



UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Automated External Defibrillator (AED) Program

August 2018



UNIVERSITY OF
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Automated External Defibrillator Program

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Automated External Defibrillator Program

I. Purpose

According to the American Heart Association, each year 950,000 Americans die from cardiovascular disease, making it the number one cause of death in the U.S. At least 300,000 people die of sudden cardiac arrest before they reach the hospital. Approximately 74 percent of people would survive sudden cardiac arrest if bystanders call 911 and begin CPR, and if trained responders provide defibrillation within minutes. For every minute without CPR and defibrillation, the odds of survival decrease seven to 10 percent.

An Automated External Defibrillator (AED) is a portable defibrillator used to deliver an electric shock to a person suffering sudden cardiac arrest. AEDs are easy to operate and guide users with voice prompts. Awareness of AEDs is increasing and, as a result, more AEDs are being placed in public locations including the University.

II. Medical Advisor

In accordance with CRS 13-21-108 a physician licensed to practice medicine in the State of Colorado will oversee the University of Northern Colorado's AED program.

The medical advisor for UNC is Dr. Daniel Bates. The medical advisor is responsible for:

- Providing medical direction for the use of the AED
- Writing prescriptions for the AED
- Reviewing and approving guidelines for emergency procedures related to the Campus AED units

III. Regulations

CRS 13-21-108 (Good Samaritan Law) states that a person's rendering emergency assistance is exempt from liability. (1) Any person licensed as a physician and surgeon under the laws of the state of Colorado, or any other person, who in good faith renders emergency care or emergency assistance to a person not presently his patient without compensation at the place of an emergency or accident, including a health care institution as defined in section 13-64-202 (3), shall not be liable for any civil damages for acts or omissions made in good faith as a result of the rendering of such emergency care or emergency assistance during the emergency, unless the acts or omissions were grossly negligent or willful and wanton.

IV. Program Coordinators

The Environmental Health & Safety (EHS) Department will oversee the campus AED program. Building Coordinators and Housing Custodial Supervisors/Leads will monitor AED units within their assigned building and will conduct inspections (see Section V).

V. Maintenance & Inspections

Maintenance needed on AED units shall be reported to the EHS Department. The EHS Department shall ensure maintenance is completed on the unit.

Inspections shall be performed on all AED units. Monthly inspections will be conducted by the Building Coordinator and Housing Custodial Supervisors/Leads assigned to the building where the AED is located or their designee.

Exception:

- The UNC Police Department will conduct inspections on their AED units located in the patrol vehicles.
- The Athletic Training Department will conduct inspections on their AED units that are maintained by the Athletic trainers during athletic events.

Inspection forms (Appendix A) shall be completed monthly and a copy shall be sent to the EHS department.

VI. Training

EHS will conduct the inspection portion of AED training and can assist with getting the recommended training for employees that may be operating AED units, receive AED/CPR training. This would include but not be limited to: UNC Police Department officers, Building Coordinators, Housing Custodial Supervisors/Leads and Athletic Trainers.

VII. Locations

AED units are located in the following areas:

UNC Building

Arlington Park Apartments
 Arts Annex
 Ben Nighthorse Campbell Center
 Butler-Hancock
 Butler-Hancock Gymnasium
 Butler-Hancock Training Room
 Butler-Hancock Fieldhouse
 Campus Recreation Center
 Candelaria Hall
 Carter Hall - Administration
 Cassidy Hall – Student Health Center
 Centerra - Loveland
 Crabbe Hall
 Davis House
 Foundation Hall
 Frasier Hall
 Gray Hall
 Guggenheim Hall
 Gunter Hall
 Hansen-Willis Hall
 Harrison Hall
 Holmes Dining Hall
 Jaccaud House
 Judy Farr
 Kepner Hall
 Kohl House
 Lawrenson Hall
 McKee Hall
 Michener Library
 Michener Library – Lower Level
 North Hall
 Nottingham Field
 Parsons Hall
 Patton House
 Police Department
 Ross Hall
 Roudebusch Cottage
 Scott-Wilcoxon Hall
 Skinner Music Library
 South Hall
 Tobey-Kendal Dining Hall
 Trotter House
 Turner Hall
 University Center
 Wiebking Hall
 Wilson Hall
 Young House

