

Boise State University  
Automated External Defibrillator (AED) Program  
Environmental Health and Safety Office  
Contact our office for addition information or questions: 208-426-1482

## I. Introduction

Automated External Defibrillators (AEDs) are a proven method of reducing morbidity and mortality from acute myocardial infarction (heart attack). An AED is a device that attaches to a victim's chest to assess the heart's rhythm and, if needed, automatically recommends whether or not a shock be delivered to correct the heart's rhythm. An adult who has just gone into sudden cardiac arrest (i.e., cessation of a heartbeat, most commonly due to a heart attack) is most likely in urgent need of defibrillation and a metered electrical charge can often restore the heart to healthy function and save a life. To provide a realistic chance of survival, defibrillation must be available soon after cardiac arrest.

## II. AED Locations and Emergency Medical System (EMS) Activation

Boise State University currently owns and maintains AEDs that are strategically placed in several campus buildings and University Security vehicle. Please refer to the attached Table 1 for a descriptive listing of AED locations.

In the event of a medical emergency involving a cardiac arrest victim, an AED-trained individual will transport the AED to the scene or call for another person to bring the AED to the scene. The operator or a co-worker should always call for emergency medical personnel by calling "911". All AEDs on campus are located near public or campus phones. Responders' use of the AED should not replace the care provided by emergency medical services (EMS) providers but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, patient care should be transferred to those providers.

For every incident where the AED is used on a cardiac arrest victim, a report must be completed and submitted to the Risk Management and Insurance Department (x3636) within 24 hours of the incident.

## III. AED Operators and Training

Only those who have been trained in the use of AEDs are permitted to use them in emergency situations. Currently, all AED-trained employees at BSU are volunteers except for University Security guards who are required to receive training and operate the AEDs.

All AED responders within this program must complete eight hours of First Aid/CPR that includes a segment of initial AED training. Required annual re-training is four hours of refresher CPR that also includes an AED segment. Only certified or competent instructors (e.g., American Red Cross or American Heart Association) will perform all training and refresher sessions or programs.

The University's desire is to train as many Building Coordinators as possible to enhance their duties as emergency monitors in their respective buildings. Employees interested in becoming an AED responders should contact University Health Services.

#### IV. Post-Incident Reporting

For every incident where the AED is used on a cardiac arrest victim, a report must be completed and submitted to the Risk Management and Insurance Department within 24 hours of the incident. See Attachment A for the post-incident documentation form which will solicit the information necessary for tracking each incident.

#### V. Program Administration and Responsibilities

The Campus Environmental Health and Safety Office, Training and Development, and where applicable, individual departments who own/operate their own AEDs, shall act as the joint-administrators of the BSU AED program.

##### A. AED Location List or Map, Inspection and Maintenance

- Campus Environmental Health and Safety (EHS) Office shall ensure a current AED physical locations list is maintained and ensure the regular inspecting and maintaining of all AEDs placed for public use on campus. AEDs owned and used by other campus entities shall be responsible for their own equipment, inspection and regular maintenance to comply with the manufacturer's recommendations.

Important: After each use of any AED, a complete maintenance check according to the manufacturer's recommendations must be performed.

##### B. Training

- Health, Wellness, and Counseling Services shall promote and coordinate AED initial and refresher training offerings.
- The University Training and Development Office ensure that completed AED training records are maintained and that certified employees are notified of certification expirations.

##### C. Recordkeeping

- Campus EHS Office shall ensure location and maintenance records are kept current for the AEDs placed for public access. AEDs owned and used by other campus entities shall be responsible for their own equipment location and maintenance records.
- The Training and Development Office shall receive and store all completed AED training records for employees who successfully complete AED training.

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**Appendix A Boise  
State University**

**Automated External Defibrillator (AED) POST-INCIDENT REPORT FORM FOR  
CARDIAC ARRESTS**

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To be completed immediately after a cardiac arrest occurs at your facility or the AED is put on a patient. Form should be filled out by the main caregiver at the scene and the AED Operator and returned to Risk Management within 48 hours.

1. Facility or Building Name:

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2. Incident Location:

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3. Date of Incident: \_\_\_ \_\_\_/\_\_\_ \_\_\_/\_\_\_ \_\_\_ Mo. Day Yr.

4. Estimated Time of Incident : \_\_\_:\_\_\_ a.m. /p.m.

4a. Estimated Time that 911 Call was placed: \_\_\_:\_\_\_ a.m. / p.m.  
Hr. Min. Hr. Min.

5. Name of Patient: \_\_\_\_\_

6. Patient Gender: Male  Female

7. Estimated Age of Patient: \_\_\_\_\_ Yrs.

8. Did the patient collapse (become unresponsive)? Yes  No

8a. If Yes, what were the events immediately prior to the collapse (check all that apply):  
Difficulty Breathing  Chest Pain  No Signs or Symptoms  Drowning  Electrical Shock  Injury   
Unknown

8b. Was someone present to see the person collapse? Yes  No   
If yes, was that person a trained AED Employee? Yes  No

8c. After the collapse, at the time of Patient Assessment and just prior to the AED pads being applied,  
Was the person breathing? Yes  No  Did the person have a pulse? Yes  No

9. Was CPR given prior to 911 EMS arrival? Yes  Go to #9a No  Go to #10

9a. Estimated time CPR Started: \_\_\_:\_\_\_ a.m. / p.m. Hr. Min.

