I. INTRODUCTION (Purpose and Intent)

The University of South Florida System (USF System) is committed to ensuring the health and safety of its students, faculty, staff and visitors. To that end, automated external defibrillators (AEDs) are maintained by many departments throughout the USF System in order to facilitate the provision of immediate response to individuals who, while using USF System facilities, might experience or appear to be experiencing a cardiac arrest.

The intent of this policy is to provide oversight for the maintenance and use of automated external defibrillators (AEDs) on USF System campuses and to provide information about the responsibilities of various USF System offices and/or personnel. No portion of this policy shall supersede the sound judgment of individuals using the AEDs during a perceived medical emergency.

II. STATEMENT OF POLICY

All USF System departments who acquire AEDs must meet the requirements set forth in this policy and all applicable federal, state and local requirements.

III. LIABILITY AND GOOD SAMARITAN LAWS

Section 768.1325, Florida Statutes, allows for the use of an AED during an emergency for the purpose of attempting to respond to a perceived medical emergency (that is, to save the life of another person who is, or who appears to be, in cardiac arrest) and expressly provides immunity from civil liability for those who obtain and maintain AEDs and those who use such devices.
IV. RESPONSIBILITIES

A. Division of Environmental Health and Safety (EH&S):

- Serves as the AED Program Coordinator for the USF System.
- Maintains and updates the USF System AED policy as necessary.
- Monitors updates to legislation and regulations.
- Advises departments on issues related to management of their AEDs.
- Maintains a current AED inventory list for the USF System.
- Provides updated AED inventory list to the responding campus police department.
- Coordinates open and accessible AED training sessions for USF System employees, as necessary.
- Maintains centralized AED training records.
- Receives and maintains incident reports following AED use or attempted use.
- Submits copies of AED incident reports to AED medical director for evaluation and feedback.

B. Department/Unit Where AED Is to Be Installed:

- Purchases AEDs as needed based on the needs of the department or unit. AEDs must be in working condition and meet standards established by the Federal Food and Drug Administration.
- Registers AEDs with EH&S.
- Designates an individual who will be responsible for the management of the AED program for the department or unit.
- Develops written departmental AED program outlining procedures and responsibilities for personnel training, AED maintenance, and incident response.
- Consults with medical director on issues related to incident response.
- Maintains copies of user and service manuals for all AED models which they possess.
- Stores and installs AEDs in accordance with the manufacturer’s recommendations, American Heart Association and ADA guidelines, as applicable.
- Inspects AEDs in accordance with written user and service manuals provided by the manufacturer.
- Maintains AEDs in accordance with all manufacturer recommendations including, but not limited to:
  - Battery replacement.
  - Replacement of expired pads or other perishable components.
  - Replacement of any missing components.
  - Updates software as applicable.
- Removes any malfunctioning or non-compliant AED from use and posts as “Out of Service” and informs AED users of operational status change.
- Ensures that departmental AED users receive appropriate training upon assignment and every two years thereafter, to include completion of an American Heart Association or American Red Cross course in cardiopulmonary resuscitation (CPR) or a basic first aid course that includes CPR training, and demonstrated proficiency in the use of an automated external defibrillator.
- Equip AED device with audible, visual or written instructions on use.
- Provides records of staff AED training to EH&S to be recorded centrally.
- Provides a detailed account of all incidents involving use or attempted use of AEDs to EH&S within one (1) business day.
- Maintains copies of all maintenance, training, and incident records onsite.

C. Student Health Services:
- Acts as medical director for the USF System AED program.
- Prescribes AEDs for purchase, as necessary.
- Provides medical direction and expertise on proper AED use as requested.
- Advises departments/units on development of incident response procedures.
- Evaluates reported incidents involving use or attempted use of AEDs and provides post-incident feedback to departments/units as needed.

D. University Police Department or Other Responding Campus Police Department:
- Responds to reported incidents involving use of AEDs.
- Coordinates incident response with local fire/EMS department.

E. Departmental AED User:
- Attends training as required by department/unit and EH&S.
- Complies with the requirements of this policy and procedures outlined in the department/unit AED program.
- Activates internal incident response procedures, including contacting appropriate emergency responders by dialing 9-1-1, when required, and provides prompt basic life support including AED, CPR, and first aid in accordance with training.
- Follows audible, written or visual instructions for AED device if AED user is untrained.

F. Other USF System Personnel: May, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training, experience, and comfort level. The response of these
individuals may include CPR, AED, or medical first aid. It is recognized that AEDs may be used by uncertified or untrained individuals in extreme circumstance where no trained personnel are immediately available.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.