

William Paterson University Policy

University Policy

SUBJECT:	University Policy	TITLE:	AED Public Access Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	President and Cabinet Members		Responsible Offices:	University Police and Counseling, Health and Wellness Center	
CODING:	00-01-	ADOPTED:	01/31/24	AMENDED:	
				LAST REVIEWED: 01/31/24	

I. PURPOSE

To ensure that the William Paterson University Public Access AED Program complies with the New Jersey Public Access for Defibrillation Law and meets appropriate portions of ACOEM’s Guidelines for the Use of Automatic External Defibrillators (AEDs) in Workplace Setting and the New Jersey Department of Health and Human Services (NJHHS) Guidelines for Public Access Defibrillation Programs in Federal Facilities, and satisfies New Jersey state laws pertaining to AED acquisition and use.

II. ACCOUNTABILITY

- The William Paterson University **AED Program Medical Advisor/Coordinator** Jill Guzman, DNP, CPNP, Director of the William Paterson University Counseling, Health & Wellness Services, who is responsible for medical direction of the William Paterson University’s Public Access AED Program.
- The William Paterson University’s **Public Access AED Program Coordinator**, is appointed by the Director of University Police who is responsible for administrative oversight of the William Paterson University’s Public Access AED Program, in consultation with William Paterson University AED Program Medical Advisor.
- **The Community Policing Sergeant** in conjunction with the AED Coordinator will enlist the assistance of members of the Student Patrol to inspect the AEDs on a scheduled semester basis. The AED Coordinator will order needed supplies and will enlist the assistance of the Community Policing Sergeant to assist Student Patrol the batteries and pads.

III. APPLICABILITY

This is public access policy to guide all community members at William Paterson University in AED usage.

IV. DEFINITION(S) (optional)

NONE

V. BACKGROUND (optional)

Heart disease is a significant health problem that, according to the American Heart Association, affects nearly 8 percent of all Americans and result in nearly 350,000 deaths each year. While several electrical abnormalities can result in sudden cardiac arrest, the majority begin with ventricular fibrillation. Rapid treatment of ventricular fibrillation, through the application of a controlled electrical shock, is essential to the victim’s survival. The American College of Occupational and Environmental Medicine (ACOEM) recommends placement, when practical, of Automated External Defibrillators (AED’s) in sufficient workplace locations to allow initiation of resuscitation and use of the AED within 5 minutes of recognized cardiac arrest.

VI. REFERENCE(S) (optional)

(This section is used to reference other University policies and relevant documents.)

VII. **POLICY**

(Sets forth requirements to accomplish the purpose of the policy.)

A. Responsibilities:

a. AED Program Medical Advisor:

- Develop and/or approve all medical aspects of the program and ancillary medical equipment and supplies for the University's Public Access AED program.
- Approve AED use at the University and type(s) of AED unit(s) that satisfy New Jersey State Law.
- Provide written authorization for acquisition and placement of each AED unit.
- Approve type(s) and frequency of AED training provided to University personnel that will satisfy New Jersey State Law and ACOEM guidelines.
- Perform a medical review each time an AED unit is used at the University.
- Act as medical liaison with local emergency medical services (EMS), local hospitals and coordinate EMS response protocols that satisfy New Jersey State Law.
- In cooperation with the University's Public Access AED Program Coordinator, perform annual review of all components of the University's Public Access AED program and its efficacy.

b. Public Access Program Coordinator:

- Maintain a written program for the William Paterson University's Public Access AED program;
- Identify and communicate relevant federal and state laws and regulations to the AED Program Medical Advisor and the Director of the Department of University Police;
- Ensure AED units are properly inspected, maintained and tested according to manufacturers guidelines;
- Ensure department personnel are trained in accordance with guidelines established by the William Paterson University's Public Access AED Program
- Facilitate the installation of the AEDs in the locations agreed upon within the campus;
- Maintain records regarding the installation of AEDs and the locations;
- Maintain records regarding the maintenance of the AED;
- Facilitate and maintain records of the scheduled semester inspection of the AED units;
- Facilitate the replacement and repairs of the AED's and equipment;
- Insure that any person involved in the inspections of AEDS or in the replacement of batteries and pads for the AEDs be trained in accordance with the New Jersey Public Access for Defibrillation Law and provisions within the ACOEM's Guidelines for the Use of Automatic External Defibrillators (AEDs) in Workplace Setting and the New Jersey Department of Health and Human Services (NJHHS) Guidelines for Public Access Defibrillation Programs in Federal Facilities, and New Jersey statutes pertaining to AED acquisition and use;

