

Scope

Carleton College is committed to the health and safety of its students, faculty, staff, other members of the Carleton community and visitors. The purpose of this policy is to allow for safe maintenance and use of AEDs installed on campus. College departments and other administrative units may acquire an AED with College approval. If they do, they must comply with this policy.

Policy Statement:

Standard:

All AEDs on campus will satisfy applicable Minnesota law and guidance relating to the use and maintenance of AEDs.

Good Samaritan Laws:

Minnesota's Good Samaritan statute, as amended in the 2011 Minnesota Statutes, section 604A.01 provides immunity both to persons operating an AED to render emergency care and to persons or entities providing or maintaining AEDs for use in rendering emergency care.

This law was designed to encourage people to use AEDs to save lives by reducing or eliminating the fear that they could be held liable for ordinary negligence in rendering such care. Carleton does encourage personnel to have prior training when using an AED. Staff should be aware that they are not required to use an AED.

Reason for the Carleton AED Policy

Each year, more than 250,000 Americans die from sudden cardiac arrest. According to medical experts, the key to survival is timely initiation of a "chain of survival", including CPR (cardiopulmonary resuscitation). An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest and/or a heart attack. The AED must only be applied to victims who are unconscious and not breathing (however, when in doubt, attach the pads to an unconscious victim). Non-medical personnel can use these simplified electronic machines to treat a person in cardiac arrest. The American Heart Association notes that at least 20,000 lives could be saved annually by prompt use of AEDs.

Definitions

Automated External Defibrillator (AED): a device used to treat victims who experience sudden cardiac arrest.

Cardiopulmonary Resuscitation (CPR): is an emergency medical procedure for a victim in cardiac or respiratory arrest. CPR involves physical interventions to create artificial circulation through rhythmic pressing on the patient's chest to manually pump blood through the heart, called chest compressions.

Good Samaritan Laws: in the United States are laws or acts protecting from liability those who choose to aid others who are injured or ill. They are intended to reduce bystanders' hesitation to assist, for fear of being sued or prosecuted for unintentional injury or wrongful death.

Heart Attack: A heart attack is the death of, or damage to, part of the heart muscle because the supply of blood to the heart muscle is severely reduced or stopped.

Sudden Cardiac Arrest: is the abrupt cessation of normal circulation of the blood due to failure of the heart to contract effectively during systole.

Systole: the contraction, or period of contraction, of the heart, especially of the ventricles, during which blood is forced into the aorta and pulmonary artery.

Deployment

1. The AEDs, where available and accessible, may be used in emergency situations when sudden cardiac arrest occurs. Individuals, who have volunteered, will be trained in the use and operation of the device. Such training shall be in accordance with the standards set forth by the American Red Cross or the American Heart Association.
2. The "AED Medical Advisor" will provide medical oversight for AEDs under this program and provide the prescription required to obtain an AED.
3. AEDs will be placed in an accessible location and will be inspected in accordance with the operational guidelines of the manufacturer by the Director of Recreational Sports & Manager Recreation Center or designee.
4. The Carleton College Emergency Medical alert system should be activated immediately upon the discovery of a situation in which the use of an AED is anticipated. Activation will be by dialing 9- 911 (from a campus phone) and then immediately calling Carleton Security at 507.222.4444.
5. College Departments and Offices interested in learning more should contact Director of Recreational Sports & Manager Recreation Center at 507.222.4481

Standard AED Supplies

Additional equipment and requirements to standardize the Carleton AED program:

1. AED cabinet and signage are purchased as part of the AED
2. The AED will have a label added which will clearly indicate the address of the building in which the AED is located. This will ensure the correct location information is reported when 911 is called.
3. Data cards will be installed on all AEDs purchased after 2012.
4. Additional resuscitation equipment provided:
One resuscitation kit will be connected to the handle of the AED. This kit contains two pair latex-free gloves, one razor, one set of trauma shears and one facemask barrier device.

