

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION Environmental Health and Safety (EHS)
AREA: EHS Administration

MAPP: 07.02.01

SUBJECT: Automated External Defibrillator (AED) Program

I. POLICY

- A. It is Lamar University's (LU) policy to comply with safety-related regulations that govern the University's operations, and to protect the safety of the University's faculty, staff, and students. The LU Environmental Health and Safety (EHS) Office develops safety-related policies and programs to accomplish this objective.

II. PURPOSE AND SCOPE

- A. This document informs LU faculty, staff, and students of the Automated External Defibrillator (AED) program policies and procedures. This document applies to all persons who visit or work on the University campus.
- B. This document was created to provide an AED responder general guidance for the rapid response to a sudden cardiac arrest (SCA).

III. DEFINITIONS

- A. **Automated External Defibrillator (AED).** A device that automatically analyzes heart rhythms and advises the operator to deliver a shock if necessary. Lay responders can use AEDs safely and effectively with minimal training.
- B. **AED Responder.** An employee who is appropriately trained and certified to operate an AED Unit during his/her time at work.
- C. **AED Program.** Program led by EHS that includes oversight of the installation and post-installation maintenance of the AEDs, training of employees, and safety and compliance.
- D. **Building Coordinator.** Each building on campus has an employee who has been named as Building Coordinator and is responsible for a building. This employee will assist EHS with the AED Program.

IV. RESPONSIBILITIES**A. EHS.** It is the responsibility of EHS to:

1. Provide oversight of the installation and post-installation maintenance of the AEDs, training of employees, and safety and compliance.
2. Ensure regular maintenance of the AED Units and related response equipment.
3. Assist Building Coordinators with AED Program. May provide training in maintenance procedures and assistance with scheduling AED training for employees, including for Building Coordinator.
4. Develop and maintain the AED emergency response plan and system policies and procedures and review the program annually to evaluate effectiveness.
5. Assure compliance with state and local regulations regarding AED use.
6. Maintain a list of AED Responders and their training records and share the list, including additions and changes, with the appropriate Building Coordinator(s).
7. Maintains records pertinent to the AED program and assures responsibilities delegated to others as outlined in this policy are met.

B. Building Coordinator. It is the responsibility of Building Coordinators to:

1. Report any noticeable device defects, or missing, expired, and/or damaged accessories to EHS immediately.
2. Receive from EHS the list of trained AED Responders in their building and familiarize themselves with individuals in their building who can serve as AED Responders.
3. Ensure compliance with the policies and procedures of the AED Program.
4. Assure compliance with state and local regulations regarding AED use.

Note. LU's Office of Facilities Management has oversight of the Building Coordinator Policy (MAPP).

C. AED Responders. It is the responsibility of AED Responders to:

1. Successfully complete all required AED training and skills evaluations.
2. Follow the guidelines of the AED program and remain current on the AED training required by Lamar University.
3. Communicate with EHS regarding their AED Responder status (training, assignment to another building, departure from LU, etc.).
4. Respond to all SCA incidents in assigned building.
5. Immediately after an SCA incident in assigned building, communicate with EHS to document the incident.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Director of Environmental Health & Safety

Vice President for Finance and Operations

Review: Every two years on or before August 1

VI. **APPROVAL**

Edward Craig Ness	01/09/2020
Vice President for Finance and Operations	Date

Kenneth R. Evans	01/09/2020
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	08/01/2017	Initial version.
2	08/22/2019	Revised version approved by President.
3	09/17/2019, 11/05/2019	Clarified & updated the roles & responsibilities of EHS, Building Coordinators, and AED Responders. Made changes in format and wording to bring MAPP in line with standardized MAPP format and language.
	01/09/2020	Updated MAPP approved by President.