- Maintain records regarding AED training for law enforcement officers and non-police staff/members of Student Patrol;
- Send copies of all reports of AED use to the AED Medical Advisor/Coordinator;
- In cooperation with the AED Medical Advisor/Coordinator, perform annual review of all components of the University AED program

c. Community Policing Sergeant

1. The Community Policing Sergeant will assign a member of Student Patrol to inspect the various AEDs on campus that are controlled by the University Police and will provide that person with a form indicating the date and time of the inspection. After the inspection is completed, the member of Student will complete the inspection form and surrender it to the Community Policing Sergeant. The Community Policing Sergeant will then forward the paperwork to the AED Coordinator as soon as practicable, but within one week. Thereafter, the AED Coordinator will record the completion of the inspection in the AED journal and will facilitate the filing of the inspection form.
2. The Community Policing Sergeant must immediately remove any AED that is damaged or not operational. The Out of Service AED must be labeled and the AED Coordinator notified. The AED Coordinator will assess the AED and either have the unit repaired or replaced.
3. The Community Policing Sergeant will be responsible for the day to day AED calls.

VIII PROCEDURE(S)

CERTIFICATION AND TRAINING REQUIREMENTS FOR AED USERS

- A. All University Police Officers are required successfully complete and hold a current certification in BLS for Healthcare Providers CPR/AED.
- B. Student Patrol will be offered to be certified in CPR but will not be required.
- C. The AED Program Coordinator will ensure compliance with these requirements and maintain all documentation on the certification of University Police and the Community Policing Sergeant will maintain training records for Student Patrol.
- D. All staff of the Counseling, Health and Wellness Center are required to be certified in CPR. All healthcare providers will be required to hold a current BLS for Healthcare Providers CPR/AED.
- E. All community members are encouraged to participate in CPR/ AED demonstrations or certifications but are not required to do so. Courses or demonstrations will be offered periodically on campus. Individuals may also participate in any online education programs.

AUTHORIZED EQUIPMENT

- A. Only equipment approved by the AED Program Medical Advisor/Coordinator will be utilized.
- B. Approved AED unit to be used for University Police and the campus units under the control of the University Police is the Defibtech Life-Line and compatible defibrillation pads and batteries which complies with the “Guidelines for Public Access Defibrillation Programs in Federal Facilities”.

ASSIGNMENT OF AED UNITS

Criteria for Placement of AEDs and Supplies:

The ACOEM recommends placement, when practical, of AEDs in sufficient workplace locations to allow initiation of resuscitation and use of the AED within 5 minutes of recognized cardiac arrest. Placement of AEDs and supplies will be considered by utilizing, in part, the following criteria:

- Departments or other functional areas that are staffed with trained and certified first responders
- Locations considered to present a higher than normal risk for occupants to suffer sudden cardiac arrest, such as athletic facilities
- Wherever mandated by regulatory requirements

Markings upon the AED units and placement of those units will be made as follows:

- A. AED Units will be designated numbers and identified by location for reporting purposes. (Appendix C)
- B. AED Units will be placed in service by designated AED Program Medical Advisor/Coordinator.
- C. AED Units not in service will be kept in the AED Program Coordinator's Designated Area.
- D. AED Units used by William Paterson University community will be in a alarmed box in a fixed location and will be placed in a manner that complies with the "Guidelines for Public Access Defibrillation Programs in Federal Building".
- E. AED Units used by William Paterson University Athletics and Law Enforcement will be portable and housed in an AED hard carry case.

EQUIPMENT CHECKS

The Defibtech Life-Line AED's perform a Self-Diagnostic Test automatically daily, weekly and monthly.

