

**11.2.19A AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
PROGRAM**

SCOPE:

This policy sets forth standards, procedures, and responsibilities for the installation, modification, replacement, repair, inspection, maintenance, and (non-medical) response to the AED network on Baylor University campus. This policy does not pertain to the medical procedures required during a medical response to a sudden cardiac arrest (SCA).

RESPONSIBILITY:**Standard Equipment**

All defibrillator units on Baylor University campus are Cardiac Science's PowerHeart AED (or equivalent).

Any questions regarding AED equipment on Baylor University campus should be directed to the Fire & Occupational Safety Coordinator (FOSC) in the Department of Risk Management (DRM) at Baylor University at 710-4586.

New or Replacement Equipment

All new and remodeling projects on Baylor University campus that may potentially involve the addition, modification, movement, or any other change to the AED network should be directed through the FOSC in the DRM at Baylor University.

Departments that are interested in adding a new or replacing their current AED units should contact the FOSC for further purchasing information.

Installation of AED Cases

The installation of new or replacement AED cases and/or equipment on campus will be managed through the Baylor Facility Services (BFS). This Department will oversee the scheduling and installation of electrical and/or phone lines when needed. BFS will also oversee structural modifications to buildings or grounds to allow for stanchion or enclosure equipment installation. BFS is also responsible for the proper installation of each stanchion or enclosure. All AED cases on Baylor University campus are Heart Station, Inc.'s RescueCase.

All AED cases installed on Baylor campus shall have an audible external alarm, and when possible, also be tied into the Baylor University Police Department (BUPD) via phone line so that BUPD is notified immediately of any AED deployment.

Maintenance/Inspections

The FOSC will conduct monthly audits of each AED on campus. The audit records will be maintained in the office of the FOSC and are available at any time. See "*Repairs/Replacement*" section below for procedures for reporting problems found during inspections.

11.2.19A AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

The FOSC will also conduct an annual diagnostic check of each unit using a portable computer and a current software package, such as Rescuelink. These audit records are also maintained in the office of the FOSC and are available at any time.

Repairs/Replacement

The proper procedures for reporting a problem with an AED, its stanchion, or any of its equipment are outlined here. Any questions on these procedures should be directed to the FOSC.

- A. Faulty or damaged units, stanchions, or equipment should immediately be reported to the FOSC at 710-4586. The FOSC will ensure that response to the faulty unit is as soon as possible.
- B. Based on the findings, the FOSC will immediately begin the deployment of any equipment, personnel, or services that may be needed to repair or replace the faulty unit, stanchion, or equipment.
- C. If the repair cannot be completed during normal business hours, or if the unit must be left unattended while not functioning properly at any time, the entire unit must be covered (including the red strobe) and marked "Out of Order". These covers may be obtained from DRM at any time by calling 710-4586.
- D. Any faulty unit reported after normal business hours that cannot be immediately repaired or replaced must immediately be covered (including the red strobe) until the FOSC can verify the unit has been properly repaired or replaced. These covers may be obtained from the DRM at any time by calling 710-4586.
- E. The FOSC will maintain records of all repairs and replacements, as well as the records of all new installations on campus. This allows the FOSC to track recurrent problems, warranty information, etc.
- F. The FOSC will also maintain records of all malfunctioning units, and trend these reports for any recurrent or frequent problems.

Identification

AED's are located on the campus of Baylor University at the following locations:

- | | |
|---|---------------------------------------|
| 1. Robinson Tower – 1 st Floor | 12. Floyd Casey Stadium N. End Zone |
| 2. Robinson Tower – 4 th Floor | 13. Floyd Casey Stadium W. Grandstand |
| 3. Hughes – Dillard Alumni Center | 14. McMullen-Connally Dinning |
| 4. Tennis Complex | 15. Hooper-Schaefer Fine Arts Center |
| 5. Baylor Ballpark – Ferrell Field | 16. Marris McLean Gym (HHPR) |
| 6. Bill Daniel Student Center | 17. Marris Mclean Gym (HHPR Lab) |
| 7. Ferrell Center NE | 18. McCrary Music Building |
| 8. Ferrell Center SW | 19. SLC – Student Lounge Area |
| 9. Ferrell Center (near training room) | 20. SLC – Workout Room |
| 10. Ferrell Center (Practice Facility) | 21. SLC – Health Center |
| 11. Athletics Portable Unit | |

11.2.19A AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

- 22. Penland Dinning Facility
23. Truett Seminary
24. Waco Hall
25. Armstrong-Browning Library
26. Baylor Police Patrol Car #3
27. Baylor Police Patrol Car #4
28. Baylor Police Patrol Car #5
29. Baylor Police Patrol Car #6
30. Baylor Police Patrol Car #7
31. Baylor Police Patrol Car #8
32. Risk Management Office
33. Moody Library
34. Jones Library
35. Neill Morris
36. Mayborn Museum – Front Entrance
37. Mayborn Museum – Second Floor
38. Wiethorn Visitors Center
39. Baylor Science Building 1st Floor
40. Baylor Science Building 2nd Floor
41. Baylor Science Building 3rd Floor
42. Baylor Science Building 4th Floor
43. Law School – First Floor
44. Law School – Second Floor
45. Law School – Third Floor
46. Hankamer 1st Floor (Main Lobby)
47. Hankamer 3rd Floor
48. Hankamer 5th Floor
49. Allison Indoor Football Facility
50. Equestrian Center

When possible, each building equipped with an AED on campus shall have standard identification markings on each of its main entrances. Contact the FOSC for standard signage.

Response

BUPD immediately dispatches at least one patrol car to every AED activation site. Further response or actions depend on the nature of the emergency. For complete medical response requirements, see Baylor University’s BearCare AED Protocols. A copy of these protocols is available from the DRM at any time by calling 710-4586.

Formulated: 01/05

Reviewed: 04/21/05

Revised: 12/23/10

[Signature on File]

Warren A. Ricks, CRM
Chairman, Risk Management Committee
Assistant Vice President and Chief Risk Management Officer

Date

[Signature on File]

Charles D. Beckenhauer
General Counsel

Date

[Signature on File]

Dr. Reagan Ramsower
Vice President for Finance and Administration

Date