After AED Use:

1. The AED data card (for Defibtech DDU-100 AEDs) will be removed and given to the responding EMS aid vehicle for use at the local hospital.
2. A copy of the AED Incident Report Form (see Appendix A) will be sent, within 1 business day to the Director of Recreational Sports & Manager Recreation Center.
3. The responding Department of Safety and Security Officer will document the event using the Advocate Reporting system and will forward a completed copy to those administrators on the Emergency Event distribution list.
4. After using an AED, the Director of Recreational Sports & Manager Recreation Center, will take the unit out of service and follow the manufacturer's instructions for disinfection of the unit prior to placing the AED back into service.
5. Critical Incident Debriefing session to evaluate the incident will be held within seven (7) days for all initial responders and trained AED users involved in the incident. This session will be called by the Risk Manager.

Contacts

Subject	Contact	Phone
Cabinet Alarm ¹	Security	507.222.4444
Policy Issues	EHS	507.222.4146
Acquisition, Maintenance, Training	Director of Recreational Sports & Manager Recreation Center	507.222.4481
Medical Oversight	Dr. Scott Koehler	507.663.9000
Procurement	Purchasing and Risk Manager	507.222.4178
Wall Cabinet Installations	Facilities Management	507.222.4133
Northfield EMS provider	Brian Edwards, Northfield Hospital Emergency Medical Services Manager	507.646.1444

Responsibilities

Carleton College Safety Committee:

1. Reviews the acquisition and placement of all AEDs in College properties.
2. Advises the College with respect to needs and strategic campus locations that would most benefit from the installation of an AED, in case such resources become available.

Director of Recreational Sports & Manager Recreation Center

¹ AED cabinets have a local alarm. The alarm indicates that the cabinet door is open and does not sound to any other office or emergency responder. Ensure that the cabinet door is closed tightly and then report the instance to Security so the unit can be inspected.

1. In consultation with the departments of Security Services and Environmental Health and Safety and the Carleton Safety Committee, will work to administer the AED Program.
2. Identify individual(s) who will be responsible for routine readiness checks of each assigned AED. Identify individuals interested in volunteering for AED/CPR training in accordance with the standards set forth by the American Red Cross or the American Heart Association.
3. Identify suggested location(s) for new installations.
 - a. Strategically place AED in a readily accessible location to maximize rapid response.
4. For all new installations, send update for Carleton website to Carleton's Emergency Information website coordinator.
5. Maintain a list of AEDs on campus as well as their locations.
6. Evaluate and approve required AED/CPR training programs administered to responsible individuals.
7. Ensure that all AEDs are inspected according to manufacturer guidelines. Document and maintain all inspection records for the lifetime of the equipment.
8. Report to Security at 507.222.4444, any time an AED has been used during a medical response or is in alarm.
9. Report to Risk Manager at 507.222.4178, any time an AED has been used during a medical response.
10. In consultation with the Physician, will review each AED use.

Department of Security Services

1. Receive emergency medical calls from internal AED locations.
2. Deploy an Officer to the emergency location.
3. Assign someone to meet responding EMS aid vehicle and direct EMS personnel to site to medical emergency.

Carleton College Risk Manager

1. Advise on manufacturer and unit type to be purchased or received by donation.
2. Ensure all purchases of AEDs include the purchase of all accessories (i.e., pads, batteries, wall cabinet and signage).
3. Facilitate a Critical Incident Debriefing session to evaluate the incident within seven (7) days for all initial responders and trained AED users involved in the incident.

Director of Facilities Management

1. Upon request, ensures AED cabinets are properly installed.
2. Coordinates AED battery replacement with the Director of Recreational Sports & Manager Recreation Center.

Director of Human Resources

1. Maintains AED and CPR training records.

Physician Responsibilities

1. An AED can only be purchased by prescription and its use requires medical direction by a licensed physician.
2. In consultation with the Director of Recreational Sports & Manager Recreation Center, will evaluate and approve required AED/CPR training programs administered to responsible individuals.
3. In consultation with the Director of Recreational Sports & Manager Recreation Center, will review its use.