Building Address

2315 9th Avenue
 1843 8th Avenue
 913 9th Street
 1600 – 23rd Street
 1600 – 23rd Street
 1600 – 23rd Street
 1600 23rd Street
 1300 – 23rd Street
 2098 – 14th Avenue
 1700 – 9th Avenue
 1901 – 10th Avenue
 2915 Rocky Mountain Ave
 1900 8th Avenue
 928 20th Street
 1516 – 8th Avenue
 1710 – 9th Avenue
 1813 8th Avenue
 1819 – 8th Avenue
 1828 – 10th Avenue
 1929 – 10th Avenue
 1400 – 23rd Street
 1225 – 23rd Street Road
 2215 10th Avenue
 1620 Reservoir Road
 2237 10th Avenue
 924 20th Street
 2300 – 12th Avenue Ct.
 1200 21st Street
 1400 – 22nd Street
 1400 22nd Street
 2253 11th Avenue
 2100 17th Avenue
 411 20th Street
 1410 20th Street
 Patrol Units
 1100 22nd Street
 1815 8th Avenue
 1915 10th Avenue
 1636 10th Avenue
 2323 11th Avenue
 1901 – 9th Avenue
 1634 9th Avenue
 2310 13th Avenue
 2101 – 10th Avenue
 900 20th Street
 1927 9th Avenue
 1855 10th Avenue

Location of AED Unit

Building 1 across from main office
 1st Floor North Entrance
 Entryway to Room 1300
 2nd Floor – Across from Room 270A
 Southeast Corner of Gymnasium
 Athletic Training Room
 Inside Eastside door 109
 1st Floor – Next to Elevator
 Lower Level – South West Entrance
 1st Floor – Next to Elevator
 1st Floor – Next to Elevator
 1st Floor – Main Entry Area
 1st Floor – Southwest Corner
 1st Floor – North Entrance
 1st Floor – Back of Stage
 1st Floor – Next to Room 118
 1st Floor Lobby
 1st Floor – Outside Room 103
 Ground Floor – Southeast Corner
 1st Floor – Across from front desk
 1st Floor – Lobby drinking fountain
 Main Entry – Next to check-in counter
 1st Floor – Kitchen Area
 1st Floor – Next to Restrooms
 2nd Floor Across from Elevator
 1st Floor – Northwest Room
 Entry Way East Wall
 1st Floor – North East Stairwell
 1st Floor – Next to Administration Office
 Lower Level - North Center Hallway
 1st Floor Across from elevators
 1st Floor – West Stadium Entrance
 1st Floor – Main Hallway
 1st Floor – Main Hallway
 (Units 21 - 22 - 23 - 24)
 1st Floor S. Wing outside Rm. 1230A
 1st Floor – South Entrance
 1st Floor – Main Entryway
 1st Floor – Main Entrance
 Lobby – South Entrance way
 2nd Floor – Next to check-in counter
 1st Floor – Kitchen Area
 1st Floor front entry near store
 2nd Floor – Main Entry
 1st Floor – Main Entrance fire alarm
 1st Floor – Main entrance east wall
 1st Floor – Kitchen Area



AED Inspection Form

Inspected By:	Location of Inspection (Building):
Date of Inspection	Serial Number:

Use the following maintenance checklist when you check your unit.

Check the following Pass or Fail

Check the following	PASS	FAIL	Comments
Is the green check showing that the unit is ready to use?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the unit clean, undamaged, and free of excessive wear?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any cracks or loose parts in the housing?	<input type="checkbox"/>	<input type="checkbox"/>	
Verify that electrodes are within their expiration date.	<input type="checkbox"/>	<input type="checkbox"/>	
Verify electrodes are connected to the unit and sealed in their package. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>	Exp. Date:
Are all cables free of cracks, cuts and exposed or broken wires?	<input type="checkbox"/>	<input type="checkbox"/>	
Turn the unit on and off and verify the green check indicates ready for use.	<input type="checkbox"/>	<input type="checkbox"/>	
Batteries within expiration date. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>	Exp. Date:
Check for adequate supplies (mask, gloves, extra batteries)	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm on AED Box operates correctly	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning the Unit

- After each use, clean and disinfect the unit with a soft, damp cloth using 90% isopropyl alcohol, or soap and water, or chlorine bleach and water mixture (30 ml/liter water).
- Do not immerse any part of the unit in water.
- Do not use ketones (MEK, acetone, etc.) to clean the unit.
- Avoid using abrasives (e.g., paper towel) on the display window or IrDa port.
- Do not sterilize the device.

SEND COMPLETED FORM TO ENVIRONMENTAL HEALTH & SAFETY

ENVIRONMENTAL HEALTH & SAFETY USE ONLY		
Work Order Number	Schedule Date	Completion Date
Action Required:		