

Institutional Handbook of Operating Procedures
Policy 08.01.22

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| Section: Health, Safety and Security | Responsible Vice President: EVP and Chief Business and Financial Officer |
| Subject: Health and Safety | Responsible Entity: Business Operations and Facilities |

I. Title

Public Access to Automated External Defibrillators (AED)

II. Policy

University buildings, departments, and other units outside of patient care areas that have a Public Access AED must comply with this policy and are hereafter referred to as an AED owner. University buildings, departments, and other units that provide patient care at UTMB and that have an AED shall comply with applicable UTMB Health System policies related to medical equipment management.

This policy and related procedures set forth the standards and responsibilities for the installation, modification, replacement, repair, inspection, maintenance, and non-medical response of AEDs at UTMB outside of patient care buildings, departments, and other units. This policy does not pertain to the procedures required during a medical response to a sudden cardiac arrest or to the use or storage of AEDs in areas intended for the provision of patient care.

UTMB recognizes the importance of providing emergency cardiac care to anyone visiting or working within the UTMB facilities who may collapse from cardiac arrhythmia. The most common arrhythmia to cause sudden death is ventricular fibrillation, and early defibrillation is the most effective intervention in improving survival.

This policy establishes a Public Access AED program for UTMB that will:

- Meet regulatory compliance,
- Provide continuity and consistency across UTMB in AED installation, maintenance, and use; and,
- Establish AED use training requirements

Public Access AEDs shall not be removed from their cabinets or storage location except for use by a responder, for periodic inspection or testing, or due to non-functional status. If an AED is temporarily removed from an AED cabinet, then the cabinet should be posted with location of the nearest AED. If an AED is permanently removed from an AED cabinet, then the cabinet shall be posted with the location of the nearest AED and the empty cabinet and any associated signage shall be removed as soon as is practical.

III. Liability and Good Samaritan Laws

Texas law allows for the use of an AED during an emergency for the purpose of attempting to save the life of another person who is, or who appears to be, in cardiac arrest. Accordingly, Texas Civil Practices and Remedies Code 74.151, the Texas Good Samaritan Act, provides that a person who in good faith renders emergency care and assistance, without compensation, shall not be responsible for civil damages for any acts of omissions during the provision of emergency care unless the act is willfully or wantonly

negligent. The statute specifically indicates that this protection applies to a person who “administers emergency care using an automated external defibrillator.” This Good Samaritan Act provides protection to a rescuer who uses an AED on a cardiac arrest victim.

IV. Responsibilities

AED Owner

Buildings, departments or other units that have purchased an AED are responsible for the device in their area. To meet regulatory compliance, the standards of the manufacturer, programmatic standards of the American Heart Association or the American Red Cross, and the UTMB policy, AED owners must:

- Designate individuals who will be responsible for the management of the AED program for the building or unit and serve as contact for the AED program coordinator.
- Submit an AED Request Form for department funded purchases to the AED program coordinator for approval prior to purchasing a unit. See Resources below for AED procedures and submission instructions.
- Provide or arrange for training and refresher training in AED use for staff if employees are expected to use an AED. If applicable, units should make a reasonable effort to train sufficient staff in order to have at least one trained staff person on site during normal business hours.
- Purchase and replace batteries, pads and other supplies as needed.
- Maintain on-site records as listed in the “Required Site Records” section.
- Notify the AED program coordinator within 24 hours of an incident.

Environmental Health and Safety

A representative from Environmental Health and Safety will serve as the UTMB AED program coordinator. Environmental Health and Safety shall be responsible for oversight of device maintenance to meet regulatory compliance, the standards of the manufacturer, programmatic standards of the American Heart Association or the American Red Cross, and this UTMB policy. Environmental Health and Safety will:

- Assist AED owners with program management.
- Review AED Request Forms submitted by departments or units and notify Purchasing of approved purchases.
- Coordinate AED equipment location with AED owner, AED Medical Director, and building supervisor to promote easy access.
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with written user and service manuals provided by the manufacturer.
- Conduct periodic inspections of AEDs to ensure proper operation.
- Maintain AED inspection records.
- Maintain and provide an inventory of AED locations on campus.
- Monitor updates to legislation and regulations.
- Act as liaison between AED owners, manufacturers and health agencies to assist in unit maintenance and compliance issues.
- Notify local emergency first responders of the location of installed public access AEDs.
- Conduct incident debriefing and complete follow-up report.

Public Access AED Oversight Committee

The Public Access AED Oversight Committee will help to develop policies and procedures related to the use of Public Access AEDs, including recommendations on the standardization of purchased Public Access AEDs and recommendations for installation of new Public Access AEDs.

Clinical Equipment Services/Biomedical Engineering

For AEDs outside of the GNL/Keiller Complex, Clinical Equipment Services will perform annual preventative maintenance inspections of the AEDs for operability and safety. Within the GNL/Keiller Complex, a biomedical equipment technician within the Office of Regulated Nonclinical Studies will perform this task. Circumstances where an AED is non-operable or requires component replacement or repair shall be communicated to the AED Owner as well as Environmental Health & Safety. Records of inspections shall be maintained for review. Non-functional AEDs shall be removed from service until repaired. Empty AED cabinets and signs shall be covered to prevent confusion.