Building AED Coordinator

Carleton will request volunteers from each building which contains an AED for assistance with maintaining a record of the following activities:

1. Informing the Director of Recreational Sports & Manager Recreation Center of the name, phone number and e-mail address of the Building AED Coordinator for the location where an AED is placed.
2. Maintaining and/or replacing all AED equipment and supplies according to the manufacturer's recommendations and documenting the maintenance schedule. This will include the monthly inspection (see Appendix B) and forwarding that form to the Director of Recreational Sports & Manager Recreation Center.
3. Assuring the completion of the AED Incident Report Form (see Appendix A) for all use of or attempted use of the AED. The form will be completed and delivered by hand or by fax within one business day to the Director of Recreational Sports & Manager Recreation Center.

Faculty, Staff and Student Responsibilities

1. Report to Security at 507.222.4444, any time an AED has been used during a medical response or is in alarm.
2. During an emergency event where the AED is needed, assist in clearing the scene.

Appendix A

AED Incident Report Form

Use this form to report any event, incident or situation that resulted in use or attempted use of an AED. The responder at the scene and the Building AED Coordinator shall assure its completion and forwarding within one business day of the event to the Director of Recreational Sports & Manager Recreation Center.

Incident Date:		Patient's Last Name:		Patient's First Name:	
Patient's Address:					
Street		City			
State					
Zip					
Patient's Phone Number ()		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Approximate Age:	Name and contact number for patient, if known:	
Incident Location/Address:					
AED Operator Name:		Assistant Name:		Assistant Name:	
Estimated time from patient's collapse until CPR started:			Estimated total time of CPR until application of AED:		
Was arrest witnessed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		By whom:		Time:	
Was CPR started? <input type="checkbox"/> Yes <input type="checkbox"/> No		By whom:		Time:	
Was the AED applied? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe what actions the AED advised and how many times the patient was shocked:				
Did patient ever regain a Pulse? <input type="checkbox"/> Yes <input type="checkbox"/> No	Time:	Did patient ever begin Breathing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Time:		
Did patient ever regain Consciousness? <input type="checkbox"/> Yes <input type="checkbox"/> No	Time:				
Was Carleton Security Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were Carleton Security Services at the scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verbal report given to Carleton Security Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, by whom:		
Was EMS (911) called? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what time did that happen?			
Verbal report given to EMS? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, by whom?	AED Data-card given to EMS? (Defibtech DDU-100 AEDs) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Police Incident Report Number:					
Has the AED unit been cleaned and put back to a state of readiness per American Heart Association guidelines & Manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Signature of Responder completing this form and Date:

Name & Contact information for other responders:

Return this form to: Director of Recreational Sports & Manager Recreation Center

Initial report may be e-mailed to Mikki Showers at MShowers@carleton.edu with a signed copy submitted on the next business day.

Appendix B

AED Maintenance Check List/Monthly Inspection Check List

Carleton College coordinates the monthly AED checks through the Carleton Facilities Management Work Order System. This is a system of checks and balances involving an electronic monitor to ensure monthly inspections. Should any member of the team become unavailable (through illness, transfer, retirement, etc), the electronic tracking of the inspections would flag the missing inspection data.

Unit Location:
Unit Inspection Date:
Inspected by (please print):

Check the following	Yes	No
Does the cabinet alarm sound when opened? **during the OCTOBER inspection, replace the 9V battery. A new battery will be sent to you for this purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Is the unit clean, undamaged, free of excessive wear?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any cracks or loose parts in the unit housing?	<input type="checkbox"/>	<input type="checkbox"/>
Verify electrodes are connected to the unit and sealed in their package. Please list expiration dates of electrodes:_____	<input type="checkbox"/>	<input type="checkbox"/>
Are all cables free of cracks, cuts and exposed or broken wires?	<input type="checkbox"/>	<input type="checkbox"/>
Turn the unit on and off and verify the green check indicates ready for use.	<input type="checkbox"/>	<input type="checkbox"/>
Did the battery check pass?	<input type="checkbox"/>	<input type="checkbox"/>
Please list the expiration date of the battery:_____	<input type="checkbox"/>	<input type="checkbox"/>
Check for additional resuscitation equipment. Is it available?	<input type="checkbox"/>	<input type="checkbox"/>
Please date and initial inspection tag at the AED unit when inspection is complete		
Comments:		

