



**WVU Standard Operating Procedures**  
**For the**  
**West Virginia Early Defibrillation Program**  
**West Virginia State Code-Chapter 16, Article 4D**

## Table of Contents

<b>1. Purpose</b> .....	1
<b>2. Scope</b> .....	1
<b>3. Definitions</b> .....	1
<b>4. Responsibilities</b> .....	2
<b>4.1 Medical Director</b> .....	2
<b>4.2 Environmental Health and Safety</b> .....	2
<b>4.3 University Police</b> .....	3
<b>4.4 AED Program Coordinator(s)</b> .....	3
<b>5. Training</b> .....	4
<b>6. Procedures</b> .....	5
<b>6.1 Locating an AED</b> .....	5
<b>6.2 Selection</b> .....	5
<b>6.3 AED Placement</b> .....	5
<b>6.4 Registration and Notifications</b> .....	6
<b>6.5 Maintaining and Testing AEDs</b> .....	7
<b>6.6 Data Collection and Reporting</b> .....	7
<b>7. Recordkeeping</b> .....	8
<b>7.1 Record Retention</b> .....	8
<b>8. References</b> .....	8
<b>8.1 Regulations</b> .....	8
<b>10. AED Standard Operating Procedure Revisions</b> .....	8
<b>Appendix A</b> .....	9
<b>Appendix B</b> .....	10

## **1. Purpose**

West Virginia University (WVU) is dedicated to providing safe and healthful facilities for all employees and students and complying with Federal and State occupational health and safety standards. An Automated External Defibrillator (AED) in the workplace can greatly increase the person's chance of survival in the event of sudden cardiac arrest. This Standard Operating Procedure (SOP) is designed to identify and designate responsibilities for the implementation of the West Virginia Early Defibrillation Program as outlined in the West Virginia State Code, Chapter 16, Article 4D.

## **2. Scope**

This program covers University employees and areas where AEDs are located and made available.

## **3. Definitions**

**AED Program Coordinator**-the building or department on-site designated person responsible for overseeing the day-to-day activities of the program; assigned by the building supervisor or their designee.

**Anticipated operator**-any person trained in accordance with Section 5 of this document who utilizes an automated external defibrillator which was placed through the early defibrillation program.

**Automated external defibrillator (AED)**-a medical device heart monitor and defibrillator that (1) has undergone the premarket approval process pursuant to the Federal Food, Drug and Cosmetic Act, 21 U.S.C. §360, as amended; (2) is capable of recognizing the presence or absence of ventricular fibrillation; (3) is capable of determining, without intervention by the operator, whether defibrillation should be performed; and (4) upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.

**WV Early Defibrillation Program**-a coordinated program that meets the requirements of the West Virginia State Code, Chapter 16, Article 4D and provides early public access to defibrillation for individuals experiencing sudden cardiac arrest through the use of an automated external defibrillator.

**Emergency medical services (EMS)**-all services established by the Emergency Services Act of 1973 in the West Virginia State Code, Chapter 16, Article 4C, including, but not limited to, the emergency medical services plan of the Department of Health and Human Resources who provides a response to the medical needs of an individual to prevent the loss of life or aggravation of illness or injury.

**Medical director**-a duly licensed physician who serves as the designated medical coordinator for an entity's early defibrillation program.

**Unanticipated operator**-any person rendering emergency medical care involving the use of an AED.

## **4. Responsibilities**

### **4.1 Medical Director**

Medical oversight is an important part of the AED program and involves the following duties:

1. WVU Occupational Medicine shall appoint a physician to serve as Medical Director of the WVU Early Defibrillation SOP.
2. The Medical Director is responsible for signing the Office of EMS registration application and reviews each AED Patient Contact Form.
3. The Medical Director delegates the coordination of training, EMS integration, and AED deployment strategies to the AED Program Coordinator
4. The Medical Director will review and update program requirements in conjunction with WVU Environmental Health and Safety.
5. Send completed Patient Contact Form (See **Appendix B Page 10**) to the EMS Field Office by emailing a copy to [John.R.Thomas@WV.gov](mailto:John.R.Thomas@WV.gov).

### **4.2 Environmental Health and Safety**

The duties of EHS include:

1. Appoint WVU EHS AED contact;
2. Assist with AED selection and placement;
3. Document and maintain AED locations as received by departments in coordination with the WVU Police Department;
4. Coordinate CPR/AED training;
5. Track recordkeeping data;
6. Communicate AED requests with department program coordinator.

#### **4.3 University Police**

The WVU University Police Department (UPD) will work with Environmental Health and Safety to document and maintain AED locations as received by departments. The UPD will notify EHS in the event of AED usage.