AED Medical Director

A representative from Cardiology, Emergency Services or another designated physician or healthcare professional will serve as the medical director for the AED program and will:

- Provide medical direction and expertise on proper AED use.
- Review and approve guidelines for emergency procedures related to AED use.
- Assess post-event incident forms.

Purchasing

Prior to the purchase of any AED equipment subject to this policy, Purchasing must receive notification from Environmental Health and Safety that a department or unit has an approved AED Request Form. The university has designated specific defibrillator equipment that can be installed on campus. As a result, acquisition of all AED equipment must be made through Purchasing.

Responder

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies to the extent appropriate to their training and experience.

V. Required Site Records

The following records must be maintained at the installed AED site:

- Guidelines for use.
- Manufacturer's instructions.
- Training records, including a description of the training program, if applicable.
- The identity of the department's responsible person.
- AED Incident Reports.

VI. Training

If an AED Owner expects employees to use the AED, then it is the responsibility of AED owners to provide or arrange for training and refresher training in AED use for staff and maintain on-site training records, including a description of the training program. UTMB recommends that all staff identified for AED training successfully complete an American Heart Association CPR/AED course or a national acceptable equivalent. CPR/AED training is offered to UTMB employees through the UTMB Life Support Education Lab (<https://www.utmb.edu/edlab>) as well as other organizations such as the American Red Cross (<https://www.redcross.org/take-a-class/aed>) and the American Heart Association (<https://cpr.heart.org/en/cpr-courses-and-kits/heartsaver/heartsaver-first-aid-cpr-aed-training>).

Note: The use of AEDs as recommended by this policy does not preclude their use by "untrained" individuals in lieu of individuals who have completed training.

VII. Incident Notification and Documentation

Departments or units must notify AED program coordinator within 24 hours of an incident. The AED program coordinator will conduct an incident debriefing and complete an AED Incident Report. Call (409) 772-1781.

VIII. Medical Response Documentation

The AED program coordinator will provide the medical director with a copy of the AED Incident Report along with any other requested information or data.

IX. Definitions

Automatic External Defibrillator (AED): A computerized medical device that analyzes heart rhythm to detect cardiac arrest and delivers an electric shock to the heart (defibrillation) if necessary.

AED program coordinator: The Department of Environmental Health & Safety will provide the overall coordination of the UTMB Public AED program as defined by this policy. Environmental Health & Safety can be reached at (409) 772-1781.

Public Access AED: An AED that is accessible to members of the public. Public Access AEDs are not intended to be used by any member of the public who witnesses an event, but instead provide accessibility for members of the public who have received proper training and education and who have been certified by a competent authority.

Public Access AED Oversight Committee: A group of stakeholders including representatives from EHS, CES, the AED Medical Director, and departments owning public access AEDs outside of health care.

Sudden cardiac arrest: A significant life-threatening event when a person's heart stops or fails to produce a pulse.

X. Relevant Regulations and Legislation

- Cardiac Arrest Survival Act of 2000: U.S. Public Law 106-505 (11-13-2000). This law encourages the placement of AEDs in federal buildings (42 U.S.C. 238p) and provides nationwide Good Samaritan protection (42 U.S.C. 238q) that exempts from liability anyone who renders emergency treatment with a defibrillator to save someone's life.
- Community Access to Emergency Devices Act: (Community AED Act) U.S. Public Law 107-188 (6-12-2002). This act authorizes federal grant funds for the purchase and placement of AEDs in public places, training First Responders on AEDs and encouraging private companies to purchase and train employees on use of AEDs (42 U.S.C. 244 and 245).
- Federal Food and Drug Administration Regulations: The most important requirement is that any AED program must have medical oversight by a physician familiar with sudden cardiac arrest and the operation of AEDs.
- Guidelines for Public Access Defibrillation Programs in Federal Facilities: 41 CFR 102-79.115 (November 8, 2005) This publication provides a general framework for initiating a design process for an AED program in federal facilities and discusses the essential elements of such a program.
- Texas Good Samaritan Act: [Texas Civil Practices and Remedies Code §74.151](#). provides that a person who in good faith renders emergency care and assistance, without compensation, shall not be responsible for civil damages for any acts of omissions during the provision of emergency care unless the act is willfully or wantonly negligent. The statute specifically indicates that this protection applies to a person who "administers emergency care using an automated external defibrillator." This Good Samaritan Act provides protection to a rescuer who uses an AED on a cardiac arrest victim.

XI. Related UTMB Policies and Procedures

[IHOP Policy 9.13.1 Cardiopulmonary Resuscitation-Calling a Code 99](#)

[IHOP Policy 9.13.31 Activation of the Rapid Response Team \(RRT\)](#)

XII. Dates Approved or Amended

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| <i>Originated: 09/11/2007</i> | |
| <i>Reviewed with Changes</i> | <i>Reviewed without Changes</i> |
| | 08/22/2016 |
| 11/08/2023 | |

XIII. Contact Information

Business Operations and Facilities

(409) 747-0515