Automated External Defibrillators
FIN-INS-08

About This Policy

Effective Dates:
06-01-2001

Last Updated:
08-13-2021

Responsible University Administrator:
Vice President and Chief Financial Officer

Policy Contact:
Kutina England
Director, INLOCC
kudavis@iu.edu

Scope

This policy applies to all Indiana University properties and employees.

Policy Statement

The purpose of this policy is to establish the procedures governing the maintenance, operation, and training of the Automated External Defibrillators (AEDs) on university property. AEDs must meet all standards and procedures set forth by state and local law.

Reason For Policy

To ensure that AEDs purchased by the university align with those used by emergency responders who provide emergency medical care to the respective campus; to establish procedures and guidelines for the placement, maintenance, and use of AEDs.

Procedure

Any unit is allowed to purchase an AED. AEDs are required in or adjacent to "health clubs," as defined by state law, which include: health spas, and studios, sports centers, weight control studios, gymnasiums, and workout centers. Proximity shall be in accordance with the Indiana law. After identifying the potential need, the unit must follow the following procedures and standards:

1. Before purchasing an AED, the unit will discuss the purchase and associated responsibilities with the Office of Insurance, Loss Control & Claims (INLOCC) AED program manager.

2. The type of unit purchased will compatible with the type do unit being used by local emergency services.
   a. IUB - Lifepak
   b. IUE - Zoll
   c. IUK - Philips
   d. IUS - Zoll
   e. IUSB - Lifepak
   f. IUN - Lifepak
   g. IUPUI - Philips
   h. IUC- Philips
3. All AED purchases must be made through IU Procurement Services.

4. Before a unit can accept an unsolicited gift of AEDs, the unit must obtain approval from INLOCC to ensure that the proposed donated devices comply with this policy.

5. Unless portable (e.g., in an IUPD vehicle), AEDs will be located in public areas of buildings and available at all times the building is occupied. Unless an exception is granted by INLOCC, AEDs must not be located in locked cabinets or behind locked doors.
   a. Cabinets must be properly mounted according to University Architect’s Office guidelines; units will coordinate with INLOCC to determine the proper mounting location and Capital Programs and Facilities ensure that the cabinet is mounted in a safe and secure manner.
   b. AEDs located in Indiana University authorized vehicles are not required to be in a cabinet, but must be stored according to manufacturer’s recommendations to avoid extreme temperatures or exposure to adverse environments (32 degrees F to 122 degrees F is the typical recommendation).

6. AED locations will have wall signage to easily identify the location of the AED unit. The wall signage will be a three-dimensional sign, approximately 8” x 8,” that is visible above the cabinet and visible from 180 degrees of the cabinet.

7. The following items will be purchased with the AED unit:
   a. Two (2) sets of adult defibrillator pads.
   b. One set of pediatric defibrillator pads ONLY if children are an integral part of the building’s use (e.g. athletic facilities, recreational sport facilities, childcare centers).
      • Exception: At IUPUI, all AED units will include a carrying case and equipped for infants.
   c. Rescue Response kit containing pocket (CPR) mask, latex gloves, disposable razor, and scissors.
   d. An AED cabinet with audible alarm.

8. Upon receipt of the AED, the INLOCC program manager will be notified by the unit so the purchase date and pad and battery expiration dates can be obtained and entered in the inspection database. INLOCC will also apply a bar code tag to the AED for tracking and inspection purposes.

