

**SOUTH TEXAS COLLEGE OF LAW**  
**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY**  
**(February 25, 2008)**

**I. Purpose**

This Policy is designed to provide administrative management of a College-based Automated External Defibrillator (AED) program, as well as guidance to trained personnel with uniform procedures to follow when responding to sudden cardiac arrest incidents and in intervening with an AED. An AED is used to treat victims who experience sudden cardiac arrest.

**II. Departmental Responsibilities**

A. Senior Vice President and CFO will have overall responsibility for the implementation and coordination of the AED program.

B. Human Resources will have the responsibility of formal notification when a designated *Emergency Responder* leaves the College's employ as well as the responsibility of coordinating with the appropriate department head in seeking a replacement volunteer. Such notification shall be in writing and submitted to the Director of Security & Office Services within 48 hours of these changes.

C. Security & Office Services will have responsibility for maintaining the *STCL AED Program Post Incident Reports*, as well as notification to Stat Pads, LLC, scheduling and coordination of training, and maintenance of equipment.

**III. Emergency Responder Responsibilities**

Emergency Responders certified in AED/CPR shall respond in accordance with the AED/CPR Procedures which follow in section *VI. AED/CPR Procedures* in this Policy

**IV. Training**

Training for Emergency Responders will be conducted by the American Red Cross annually, or at the intervals required for AED/CPR certification, and as dictated by changes in employment status.

A. Costs for AED/CPR certification for College employees volunteering to act in this role will be the responsibility of the College.

## **V. Location of Automated External Defibrillators**

- A. Library – Located next to the “Help” phones on floors 1-5
- B. All other areas of the campus – Located next to the elevators

## **VI. AED/CPR Procedures**

The AED should be used when a suspected victim of sudden cardiac arrest has lack of circulation. Signs of loss of circulation include:

- Unconsciousness
- Absence of breathing
- Absence of a pulse

Do NOT use the AED when a victim has ANY of the following:

- Consciousness OR
- Normal breathing OR
- A detectable pulse

Do NOT use the AED:

- Near water or within puddles of water
- Near flammable agents, such as gasoline

When using the AED:

- ALWAYS stand clear of the victim’s body when delivering a shock
- Do NOT touch the electrode surfaces, the victim, or any conductive material near the victim during the ECG analysis or shock

A. If you have been trained to use the AED and others are in the immediate area, have someone call 8-911 from a campus phone (or 911 from a cell phone) while you assess and handle the situation.

1. If no one else is in the immediate area, notify Security at the front desk (713.646.1743); then hang up and call 8-911 from a campus phone (or 911 from a cell phone). Security will notify an additional Emergency Responder to assist.
2. Check the victim for consciousness, breathing and pulse
3. Retrieve the Automated External Defibrillator (AED) located next to the elevator (one AED is located next to the “Help” phones on floors 1-5 in the Library, and next to the elevators on each floor in all other areas of the campus)

4. Follow the instructions on the AED until EMS arrives

B. If you have not been trained to use the AED, immediately call Security at the front desk (713.646.1743); then hang up and call 8-911 from a campus phone (or 911 from a cell phone). Security will call an Emergency Responder with AED/CPR training to assess and handle the situation.

C. If you have not been trained to use the AED, but have CPR training and are willing to render aid, perform CPR until an Emergency Responder or EMS arrives

D. Once EMS has arrived and taken control of the situation, the Emergency Responder, or the individual who rendered aid, must immediately notify Security at the front desk and complete the *STCL AED Program Post Incident Report* (Exhibit A).

E. The officer at the Security desk will immediately notify the Director of Security & Office Services, and submit the *STCL AED Program Post Incident Report* (Exhibit A) to the Director within 24 hours of the incident.

## **VII. Good Samaritan Reference**

The State of Texas has statutes in place to protect citizens that aid in an emergency situation. When citizens respond to an emergency and act as a reasonable and prudent person would under the same conditions, Good Samaritan immunity generally prevails. This legal immunity protects a rescuer from being found financially responsible for the victim's injury.