

## I. Purpose

Kansas State University is committed to the health and safety of all its students, faculty, staff, and visitors on our campuses. The purpose of the Automated External Defibrillator (AED) program is assure that all AEDs on our campuses are properly maintained and accessible to deliver potentially lifesaving defibrillation to people who experience a Sudden Cardiac Arrest (SCA). AEDs make it possible for the “lay” responder to administer defibrillation that may enhance the survival rate between the onset of SCA and the arrival of Emergency Medical Services (EMS) personnel.

## II. Scope

This policy was created by Environmental Health and Safety Department (EHS), to identify all available AEDs on campus, ensure all AEDs are properly maintained, and establish a uniform approach for purchasing future AEDs that are compatible with the equipment used by Riley County EMS and Manhattan Fire Department.

## III. Definitions

- 1) **AED (Automated External Defibrillator)** – a medical device that is capable of analyzing heart rhythms to determine whether or not defibrillation should be performed and advises the “lay” responder to deliver a potentially lifesaving defibrillation to a victim of SCA.
- 2) **SCA (Sudden Cardiac Arrest)** – a condition where an electrical malfunction within the heart occurs that causes it to stop suddenly - often without warning. Blood flow to the brain and vital organs is disrupted and may cause death if not treated immediately.

## IV. Responsibilities

### 1) AED Coordinator

- a) A representative from the Fire Safety Unit of EHS shall serve as the AED Coordinator for Kansas State University and shall be responsible for the following tasks:
  - i) Provide guidance and assistance for all University departments looking to purchase an AED or currently possess an AED.
  - ii) Maintain a current inventory of AEDs on campus and their locations.
  - iii) Conduct routine inspections and maintain records of all AEDs on campus.
  - iv) Assist University departments with AED maintenance and act as a liaison with the AED manufacturer for purchasing or replacing batteries, pads, and supplies as needed.

### 2) AED Owner

- a) University departments purchasing or possessing an AED.

- i) Responsible for purchasing new AEDs, replacing expired batteries and pads, and other supplies when needed.
- ii) Notify AED Coordinator of all AED purchases and proposed locations.
- iii) Place AED in a visible and easily accessible location for rapid use.
- iv) Notify employees within their department of AED locations.
- v) Notify the AED Coordinator within 24hrs of an incident.

## V. Authorized AEDs

- 1) EHS recommends the purchase and use of Zoll AED Plus. This AED unit and pads are compatible with the equipment used by Riley County EMS and Manhattan Fire Department. This provides a seamless transition for emergency care.

## VI. In Case of Emergency

- 1) Call 911.
- 2) Provide the following information.
  - a) Type of emergency
  - b) Name of building and street address if known
  - c) Location of emergency (i.e. room number, lobby, etc.)
  - d) Further information as requested
- 3) Meet and direct emergency responders to the incident location.

## VII. Questions

Direct questions to EHS by phone: 785-532-5856 or email: [safety@ksu.edu](mailto:safety@ksu.edu)