9. Inspection and Maintenance of the AED unit
   a. Each unit that purchases an AED will be financially responsible for the support and maintenance of the AED unit to include battery, pads, storage cabinet, rescue kit contents, and eventual replacement when the AED reaches its maximum operating life according to the manufacturer’s guidelines or when components such as batteries and pads are no longer available from the manufacturer.
   b. INLOCC will perform monthly visual inspections of all AED units to verify readiness for use. Units are strongly recommended to conduct their own monthly visual inspection to verify readiness.
   c. INLOCC will maintain the AEDs that it owns. A unit may volunteer to accept responsibility for the maintenance of an INLOCC-owned AED that is installed. Contact Mandy Owens, INLOCC program manager, (812) 855-0112, amajowen@iu.edu for information.
   d. Units that own an AED(s) must establish and adhere to a maintenance schedule that follows manufacturer’s guidelines and will physically maintain that schedule with the AED unit.
      • Units will also be responsible for maintaining any AED cabinet alarm that is installed.
   e. AED pads and battery are to be replaced by the expiration date on each item. The life span of batteries varies by manufacturer. Replacement items such as pads and batteries will be procured by INLOCC and billed back to the unit.
      • Batteries will be disposed of according to campus environmental health and safety guidelines. Campus-specific guidance is found within the Waste Management Guide (Appendix B of the Waste Management Program).
      • The unit will notify the INLOCC program manager when batteries or pads are updated.
   f. AED pads shall be replaced after every use.
g. After an AED is used, the INLOCC program manager must be notified by the unit so that the AED data can be downloaded and the AED unit put back into operation.

h. The INLOCC program manager will make software upgrades as directed by the manufacturer.

10. Training

a. Units should refer to the Indiana University First Aid, CPR and AED Program to determine training requirements for unit personnel.

b. INLOCC recommends that the entire unit receive training to ensure the availability of trained responders during an emergency, which increases the survival rate of victims experiencing sudden cardiac arrest. At a minimum, it is recommended that at least one individual from each unit, per shift, be trained in first aid, CPR, and AED use.

   • INLOCC coordinates first aid, CPR, and AED training on all campuses. Those requiring training should contact their INLOCC campus manager or lead inspector for course information. Training can also be obtained at any American Heart Association or American Red Cross training institution.

Definitions

Automated External Defibrillator (AED): A portable medical device intended for use by non-medical individuals for the emergency treatment of cardiac arrest. The device checks the heart rhythm and analyzes the need for a defibrillating shock. Upon determining that a defibrillation shock is needed, the unit will automatically charge and deliver an electric shock to the individual at the command of the operator.

University Property: Buildings, grounds, and land that are owned by Indiana University or controlled by Indiana University via leases or other formal contractual arrangements to house ongoing university operations.

Sanctions

Units that fail to adhere to the inspection and maintenance requirements of the AED policy will have their AED(s) placed “out of service” by INLOCC until the device is compliant with this policy and AED standards set forth in Indiana state law.

Additional Contacts

<table>
<thead>
<tr>
<th>IU-Bloomington Campus Manager</th>
<th>Mark Colglazier</th>
<th>812-855-3666</th>
<th><a href="mailto:mwcolgl@iu.edu">mwcolgl@iu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>IU- East Campus Manager</td>
<td>J. Scott Gillespie</td>
<td>812-856-7407</td>
<td><a href="mailto:gillesps@iu.edu">gillesps@iu.edu</a></td>
</tr>
<tr>
<td>IU-Northwest Lead Inspector</td>
<td>Jim Schuster</td>
<td>574-532-2866</td>
<td></td>
</tr>
<tr>
<td>IUPUI-Campus Manager</td>
<td>Rodney Johnson</td>
<td>317-274-8951</td>
<td><a href="mailto:rocujohn@iu.edu">rocujohn@iu.edu</a></td>
</tr>
<tr>
<td>IU-South Bend Lead Inspector</td>
<td>Jim Schuster</td>
<td>574-532-2866</td>
<td></td>
</tr>
<tr>
<td>IU-Southeast Campus Manager</td>
<td>J. Scott Gillespie</td>
<td>812-856-7407</td>
<td><a href="mailto:gillesp@iu.edu">gillesp@iu.edu</a></td>
</tr>
<tr>
<td>IU-Kokomo Lead Inspector</td>
<td>Jim Schuster</td>
<td>574-532-2866</td>
<td></td>
</tr>
<tr>
<td>AED Program Manager</td>
<td>Amanda Owens</td>
<td>812-855-0112</td>
<td></td>
</tr>
</tbody>
</table>

History
This policy is updated from time to time based on changes in state law, university needs, and changes in contact information.

This policy was fully updated on August 13, 2021.

**Related Information**

- Inspection and Maintenance Strategy for AEDs (all brands/models)
- Indiana Code 16-31-6.5
- Indiana University First Aid, CPR and AED Program