



Administrative Procedure 6820 Automated External Defibrillator (AED) Program

Each year in the United States an estimated 250,000 – 400,000 people suffer from sudden cardiac arrest. Ventricular fibrillation is the most common cause of death from sudden cardiac arrest and can be treated with early defibrillation that restores the heart to a normal rhythm.

Liability and Good Samaritan Law Protection

Rescuer, Purchaser, Property Owner, Physician, Trainer:

An individual person who, in good faith and not for compensation, renders emergency care or treatment on a person in cardiac arrest by using an Automatic External Defibrillator (AED) and activates the emergency medical services system as soon as possible, and reports any use of the AED to the licensed physician and to the local EMS agency, is immune from civil liability for a personal injury that may result from that care or treatment. (California Civil Code section 1714.21, Subsections (b, c, d, e, f, g); California Health & Safety Code section 104113; California Assembly Resolution No. 57; California Government Code, Title 2, Division 1, Chapter 5.4, Section 8455; California Community Colleges Athletic Association (CCCAA), Bylaw 9.3.2.C.)

Responsibilities

The West Hills Community College District (District) shall partner with and participate in the Fresno Community Regional Medical Centers Community Cardiac Response Projects (CCRP) AED program and will adhere to the CCRP-AED program policy and procedures.

The CCRP shall provide the District with the required sponsoring physician licensed in the State of California and will provide the District with all physician duties required under an AED program plan.

The CCRP will:

1. Make available the personnel to ensure that expected AED users complete a training course that complies with regulations.
2. Deliver and arrange for the installation of AEDs in locations mutually determined by CCRP and the District.
3. Notify an agent of the local EMS agency for the county and city in which the AEDs are placed, of the existence, location, and type of AED acquired.
4. Ensure that the AEDs purchased by the District are maintained and regularly tested per manufacturer guidelines and other regulatory agencies.
5. Ensure that the AEDs purchased by the District are checked for readiness after each use and at least once every 30 days if the AEDs have not been used in the preceding 30 days. Records of these periodic checks shall be kept on site at the District's place of business.
6. Ensure that any person who renders emergency care or treatment on a person in cardiac arrest by using an AED activates the emergency medical services system as soon as possible, and reports any use of the AED to the AED Coordinator of CCRP who will report the

**Administrative Procedure 6820
Automated External Defibrillator
(AED) Program**

incident to the licensed physician designated by CCRP. This event should also be recorded and reported to the local EMS Agency (if not done already by the arriving “at the scene” paramedics).

7. Ensure that a licensed physician is involved in CCRP’s program to ensure compliance with regulations and requirements for training, notification, and maintenance.
8. Provide the District with all information governing the use, installation, operation, training and maintenance of an AED. CCRP will be a resource to the District for any issues involving their AEDs, i.e. obtaining new pads, batteries, etc.

Risk Management Committee

The District’s Risk Management Committee shall oversee the District AED program. The designated representatives from the colleges and other locations will periodically report to the Risk Management Committee on the status of the program and consult with the Committee on issues related to the program such as equipment needs and locations, training needs, and funding.

The Risk Management Committee Chair shall:

- Implement and administer the AED program.
- Ensure that each District location with an AED device identifies individuals to be certified to operate the AED.
- Ensure all individuals who are identified to operate an AED have met all certified training requirements and any refresher training.
- Ensure the maintenance of records including:
 - Dates of routine safety inspections
 - Documentation of required training
 - Completed AED usage documentation forms
- Conduct spot inspections of AED devices to ensure that inspections and maintenance are conducted in a timely manner and in accordance with the CCPR program.
- Conduct audits of the required documentation and training records.

Departments with AEDs

Each department in possession of an AED shall appoint an individual to serve as the departmental AED coordinator. The duties of the coordinator are as follows:

- Perform, document and maintain log of weekly safety inspections on AEDs located in the department.
- Complete the AED usage documentation form in the event of any usage of an AED by any individual and submit completed form to the Risk Management Committee who, in turn, shall submit to the CCRP Coordinator as required by law.
- Notify the Risk Management Committee Chair immediately if an AED is missing, damaged, does not appear ready for use, or if any components of the AED unit are missing (gloves, pads etc.)

**Administrative Procedure 6820
Automated External Defibrillator
(AED) Program**

- Maintain the following records on site:
 - Guidelines for use
 - Manufacturer's operating instructions
 - Written self-inspection records
 - The identity of the department's responsible person

Locations of AEDs and List of Corresponding Departmental Coordinators

West Hills College Coalinga:

<u>Location</u>	<u>Department Coordinator</u>
Athletic Trainer office	Athletic Trainer or designee
Wellness Center Gymnasium	Athletic Trainer or designee
Gordon Hall (Men's Residence Hall)	Director of Residential Living or designee
Ivans Hall (Women's Residence Hall)	Director of Residential Living or designee
Student Services Building	Vice President of Student Services or designee
M & O Building (mobile unit)	Director of Maintenance & Operations or designee
Child Development Center	Director of Child Development Centers or designee

West Hills College Lemoore:

<u>Location</u>	<u>Department Coordinator</u>
Athletics Office	Athletic Trainer or designee
Multi Use Sports Complex (1 st & 2 nd floors)	Athletic Trainer or designee
Administration Building	Vice President of Student Services or designee
M & O Building (mobile unit)	Director of Maintenance & Operations or designee
Child Development Center Building 1000	Director of Child Development Centers or designee

North District Center, Firebaugh:

<u>Location</u>	<u>Department Coordinator</u>
Administration Building	Director of North District Center or designee

District Office:

<u>Location</u>	<u>Department Coordinator</u>
Administration Building	Director of Human Resources or designee

Farm of Future:

<u>Location</u>	<u>Department Coordinator</u>
Farm Shop Building	Director of Farm of the Future or designee
Rodeo Building	Rodeo instructor or designee

Approval date: 9/27/11