

FESHM 4300: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

Revision History

Author	Description of Change	Revision Date
Chuck Kuhn Kathy Vuletich	Removed Appendix B – AED Locations & POCs.	October 2021
Chuck Kuhn David Esterquest	<ul style="list-style-type: none">• ESH&Q will be the owners of AED’s. Fire Department will provide monthly inspections and repairs. The Fire Department will be the primary contact for any related AED issues.	February 2016
David Esterquest	<ul style="list-style-type: none">• “Policy” changed to “Program”• Definitions updated• Removed AED Medical Director references• Added Appendix “C” AED locations.	April 2015
Tom Gibbs	Regularly scheduled update. Added reference to manufacturer letter dated May 2014. No changes to policies or procedures.	November 2014

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1.0 INTRODUCTION

This program and related procedures set forth the standards and responsibilities for the installation, modification, replacement, repair, inspection, maintenance, and non-medical response of Automated External Defibrillators (AEDs) on the Fermilab site. This program does not pertain to the procedures required during a medical response to a sudden cardiac arrest or any other medical condition.

This chapter applies to all Fermilab employees, subcontractor personnel and visiting experimenters.

2.0 PROGRAM

The goal of the AED program is to provide equipment and training as an important means to enhance life safety response measures. AEDs make it possible for lay responders to administer defibrillation prior to the arrival of Emergency Medical Services (EMS). Fermilab is committed to the health and safety of its staff and visitors. This Fermilab Environment, Safety and Health Manual (FESHM) chapter establishes an AED program for the Fermilab site that will:

- Implement enhanced life safety response measures.
- Meet regulatory compliance.
- Provide continuity and consistency across campus in AED installation maintenance and use.
- Establish AED user training requirements.

3.0 DEFINITIONS

- **Automated External Defibrillator (AED)** - A computerized medical device that analyzes heart rhythm to detect lethal cardiac arrhythmias and delivers an electric shock to the heart (defibrillation) if necessary.
- **Bystander** - Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies to the extent appropriate to their training and experience.
- **Electrodes** – The cables that connect from the AED to the victim/patient.
- **Lethal Cardiac Arrhythmia** - A significant life-threatening event when a person has a lethal cardiac arrhythmia which fails to produce a pulse.
- **Readiness Display** – The Liquid Crystal Display (LCD) screen on the front of the AED unit.
- **Sudden Cardiac Arrest** – A significant life-threatening event when a person's heart stops or fails to produce a pulse.



4.0 RESPONSIBILITIES

4.1 Divisions/Sections Head or Project Manager (D/S/P) or Designee

Each D/S/P shall have a representative or designee that communicates with the Fire Department for the purpose of acquiring an AED unit. The Fire Department is responsible for staging/installing, inspecting and maintaining the device to meet regulatory compliance, the standards of the manufacturer, programmatic standards of the American Heart Association (AHA), and this FESHM chapter.

The Fire Department will be responsible for the management of the AED program for the D/S/P or individual unit. The Fire Department shall:

- Maintain the records
- Conduct monthly inspections and maintenance to verify that AED's are in compliance with the program and maintain inspection records.
- Purchase and replace batteries, pads and other supplies as needed.
 - Per the manufacturer guidelines the Fire Department will replace AED batteries if they display two power bars or less.
- Purchase and replace the AED pads and other supplies as needed.
- Coordinate AED equipment location and staging/installation with the D/S/P representative/designee and FESS to promote easy access.
- Ensure that the location of each AED unit is marked with a three way or projection style sign.
- Will serve as the liaison between Fermilab and the AED Manufacturer in the event that a problem is detected with a unit during the monthly inspections.
- Identify and provide an onsite inventory of AED locations.
- Monitor updates to Illinois Department of Public Health (IDPH)/EMS Rules and Regulations and update this chapter accordingly.

4.2 The Environment, Safety, Health, and Quality (ESH) Section will serve as the AED Owner

- Provide or arrange for training and refresher training in the AHA Cardiopulmonary Resuscitation (CPR)/AED use.
 - CPR Course [FN000001/CR](#) can be found on the TRAIN Course List.
- Maintain on-site training records, including a description of the AED training program in TRAIN.



4.3 Procurement

Prior to the purchase of any AED equipment, Fermilab Procurement must receive approval from the Fire Department. Fermilab has designated specific defibrillator equipment that can be installed on site. As a result, acquisition of all AED equipment must be made through Procurement.

4.4 Parts

Pads, batteries, spare units will be purchased by Procurement via Purchase Order. All pads will be changed in accordance with the manufacturer's recommendation of every two (2) years by the Fire Department or their designee. All accessories (razors, towels, gloves, masks, wipes, etc.) will be purchased by Procard by the Fire Department or their designee and stored at the fire station.

5.0 REQUIRED SITE RECORDS

The following records must be maintained by D/S/P for each installed AED unit.

- Guidelines for use
- Manufacturer's instructions
- Self-inspection records
- Training records - ESH
- AED incident reports

Any, and all information, shall be requested through the D/S/P head or designee to the Fire Department in writing.

6.0 PLACEMENT OF AED UNITS

D/S/P Heads should decide where the AED units will be placed in their respective locations. In accordance with the Department of Health and Human Services Guidelines for Public Access Defibrillation Programs in Federal Facilities (<http://www.foh.dhhs.gov/Whatwedo/AED/HHSAED.ASP>), D/S/P Heads should use the "three minute rule" as a guideline when placing AED units. The three minute rule means that an AED should be accessible within three minutes to be of any use to the facility occupants. Other considerations may include the response time for the Fermilab Fire Department, EMS and the potential for high hazard electrical work to occur. Should there be any questions, please contact the Fire Department for assistance.



7.0 APPENDICES

APPENDIX A

Each AED unit shall be inspected monthly by the Fire Department utilizing the existing bar code system. Each time the AED unit is inspected, the inspector shall ensure the unit is in proper working condition, the OK symbol is present and the battery has two or more bars. Should there be a problem with the AED, it is the inspector's responsibility to document the problem utilizing the bar code scanners and report the deficiency to their supervisor for corrective actions. Any and all corrective actions that require servicing shall be directed to the Fire Department. All units have a warning sound in the form of an intermittent "beep" if the battery is low. Anyone hearing this, or noticing any other deficiencies with the unit should have their D/S/P representative or designee contact the Fire Department immediately.