#### **4.4 AED Program Coordinator(s)**

The program coordinator is the building or department on-site designated person(s) responsible for overseeing the day-to-day activities of the program. The program coordinator will coordinate training with EHS, ensure EMS integration, and develop AED deployment strategies. The building supervisor or their equivalent is responsible for assigning the coordinator. Possible program coordinators are: building supervisors, departmental supervisors, safety committee members, or chemical hygiene officers. Please contact EHS if assistance is needed in selecting a coordinator. The duties of the program coordinator include:

**Prior to AED Purchase:**

- 1) Review the WV Office of EMS Early Defibrillation Program Registration Guidelines packet in **Appendix B**.
- 2) Coordinate with building supervisor regarding placement of AED;
- 3) Consult with WVU Campus Planning and University Relations (Branding and Marketing) to obtain WVU standardized signage for AED.

**After AED Purchase:**

- 1) Place AED in an accessible location;
- 2) Ensure all anticipated operators are aware of AED locations;
- 3) Complete the AED registration for WVU found in **Appendix A**;
- 4) Register the AED with WV Office of EMS Early Defibrillation Program Registration Guidelines packet in **Appendix B**. In order to complete the WV Early Defibrillation Program, the following must be accomplished:
  1. The AED Program Coordinator completes the registration application (see **Appendix B Pages 7-9**) and returns it to the EMS Field Office by emailing a copy to [John.R.Thomas@WV.Gov](mailto:John.R.Thomas@WV.Gov)
  2. The AED Program Coordinator obtains an American Red Cross (ARC) or American Heart Association (AHA) course of instruction for each program provider/AED operator.
  3. The AED Program Coordinator prepares and administers the entity's AED maintenance program (see manufacturer's guidelines).
  4. The AED Program Coordinator retains the services of a licensed physician to be the Early Defibrillation Program Medical Director. The Medical Director signs the

entity's registration application and reviews each AED patient contact. The AED Program Coordinator agrees to coordinate training, EMS integration, AED deployment strategies as delegated by the Medical Director. **WVU Occupational Medicine shall serve as the Medical Director of the WVU Early Defibrillation SOP. WVU Occupational Medicine can be contacted by calling 293-3693.**

5. The AED Program Coordinator confers with the local EMS agency and 911 center to establish a brief written plan for notification of the EMS system in case of an AED patient contact (See **Appendix B Page 9**). This plan is to be submitted to the EMS Field Office with the registration application. See section 6.4 for details.
6. The AED Program Coordinator prepares the list of AED operators affiliated with the entity including the operators' training. This list is part of the entity registration application submitted to the EMS Field Office (**Appendix B Page 8**) See section 6.4 for details.

  

- 5) Ensure AED is in proper working order;
- 6) Maintain AED per manufacturer's recommendations;
- 7) Coordinate training with EHS

**After AED Usage:**

- 1) Notify:
  - a) Medical Director appointed by WVU Occupational Medicine (304-293-3693)
  - b) EHS AED Contact – (304-293-7094 or 304-293-5814)
  - c) UPD (304-293-COPS)
2. Complete and submit an AED Patient Contact Form (See **Appendix B Page 10**) whenever an AED operator uses the AED on a patient. The form is submitted to the Medical Director appointed by WVU Occupational Medicine.
3. Follow manufacturer's recommendations for servicing AED after use (such as replacing pads).

**Notify EHS of removal or retirement of an AED from service.**

## **5. Training**

**5.1** The West Virginia State Code requires that anticipated AED users complete training in cardiopulmonary resuscitation (CPR) and in the operation of an AED.

**5.2** Training must be provided by a nationally recognized program approved by the WV Office of EMS, such as the American Red Cross or the American Heart Association.

The approved American Red Cross course is:

Adult CPR/AED training Course

The approved American Heart Association courses are:

- Heartsaver AED (with skills-station and exam)
- Heartsaver FACTS
- Healthcare Provider (with AED module and exam)
- ACLS Provider Course
- ACLS Instructor Course

**5.3** Contact EHS to schedule training. First Aid/CPR/AED training dates and registration information can be found on the EHS website at <http://www.ehs.wvu.edu/training/first-aid-cpr-aed-monthly-schedule>

**5.4** All departmental personnel trained in First Aid/CPR/AED should be documented on **Page 8 of Appendix B.**

## **6. Procedures**

### **6.1 Locating an AED**

A complete list of AEDs on WVU campuses can be found at: <https://goo.gl/B1duxw>

### **6.2 Selection**

There are many readily available types of AEDs that are suitable for workplace use. Key features should include:

1. Lightweight and portable;
2. Easy to use, safe, and effective;
3. Automatically analyzes heart rhythms;
4. Determines whether defibrillation is advised;
5. Guides the user through defibrillation;
6. Self-checking protocols; and
7. Prompts the rescuer to begin CPR.

### **6.3 AED Placement**

AEDs are most effective when they can deliver a shock within 3 to 5 minutes after a person collapses. When deciding where to place an AED, use a 3 minute response time as a guide.

