipment and Supplies
1. Return the AED to a state of readiness
2. Replace used defibrillator pads, batteries, razors, gloves. Inspect all supplies for any damage, expiration dates, and required replacement
3. Inspect the exterior and connector for dirt or contamination.
EQUIPMENT AND SUPPLIES
With the goal of putting UW-Platteville in a position of readiness, responders should have equipment and supplies available to treat the highest percentage of emergencies possible. The AED and other equipment and supplies shall be located and readily accessible so responders do not have to search for them.

TRAINING REQUIREMENTS
Individuals approved to use AEDs shall be trained in CPR and AED usage. The training should be based on the American Heart Association or American Red Cross and taught by an authorized instructor. Courses at a minimum must include adult CPR and AED. These individuals must remain current with their certifications.

MAINTAINING EQUIPMENT AND SUPPLIES
All equipment and supplies, including AEDs must be serviced, inspected and maintained so that it is in constant state of readiness. Though AEDs are self-servicing in many ways, the adhesive on their pads and their batteries have limited life spans.

The AED program manager is responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.

After every incident, trained personnel shall service all supplies and equipment. The program manager shall ensure the re-supplying of emergency medical response equipment. Expiration dates on all supplies and equipment must be tracked and maintenance records kept. Document all equipment serviced, inspected, and maintained. Consistent maintenance ensures equipment will be ready in an emergency.

SYSTEM VERIFICATION AND SUPPLIES
An AED response is ultimately successful if necessary medical assistance is provided to victims in a timely manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

Periodic Testing of AEDs
The AED program manager or designee(s) will conduct periodic checks on the AEDs. These checks shall include review of the following elements:

- Emergency kit supplies
- AED battery life
- AED operation and status
- Other AED Equipment readiness

DOCUMENTATION AND RECORDKEEPING
Maintaining both an AED program and the ability to effectively respond to a sudden cardiac arrest is an ongoing process that will need to be reviewed and updated on a regular basis.
Consistent documentation and record keeping provides data required to accomplish this. From a legal standpoint, documentation and record keeping are necessary to ensure that regulatory guidelines have been met.

Recording training, protocols, equipment maintenance and emergency response outcomes helps to monitor policies, procedures and training for consistency. By tracking this information, it is easier to schedule workplace responder coverage; account for vacations, retirements and job changes; know when new responders need to be recruited and trained; and ensure that trained responders maintain their certifications.

Important documentation in an AED program includes:

1. Locations of all AEDs and equipment
2. Who has been trained, when they were trained, type of training (i.e., AED, CPR, Bloodborne Pathogens) and who conducted the training
3. Training card expiration dates
4. Dates of training re-certifications
5. Dates of practice drills (voluntary)
6. Communications to employees on the emergency notification and response procedures
7. Maintenance logs of equipment and supplies
8. Incident log with outcomes

RELATED DOCUMENTS
STATE OF WISCONSIN AED REGULATIONS

2007 Wisconsin Act 104 (Senate Bill 142)

Senate Bill 142 requires many occupations within Wisconsin to successfully complete cardiopulmonary resuscitation (CPR) training, and to demonstrate current proficiency in the use of an automatic external defibrillator (AED). This requirement applies to employees of day care centers, shelter care facilities, residential care facilities, medical transport drivers, fitness centers, lifeguards and many others.

This policy provides procedures for the selection, placement, purchase and maintenance of AEDs in all University facilities and vehicles.

The use of an AED is one step in the process of improving survival rates for victims of sudden cardiac arrest. According to the American Red Cross, each year in the United States over 250,000 people die of sudden cardiac arrest before reaching a hospital. A person’s chance of survival can be increased by establishing a Chain of Survival system that includes early recognition (calling 911), early cardiopulmonary resuscitation (CPR), early defibrillation, and access to advanced cardiac life support by emergency medical services (EMS) and medical facilities.

2009 Wisconsin Assembly Bill 725

Beginning in the 2010–11 school year, each school board operating high school grades, the operator of each charter school established under s. 118.40 (2r) that operates high school grades, and the governing body of each private school that operates high school grades shall offer instruction in cardiopulmonary resuscitation, cardiocerebral resuscitation, and the use of an AED to pupils enrolled in the high school grades in the school district, charter school, or private school.
2008 Wisconsin Statues Chapter 146
Wisconsin Statutes, Section 50.36(5) Instructions and Proficiency in the Use of AED (April 24, 2009), Wisconsin Department of Health Services.

Wisconsin Statutes Chapter 146
• AED owners must provide written notification to the EMS program and make sure that the AED is maintained and tested according to the manufacturer’s guidelines.
• Prospective AED users must complete a training course approved by the Department of Health and Family Services.
An ACT to create 118.076 of the statutes; relating to providing instruction in cardiopulmonary resuscitation, cardiocerebral resuscitation, and the use of an automated external defibrillator to high school pupils. This bill requires operators of high school grades, including school boards, operators of independent charter schools, and the governing bodies of private schools, to offer enrolled high school students instruction in cardiopulmonary and cardiocerebral resuscitation and the use of an AED. The instruction must be based on an instructional program established by the American Red Cross or the American Heart Association.

2006 Wisconsin Senate Bill 186
Senate Bill 186 extends immunity protection for users, owners, and providers of AEDs for acts or omissions in rendering emergency care in good faith.

2000 Wisconsin Assembly Bill 521
Redefines the term first responder, and establishes criteria for the certification and recertification of first responders.

1999 Wisconsin Assembly Bill 239
Provides immunity protection and establishes guidelines for AED use.
  • Requirements:
    o EMS Notification
    A person who provides an automatic defibrillator or a semiautomatic defibrillator shall provide written notification to the nearest emergency medical services program.
    o Maintenance Program
    Must ensure that the automatic defibrillator or semiautomatic defibrillator is maintained and tested in accordance with any operational guidelines of the manufacturer.
  • Good Samaritan Protection
  Rescuer, Purchaser, Property Owner, Trainer
  The person who in good faith renders emergency care by use of an AED to an individual who appears to be in cardiac arrest is immune from civil liability for the acts or omissions resulting from the use of the AED as long as the act or omission does not constitute gross negligence.

The owner of the AED is immune from civil liability for the acts or omissions of a person rendering emergency care by use of an AED as long as the act or omission does not constitute gross negligence.
Any person who provides training in the use of an AED to the person who renders care is immune from civil liability for the acts or omissions of the person rendering emergency care as long as the act or omission does not constitute gross negligence.

The person who provides the AED for use is immune from civil liability for the acts or omissions of a person who in good faith renders emergency care by use of an AED to an individual who appears to be in cardiac arrest, if the person who provides the AED ensures that the AED is maintained and tested in accordance with any operational guidelines of the manufacturer and if the act or omission resulting from the use or provision for use of the AED does not constitutes gross negligence.

POLICY HISTORY
The initial approval for this policy is July 2017.

SCHEDULED REVIEW
Annual Inspection
Once each calendar year, the AED program manager shall conduct an annual inspection and review the AED’s and AED program. This review shall include review of the following elements:

- Training records
- Equipment operation and maintenance records