- A. To further ensure proper operation of the unit, the Community Policing Sergeant will assign Student Patrol who will physically check the AEDs and fill out an AED Unit Maintenance Checklist and complete the following steps at the beginning and the end of each Fall and Spring semester.
- B. University Police Officer's will physically check the AED and fill out an AED Unit Operator's Checklist after each use.
 1. Assure the AED cabinet structural integrity is not comprised and the alarm works properly.
 2. Check the unit for exterior damage and cracks.
 3. Check the unit for foreign substances, clean as necessary.
 4. Check the package containing the conduction pads to be sure the seal is not broken and that the expiration date has not passed. Replace the pads if necessary as soon as possible.
 5. Check the AED Units' battery to check for foreign substances, clean as necessary, and that the expiration date has not passed.
 6. Conduct a check to confirm any problems that may have been detected by the AED Units Self Diagnostic Test, by popping out and reinserting the battery back into the unit. (battery insertion test)
 7. Any equipment problems or damage will be noted on the AED Unit Maintenance Checklist by the assigned personnel and the AED Program Coordinator notified as soon as possible.
 8. All other AED Units (Medtronic and Phillips) not under University Police control will follow their departments' Emergency Action Plan.

USAGE OF THE AED (AUTOMATIC EXTERNAL DEFIBRILLATOR)

- A. Using the Defibtech Life-line AED
 1. Turn the unit on by pressing the ON/OFF button
 2. Connect pads to AED (if not yet connected)
 3. Place pads on patient (follow diagram on pad package)
 4. Follow voice prompts
 5. Press SHOCK button if instructed by the AED
- B. Utilize the Automated External Defibrillator (AED) in accordance to the training of the American Heart Association or American Red Cross CPR/AED certification course.
- C. AED for BLS for Healthcare Providers shall follow the approved procedures when delivering patient care. Upon arrival of a higher medically trained responder the BLS for Healthcare Providers will transfer patient care over. The AED Unit will stay with the authorized ambulance company and later be returned if requested.
- D. The University Police Officer in charge of patient care will give a verbal report to higher medically trained responder(s). This report should include information regarding the use of the AED and if possible, specific patient information.

REPORTING REQUIREMENTS AND PROCEDURES

- A. Defibrillation Patient Report will be completed on every patient to whom the AED Unit is applied, regardless of whether shocks were actually performed. All reports are to be completed by University Police Officer in charge of patient care.
- B. Whenever the AED unit is utilized an “AED Event Report” must be generated. The printout will include an Event Log, Event Summary and Test Log. The University Police Officer is to fill out the patient information at the top of the report by hand.
- C. The following reports must be distributed:
 1. An AED Event Report and Defibrillation Patient Report to the hospital where the patient is taken.
 2. AED Event Report, Defibrillation Patient Report and Police Incident Report to the AED Program Medical Advisor/Coordinator, Jill Guzman, William Paterson University Health Services.
 3. An AED Event Report and Defibrillation Patient Report shall be given to the BLS Squad that transported the patient to the hospital if requested.
- D. The AED unit (after use) will be taken “out of service” until the unit is checked and insured that the equipment is replaced and the unit is working properly and can be placed back in service.
- E. Any protocol or equipment irregularities that occurred during the medical emergency are to be reported to the AED Program Medical Advisor/Coordinator and the AED Program Coordinator immediately for appropriate action.

IMMUNITY FROM CIVIL LIABILITY FOR USER OF AED; EXCEPTIONS 2A:62A-27

- A. Any person or entity who, in good faith, acquires or provides a defibrillator, renders emergency care or treatment by the use of a AED or supervises such care or treatment and, who has complied with the requirements of this act, shall be immune from civil liability for any personal injury as a result of such care or treatment, or as a result of any acts or omissions by the person or entity in providing, rendering or supervising the emergency care or treatment.
- B. This subsection shall not immunize a person for any act of gross negligence or willful or wanton misconduct. It shall not be considered gross negligence or willful or wanton misconduct to fail to use a defibrillator in the absence of an otherwise preexisting duty to do so.

POST EVENT

A. DEBRIEFING PROCEDURES

1. The University Police Officer shall complete the Defibrillation Patient Report.
2. Promptly after the event the following should be conducted:
 - a) It is mandatory that the AED Program Coordinator be notified within 24 hours.
 - b) It is recommended that the AED Lay Responder / Rescuer and assisting personnel speak to someone from the University's Employee Assistance Program at University Health Services or someone from Counseling, Health and Wellness (students).
 - c) The AED Program Medical Advisor/Coordinator, William Paterson University AED Program Coordinator, Lay Responder / Rescuer (s), Department of Public Safety responder and other personnel as appropriate will conduct a "debriefing meeting", where all aspects of the performance of the system, personnel, AED Unit protocols will be addressed with a non-judgmental eye toward validating or improving effectiveness and identify any problem areas that need to be addressed. Every effort should be made to schedule the "debriefing meeting" within two weeks of any incidents.

