

RCC AED Program

Contact: Director of Risk Management

1. Automatic External Defibrillators (AEDs) are used for specific victims in cardiac arrest. 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 Risk Management Department 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.
2. **In case of an immediate threat or emergency situation, staff and students are directed to call 9-1-1 as a first response.**
3. **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 specific sudden fatal cardiac arrhythmia, are nonresponsive, have no pulse and are not breathing. **An AED should not be placed on any victim who is responsive or breathing.**
4. **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.
5. Indications for necessary use:
 - a. 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, however the AED will NOT allow a shock if a pulse is present. Also, the AED should not be used for anyone under one-year old; or who is experiencing a seizure.
6. Who may use the AED?
 - a. RCC owns Phillips-brand AEDs. These units are extremely user friendly. Laypersons 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.
 - b. All users are broadly protected under the Good Samaritan law.

7. Placement of AED's

- a. The location of all AED's will be documented in the PulsePoint AED system by Risk Management.
- b. AED signs have been installed near each unit's location for quick identification and access. Additional signage may be placed throughout each campus. Presently, units are located in the following places:
 - i. Redwood Campus (RWC)
 1. Gym (Building U),
 2. Building H – Close to the front entrance near the restroom
 3. Building O – On the west wall of the Facilities shop
 4. Building W – In the Library.
 5. Building D - In the front lobby
 - ii. At Riverside Campus (RVC)
 1. Building A on the 2nd floor
 2. Building B near the NE corner of the building
 3. Building C near Room 113
 4. Building G near Room 109
 5. Higher Education Center (HEC) near the front reception desk.
 - iii. At Table Rock Campus (TRC)
 1. Building A near Room 139 in the center of the building
 2. Building B Near instructor offices
 3. Building C
 - a. 1st floor Near the elevator
 - b. 2nd floor Near the elevator

iv. At the IVLC

1. At the end of the hallway near the large banquet room

v. At OTC

1. On the second floor near the elevator

8. Equipment:

- a. 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 and equipment monitored by Risk Management. All equipment and accessories necessary for the use of the AED will be maintained by Risk Management.

9. Maintenance of AED Equipment:

- a. 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. Risk Management will perform monthly inspections, and record their findings on Monthly Documentation Records maintained in/on the AED cabinets.

10. Incident Reporting

- a. An Incident Report must be completed by anyone who uses an AED. The form must be submitted immediately following use of the AED. Campus Security must also immediately be notified so that the unit can be inspected for dirt, damage and contamination. Risk Management and/or Security will ensure that the unit is restored to a usable state and resupply any used supplies.