9b. Was CPR started prior to the Arrival of a Trained AED Employee? Yes  No

9c. Who Started CPR? Bystander  Trained AED Employee

10. Was a AED brought to the victim prior to 911 EMS arrival? Yes  No

10a. If No, Briefly describe why and skip to question 17:

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10b. If yes, estimated time AED was at patient's side: \_\_\_:\_\_\_ a.m. /p.m. Hr. Min.

TURN TO NEXT PAGE and COMPLETE BOTH PAGES

Automated External Defibrillator (AED) POST-INCIDENT REPORT FORM FOR  
CARDIAC ARRESTS

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Facility or Building Name \_\_\_\_\_

11. Were the AED Pads put on the patient? Yes [ ] No [ ]

11a. If Yes, was the person who put the AED pads on the patient a:  
Trained AED Employee [ ] Untrained AED Employee [ ] Bystander [ ]

12. Was the AED turned on? Yes [ ] No [ ]

12a. If yes, estimated time (based on your watch) the AED was turned on: \_\_\_\_:\_\_\_\_ a.m. /p.m. Hr.  
Min.

13. Did the AED ever shock the patient? Yes [ ] No [ ] If Yes,

13a. Estimated time (based on your watch) of 1st shock by AED: \_\_\_\_:\_\_\_\_ a.m. / p.m.  
Hr. Min.

13b. If shocks were given, how many shocks were delivered prior to the EMS ambulance arrival? # \_\_\_\_

14. Name of Person operating the AED: \_\_\_\_\_

14a. Is this person a trained AED employee? Yes [ ] No [ ]

15. Was there any mechanical difficulty or failure associated with the use of the AED? Yes [ ] No [ ]

15a. If Yes, briefly explain and attach a copy of the completed FDA reporting form (required by Federal  
law).

\_\_\_\_\_

16. Were there any unexpected events or injuries that occurred during the use of the AED? Yes [ ] No [ ]

16a. If yes, Briefly  
explain: \_\_\_\_\_

\_\_\_\_\_

17. Indicate the patient's status at the time of the 911 EMS arrival: Hr. Min. \_\_\_\_\_

17a. Pulse restored: Yes [ ] No [ ] Don't Know [ ] If Yes, Time Pulse Restored: \_\_ \_\_: \_\_ \_\_

17b. Breathing restored: Yes [ ] No [ ] Don't Know [ ] If Yes, Time Breathing Restored: \_\_ \_\_: \_\_ \_\_

17c. Responsiveness restored: Yes [ ] No [ ] Don't Know [ ] If Yes, Time Patient Responsive: \_\_ \_\_: \_\_ \_\_

\_\_\_\_\_

18. Was the patient transported to the hospital? Yes [ ] No [ ]

18a. If Yes, How was the patient transported? EMS Ambulance [ ] Private Vehicle [ ]  
Other \_\_\_\_\_

Report Completed by (please print Name and Date):

\_\_\_\_\_

Signature

\_\_\_\_\_

Title - Office Phone

**RETURN TO BSU Risk Management and Insurance Office (x3636) WITHIN 48 HOURS  
FOLLOWING INCIDENT.**

**TABLE 1**  
**Boise State University**  
Automated External Defibrillator Program  
(Administered the Environmental Health and Safety Office)

Readily accessible AED Locations as of June 2013

Quantity	Building or Facility	Placement Location Description
2	Administration Bldg	One (1) on the 1st floor, middle entrance (leading to quad) by the campus phone. One (1) on the second floor hall near room #208 entrance.
2	Albertsons Library, History/Criminal Justice	One (1) on the 1st floor across from the Circulation Desk next to fire extinguish (right of book security gates). One (1) at the rear, riverside entrance leading to History/Criminal Justice by the hallway fire extinguisher.
1	Applied Technology	One (1) in main 1st floor entranceway by the campus wall phone.
1	Bronco Gym	One (1) in main 1st floor lobby east side of main entrance.
1	Business Building	One (1) in the main Foyer to the right of the south hall entrance next to the campus phone on wall (Computing Services office side).
2	Education	One (1) in the main Education foyer by the campus phone on the brick wall, to the left of the elevator hall; i.e. hall leading to Science and Subway store. One (1) on the 4th floor in the Elevator Foyer next to the Fire Warden Emergency Phone.
1	Facilities Operations & Maintenance Office	One (1) in the main office entrance area by receptionist counter.
1	Health Sciences Riverside	1st Floor to the left of the elevator door.
1	Kinesiology Annex	One (1) on the South wall, west end of the main hallway next to wall-mounted campus telephone.
1	Micron Business and Economics	Northwest hallway near Room #1211.
1	Micron Engineering Center	One (1) in MEC 2nd floor at the end of the breezeway(south hallway wall).
2	Morrison Center	One (1) on the Performing Arts side, 1st Floor by the Donor Wall at the Donor signature bookstand next to Fire Extinguisher. One (1) on the 1st floor in the main academic hallway, next to the center hall campus phone.
1	Multipurpose Classroom Bldg	1st floor by the northwest entrance, above or next to the fire alarm pull station
1	Norco Building	1 <sup>st</sup> floor exhibition space
1	Science	One (1) on the 2nd floor to the side of the stairwell entrance near Room 236.
1	Simplot Micron	One (1) on the 1st floor, main lobby by the campus phone
2	SUB/SPEC Events Center	One (1) underneath main SUB entrance staircase-south side; One (1) in Special Events Center, south side main hallway.
2	Taco Bell Arena	One (1) in Lobby 2; One (1) on Mezzanine level by elevator door
1	University Security	One (1) in a Campus Security Vehicle
1	Yanke Family Research Center	Extended Studies: One (1) in the receptionist's desk/cabinet

NOTE: Athletics, Student Recreation and University Health Services also have AEDs.