B. AED MEDICAL ADVISOR/COORDINATOR

1. Review Defibrillation Patient Report .
2. Review AED Event Report.
3. Maintain copy of the Police Department Medical Report.

C. DEFIBRILLATOR CHECK PROCEDURES

Before returning the defibrillator to service; the following must be completed:

1. Check the defibrillator visually for damage or missing parts.
2. Replace all supplies used during the event.
3. Download the data from internal memory to a PC.
4. Run a battery insertion test and replace the battery if indicated.
5. Return the defibrillator to its designated area for future use.

ARCHIVAL OF RECORDS

- A. AED Program Medical Advisor/Coordinator will maintain medical records.
- B. AED Program Coordinator will keep the following items current and in a portable binder or container:
 1. An AED Location List Sheet.
 2. A List of Current AED BLS Healthcare Provider / Rescuers of the William Paterson University Community.
 3. AED Unit Maintenance Checklist records for the past twelve (12) months.
 4. Any year to date reports of usage as indicated in:
Section X: REPORTING REQUIREMENTS AND PROCEDURES
 5. Any other current related Public Access AED Program Information.

AED QUALITY ASSURANCE PROGRAM

- A. Medical Review: by the AED Program Medical Advisor/Coordinator: case by case review each time the AED is applied, (regardless of shock being administered); these records will be kept on file by the AED Program Coordinator.
- B. The AED Program Coordinator will maintain records of all AED-related training. Those records include names of instructors, persons trained and dates of initial, refresher and renewal classes.
- C. Program Evaluation: by Medical Advisor/Coordinator, Program Coordinator and others as appropriate.
 1. A yearly review of all components of the Public Access AED Program with modifications as necessary; and
 2. A yearly assessment of efficacy of the program with modification as necessary.
- D. The AED Program Medical Advisor/Coordinator will monitor and review program for Federal and State Regulation Compliance.

- E. The AED Program Medical Advisor/Coordinator will provide updates of federal and state requirements as necessary to other William Paterson University AED user groups.

ANNUAL PROGRAM REVIEW

- A. The AED Program Medical Advisor/Coordinator and the AED Program Coordinator will annually conduct a review of all components of the University's Public Access AED Program and make appropriate changes for improvement or remediation.
- B. The annual review will include at least the following components:
1. A review of the Public Access AED written program.
 2. A review of New Jersey State laws and ACOEM and HHS Guidelines related to AED use.
 3. A review of Public Access AED Program Medical Advisor/ Coordinator's responsibilities.
 4. A review of Public Access AED Program Coordinator's responsibilities.
 5. A review of all departmental records related to personnel training and AED locations, use, service and testing.
 6. A review of the Public Access AED quality assurance program.
 7. An evaluation of the effectiveness of the program.

V. EXHIBIT(S)

FORMS

The following forms, which are included in the appendix, will be used whenever an AED unit is used or checked for operability:

- William Paterson University AED Program Defibrillation Patient Report, which is to be completed when an AED unit is used.
- Maintenance Checklist, which is to be completed during the AED Inspection schedule.
- After a William Paterson University AED Program Defibrillation Patient Report is completed, the AED Program Medical Advisor/Coordinator will review it and indicate approval by signing and dating the form at the bottom of the page.
- The Maintenance Checklist will be completed by a member of Student Patrol or a Police Officer testing the AED at the time of the test. The form will be signed and dated at the bottom of the page by the person completing the form.

**William Paterson University AED Program
Defibrillation Patient Report**

Name of Victim: _____
Address of Victim: _____
Campus Address: _____ EXT. _____
Phone Number: _____ Other: _____
Sex: M F Date of Birth: _____ Age: _____

Location of Incident: _____ Date: _____

Status of Victim upon Arrival:

Conscious Unconscious Semiconscious Oriented Confused
 Respiratory Arrest Cardiac Arrest Witnessed: Yes No

Nature of Call:

Cardiac Problem Respiratory Trauma/Accident Drowning
 Electrocutation Poisoning Other _____

Time Arrived: _____ Witnessed Arrest? Yes No Approximate "Down" Time _____
Emesis (vomit)? Yes No Signs of Trauma? Yes No _____
Onset of Symptoms: Date _____ Time _____ Skin Color: _____
Position Patient was found: _____

C.P.R.

