

**ROGUE COMMUNITY COLLEGE  
GENERAL INFORMATION AND  
ADMINISTRATIVE PROCEDURES**

**Information: AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs) USE AND MAINTENANCE (AP-068)**

**Contact:** Facilities and Operations, Ext. 7718 (RVC) or 7161 (RWC)

Automatic External Defibrillators (AEDs) are used for victims in cardiac arrest. AEDs are located on all three campuses. On Redwood Campus (RWC), they are in the Gym (Building U) and Building H. At Riverside Campus (RVC), they are in Building C near Room 113, Building G near Room 113, and the Higher Education Center (HEC) near the front reception desk. At Table Rock Campus (TRC) an AED is stored near Room 139. AEDs are simple to use, reliable and safe. The manufacturer takes full responsibility for their safety and function. Untrained volunteers can operate machines if the automatic voice prompts are followed. The Facilities and Operations Department (Facilities), in collaboration with the Allied Health Services Department (AHS), will maintain AEDs pursuant to the Cardiac Arrest Survival Act of 1997, Senate Bill 333 on use of AEDs, and internal use and maintenance processes.

**In case of an immediate threat or emergency situation, staff and students are directed to call the local 9-1-1 operator as a first response.**

**1. DEFINITIONS**

The **Automated External Defibrillator (AED)** is a compact, portable, battery-operated medical device that uses a built-in computer to assess a victim's heart rhythm and advises whether or not a shock is needed. The electric shock is administered to the victim's heart through adhesive pads attached to the victim's chest. Audible and visible prompts guide the user through this process. The AED unit will not shock a victim that does not need to be shocked even if the lay responder persistently pushes the "shock" button. AEDs are used for victims who have experienced a sudden fatal cardiac arrhythmia, are non-responsive, have no pulse and are not breathing. An AED should not be placed on any victim who is responsive or breathing.

**Cardiopulmonary Resuscitation (CPR)** is the process of ventilating and circulating blood (keeping the oxygenated blood moving) in a victim who is not breathing, and who does not have a heartbeat. Ventilation will be with mask-to-mouth breathing. Blood circulation is attained by chest compression. The goal of CPR is to provide oxygen quickly to the lungs, brain, heart and other vital organs until appropriate medical treatment can restore normal heart and pulmonary function.

First Reading: March 26, 2012  
Second Reading: April 9, 2012

**AP-068**

**Ventricular Fibrillation (VF)** is the primary mechanism and arrhythmia that causes sudden cardiac arrest, cutting off the blood supply to the brain and causing brain and organ damage. The AED addresses this specific arrhythmia problem in the victim.

**2. INDICATIONS FOR NECESSARY USE**

The AED unit may be used for emergency treatment for any victim of cardiac arrest who is unconscious, not breathing and has no pulse. It should *not* be intentionally used on any victim who is conscious, breathing, or has a pulse. Also, the AED should not be used for anyone under one-year old; or who is experiencing a seizure.

**3. WHO MAY USE THE AEDs?**

RCC owns Phillips-brand AEDs. These units are extremely user friendly. Laypersons stepping in as first responders do not need to be certified in order to use an AED. An AED is equipped with step-by-step instructions, making it safe to use for a person who has not been trained. RCC's AEDs coincide with units used by American Medical Ambulance Services.

At RCC, employees are encouraged to hold a current (within two years of training) certification card from the American Red Cross (ARC) or the American Heart Association (AHA) before using AED or performing CPR. Nonetheless, all users are broadly protected under the law referenced on page one in paragraph one.

**Basic CPR/AED Training** is offered by AHS every term for students at the RWC and RVC (541-245-7504). Training is also available through the ARC, Rogue Valley Chapter (541-779-3773) and the AHA (541-779-2709). The AHS will continue to offer Basic Life Support (BLS), Health Care Provider (HCP) and CPR/AED classes each term pursuant to the printed college schedule for program and credit requirements.

**Note:** For employees, training will be offered at inservice or on an “as needed” basis for maintenance and grounds staff, security officers, and any other employees requesting training (Ext. 7707, AHA Training Center Coordinator). The employee training is a brief, two-hour program. This training covers CPR and AED procedures that may enable trainees to better assist an individual victim, as needed. This training cannot be used in place of the training for a HCP card. HCP is required for individuals in nursing and other life-saving programs. The two-hour employee training is not transferrable to the requirements for attaining a nursing BLS HCP card.

**4. PLACEMENT OF AEDs**

AED signs have been installed near each unit's location for quick identification and access. Additional signage may be placed throughout each campus as the Director of Facilities and Operations for that campus may deem necessary. Presently, units are located in the following places:

**RWC** (two units):

- Gym (Building U) near the men's restroom
- Building H (near Marjorie Holzgang Concert Bowl)

**RVC (3 units):**

- C Building (near Room 13)
- G Building (near Room 113)
- HEC (near Front Reception Desk)

**TRC (1 unit)**

- Near Room 139

**Equipment:** The AEDs shall be contained in unlocked cabinets. The door is opened for easy access to the AED; however, an alarm will sound when opened. Each cabinet will also contain necessary tools, equipment and guidelines monitored by Facilities. All equipment and accessories necessary for the use of the AED will be maintained by Facilities in coordination with Allied Health.

**Maintenance of AED Equipment:** RCC's protocol includes that all AEDs placed on each campus are maintained and operated in accordance with the standard guidelines established by the AHA, state law, and the scheduled maintenance requirements as recommended by AED manufacturers. Facilities staff will perform monthly inspections, and record their findings on *Monthly Documentation Records* maintained in the AED cabinets.

**5. POST-EMERGENCY UTILIZING AED UNIT**

An *AED Event Information Form* may be obtained from the Facilities and Operations Department (Ext. 7161; RWC) or (Ext. 7718; RVC) and must be completed by anyone who uses an AED. The form must be submitted to the Director of Facilities for use in the debriefing process (see item 6 below).

The designated Facilities representative will check AED for damage, dirt, or contamination and contact technical support, if necessary. The AED pad cartridge will be replaced as well as any used or expired equipment. Further, the battery will be tested and the unit restored to its proper location. Any contaminated equipment shall be disposed of in the Facilities Department inspection process as soon as possible after the emergency has concluded. Facilities shall be responsible for replacing necessary parts or equipment.

**6. POST- EMERGENCY DEBRIEFING**

Every event will be reviewed with the appropriate staff within 72 hours of occurrence. Those attending the debriefing will include the Dean of the School of Health and Public Service, Facilities director, security/safety representative, Director of AHS, including responder(s) and/or witness(es), if any.