

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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SUBJECT: Automated External Defibrillator (AED) Program

I. POLICY

- A. It is Lamar University (LU) policy to comply with safety-related regulations that govern the University's operations, and to protect the safety of the University's faculty, staff, and students. The LU Environmental Health and Safety (EHS) Office develops safety-related policies and programs to accomplish this objective.

II. PURPOSE AND SCOPE

- A. This document informs LU faculty, staff, and students of the Automated External Defibrillator (AED) program policies and procedures. This document applies to all persons who visit or work on the University campus.
- B. This document was created to provide an AED responder general guidance for the rapid response to a sudden cardiac arrest (SCA).

III. DEFINITIONS

- A. Automated External Defibrillator (AED) A device that automatically analyzes heart rhythms and advises the operator to deliver a shock if necessary. Lay responders can use AEDs safely and effectively with minimal training.
- B. AED Responder An employee who is appropriately trained and certified to operate an AED Unit during his/her time at work.
- C. AED Program Program led by EHS that includes oversight of the installation and post-installation maintenance of the AEDs, training of employees, and safety compliance.
- D. Building Coordinator Each building on campus has an employee who has been named as Building Coordinator and is responsible for a building. This employee will assist EHS with the AED Program.

#### IV. RESPONSIBILITIES

##### A. EHS It is the responsibility of EHS:

1. Provide oversight of the installation and post-installation maintenance of the AEDs, training of employees, and safety and compliance
2. Ensure regular maintenance of the AED Units and related response equipment.
3. Assist Building Coordinator with AED Program. May provide training in maintenance procedures and assistance with scheduling AED training for employees including for Building Coordinator.
4. Develop and maintain the AED emergency response plan and system policies and procedures and review the program annually to evaluate effectiveness.
5. Assure compliance with state and local regulations regarding AED use.
6. Maintain a list of AED Responders and their training records and share the list, including additions and changes, with the appropriate Building Coordinator(s)
7. Maintains records pertinent to the AED program and assures responsibilities delegated to others as outlined in this policy are met.

##### B.