Started On _____ at _____ hours _____ sets
By whom: Lay Person _____ Local BLS _____
Police Department _____ ALS _____

Defibrillation: Shockable Rhythm Yes No How many shocks delivered: _____
By whom: Lay Person _____ Local BLS _____
Police Department _____ ALS _____

List of Personnel on Scene

Healthcare Provider _____
The AED Lay Responder / Rescuer _____
Police Officers _____
Local BLS Unit _____
ALS Unit _____

Name of person completing report: _____ Signature: _____

Reviewed by: _____ Date: _____

Additional Notes: _____

This form must be completed by the AED Lay responder within 24 hours of the incident and forwarded to the AED Program Medical Director/Coordinator.

**William Paterson University AED Program
Maintenance Checklist
Defibtech Lifeline DDU-100A**

Defibrillator # _____ **Serial #** _____ **Date:** _____

Location: _____ **Inspected by:** _____

Instruction	Action needed/taken	Completed
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AED Cabinet Inspection

Cabinet

Damaged or cracked _____
 Foreign substances _____
 Alarm working _____

AED Location Indicator

Damaged or missing _____

CPR Equipment/Supplies

CPR/pocket mask _____
 1 pair's gloves _____
 Gauze _____
 Face shield _____
 Disposable razor _____
 2 Antimicrobial Wipes _____
 Scissors _____
 Biohazard bag (red bag) _____
 Quick Reference Card _____

AED Inspection

ASI flashing green _____
 Foreign substances _____
 Damage or cracks _____

Battery

Battery insertion test _____
 Expiration date: _____

Pads

Pads _____
 Attached to unit _____
 Adult _____
 Expiration date: _____
 Pediatric _____
 Expiration date: _____

Press on and observe for:

Speaker volume _____
 Defibrillation instructions _____

Remove key before closing cabinet door.

Signature: _____

Updated 9/9/2021

AED Unit Locations and Unit Numbers

Unit Number L02	Atrium – Outside STC office
Unit Number L03*	Hobart Manor – Back Hallway
Unit Number L04	Morrison Hall – Lobby (near bathroom)
Unit Number L05	Raubinger Hall – Outside Provost Office
Unit Number L06	Hamilton Hall – Lobby
Unit Number L07C*	University Hall – CODIS
Unit Number L08	Hunziker Hall – 1st Fl near Room 123
Unit Number L09	Power Art - Lobby
Unit Number L10	Gaede Hall – Reception Area
Unit Number L11C*	Library - Front Door
Unit Number L12	University Hall – 3rd Fl (elevator)
Unit Number L13	University Commons – Outside Ballroom
Unit Number L14C*	Shea – Auditorium
Unit Number L15	Science Complex East – 4th Fl E/W Hall
Unit Number L16	Science Complex West - Lobby
Unit Number L17C	Athletics Department (portable)
Unit Number L18C	Athletics Department (portable)
Unit Number L19	Wayne Dining Hall – Kitchen
Unit Number L20	College Hall 2nd Fl Lobby
Unit Number L21C*	1600 Valley Road - Lobby
Unit Number L22	Shea – 1st Fl near Studio 109
Unit Number L23	Ben Shahn – 2nd Fl Lobby near Gallery
Unit Number L24C	Athletics Department (portable)
Unit Number L25C*	Counseling Health & Wellness Center
Unit Number L26C*	Wightman Gym – Swimming Pool
Unit Number L27*	Alumni House - Main Entrance
Unit Number L28	University Hall - 1st Fl (elevator)
Unit Number L29C	University Hall - 2st Fl (elevator)
Unit Number L30C	University Police
Unit Number L31C	University Police
Unit Number L32	Grant Hall – 1st fl (elevator)
Unit Number L32	Grant Hall – 2nd fl (elevator)
Unit Number L32	Grant Hall – 3rd fl (between doors)

By Direction of the President and Cabinet:

Date: 1/31/24

Vice President for Student Development