Appendix C

AED Locations

Building Location	Specific Location	Defibrillator Type	Inventory Identification Number	Building AED Coordinator
Public Safety emergency response vehicle	Security Services Office Sayles Hill 209 College St. N	Defibtech DDU-100 Semi-automatic External Defibrillator	SN 101217367 Purchased 2011	Wayne Eisenhuth x4427 weisenhu@
Athletics Department – portable units for Athletic Trainers	(1) Rec. Center Training Room 209.	(1) Medtronic Lifepak 500	SN 34656497 Purchased 2006	Mikki Showers x4481 mshowers@
	(1) Cowling Athletic Training Room 114	Defibtech DDU-100 Semi-automatic External Defibrillator	SN AHAERC Purchase 2010	
Alumni Guest House 100 College St. S	College & First Entrance. North side of the door.	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN 101220966	Linda Mueller x4513 lmueller@
Center for Math and Computing 509 Goodsell Ave	509 Goodsell Circle Entrance (Main Entrance) On the Pillar to the left	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN 101220086	Candy Lelm x4286 clelm@
Chapel 405 First Street	First Street Entrance On the East wall	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN 101220971	Jan Truax x4003 jtruax@
Cowling Gym 714 Evans Drive	First floor right of front desk. (Wall cabinet unit).	LifePak 500 Biphasic Automated External Defibrillator Medtronic Physio-Control	Purchased 2005 SN 33137874	Mikki Showers x4481 mshowers@
Davis Hall 104 Union St N	First Street entrance. Left hand side of the Foyer	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN 101220975	David Wolff x5596 dwolff@
Gould Library 405 Gould Lane	4 th Floor Main Entrance East wall	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN	Merry Hoekstra x4261 mhoekstr@

			101215313	
Hulings Hall 208 Winona St N	208 Winona Street entrance Left wall at entrance	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN 101220105	Randy Hagen x4529 rhagen@
Laird Stadium 215 Division St N	Upper level room 106 left wall (Wall unit).	WelchAllyn Automated External Defibrillator 10	Purchased 2009 SN NA050052	Mikki Showers x4481 mshowers@
Language and Dining 206 Maple St	206 Maple Street entrance West wall of lounge	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN 101220098	Mary Tatge x4252 mtatge@
Olin/Mudd 215 Goodsell Circle	First Floor of Olin East Stairwell near Mudd connector	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2012 SN 101220088	Pamela Groves-Gaggioli x4380 pgaggioli@
Recreation Center 501 Three Oaks Drive	Right hand wall of Laundry Room 107.(Wall cabinet unit).	LifePak 500 Biphasic Automated External Defibrillator Medtronic Physio-Control	Purchased in 2006 SN 34656511	Mikki Showers x4481 mshowers@
Sayles Hill 209 College St	First Floor South wall of the Foyer outside Student Activities	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2011 SN 101217357	Mary Amy x4480 mamy@
Weitz Center 320 3 rd St E	First Floor Theatre Lobby. North Wall	Defibtech DDU-100 Semi-automatic External Defibrillator	Purchased 2011 SN 101217354	Charlene Hamblin x4192 chamblin@
West Gym 321 Division St N	Upper level just outside room 207. (Wall cabinet unit).	LifePak 500 Biphasic Automated External Defibrillator Medtronic Physio-Control	Purchased 2005 SN 33137875	Mikki Showers x4481 mshowers@