1. AEDs need to be visible and easily identifiable.

2. Signage must follow WVU requirements found in  
<http://facilitiesmanagement.wvu.edu/files/d/e136db10-d3d4-4bb1-9502-b47341671b84/101410.pdf>
  - a. Signage should include the contact information of the AED program coordinator in the event of AED maintenance issues and after AED usage.
  - b. UPD contact information should also be included.
3. Reception areas, walls of main corridors, cafeterias, and near elevators may be ideal places for AEDs.
4. Registration of the actual location of each AED is to be completed on the link provided in **Appendix A**.

#### **6.4 Registration and Notifications**

**All WVU department AED program coordinators must adhere to the requirements of the attached WV Early Defibrillation program and complete the documentation found in Appendix B pages 7-9.** See section 4.4 for details. Send the completed documentation to:

1. WV Office of EMS
2. Local 911
3. Local EMS
4. EHS

In order to complete the WV Early Defibrillation Program, the following must be accomplished:

1. The AED Program Coordinator completes the enclosed application (see **Appendix B Pages 7-9**) and returns it to the EMS Field Office by emailing a copy to [John.R.Thomas@WV.gov](mailto:John.R.Thomas@WV.gov).
2. The AED Program Coordinator obtains an American Red Cross (ARC) or American Heart Association (AHA) course of instruction for each program provider/AED operator.
3. The AED Program Coordinator prepares and administers the entity's AED maintenance program (see manufacturer's guidelines).
4. The AED Program Coordinator retains the services of a licensed physician to be the Early Defibrillation Program Medical Director. The Medical Director signs the entity's registration application and reviews each AED patient contact. The AED Program Coordinator agrees to coordinate training, EMS integration, AED deployment strategies as delegated by the Medical Director. **WVU Occupational Medicine shall serve as the**

**Medical Director of the WVU Early Defibrillation SOP. WVU Occupational Medicine can be contacted by calling 293-3693.**

5. The AED Program Coordinator confers with the local EMS agency and 911 center to establish a brief written plan for notification of the EMS system in case of an AED patient contact. This plan is to be submitted to the EMS Field Office with the registration application by emailing a copy to [John.R.Thomas@WV.gov](mailto:John.R.Thomas@WV.gov). (See **Appendix B Pages 9**).

6. The AED Program Coordinator prepares the list of AED operators affiliated with the entity including the operators' training. This list is part of the entity registration application submitted to the EMS Field Office by emailing a copy to [John.R.Thomas@WV.gov](mailto:John.R.Thomas@WV.gov). (See **Appendix B Page 8**).

7. The Program's Official Representative completes and submits an AED Patient Contact Form whenever an AED operator uses the AED on a patient (see **Appendix B Page 10**).

## **6.5 Maintaining and Testing AEDs**

AEDs must be maintained and tested in accordance with the manufacturer's guidelines. Written records of maintenance and testing must be kept by the AED program coordinator or another designated person. The costs associated with maintaining the AED such as replacing pads and batteries are the responsibility of the Department.

A checklist will be used to assess the readiness of AEDs and their supplies. Use the maintenance checklist found in the AED operating manual as a guide. Original completed maintenance checks shall be kept on file with the Program Coordinator.

## **6.6 Data Collection and Reporting**

West Virginia State Law requires AED use to be reported to the WV Office of EMS. To ensure this reporting occurs, follow the steps below after AED use:

1. Contact EHS (304-293-7094 or 304-293-5814) immediately after an AED incident or within 24 hours.
2. EHS will notify WVU Occupational Medicine (304-293-3693) immediately upon notification of incident, or as soon as possible.
3. Complete the appropriate paperwork, forward it to the medical director, who will deliver it to the WV Office of EMS (**Appendix B page 10**).

**NOTICE: Call 911 immediately if someone is experiencing a cardiac emergency, then provide appropriate care. If the AED is used, the program coordinator will notify EHS/UPD at 304-293-3792 or [ehs.wvu.edu](mailto:ehs.wvu.edu) immediately after incident within 24 hours.**

## **7. Recordkeeping**

### **7.1 Record Retention**

1. Training – records of all training provided, per Section 5 of this document, will be maintained on file at EHS for the length of the individual’s employment plus a minimum of 30 years.
2. Maintenance Checklists – records of the maintenance checklists performed per manufacturer’s guidelines will be kept on file with the AED Program Coordinator of the department in ownership for a minimum of 3 years.
3. Location/Number of AEDs – EHS will maintain a record of the location and number of all AEDs on WVU campuses.

## **8. References**

### **8.1 Regulations**

1. West Virginia State Code, Chapter 16, Article 4D
2. Federal Food, Drug and Cosmetic Act, 21 U.S.C. §360
3. West Virginia EMS Early Defibrillation Registration Guidelines

## **9. AED Standard Operating Procedure Review**

The Early Defibrillation SOP will be reviewed as necessary by the University Police Department, Environmental Health and Safety and WVU Occupational Medicine. The SOP will be updated and changed as needed in response to concerns of management, employees, or changes to code regulations.

## **10. AED Standard Operating Procedure Revisions**

Explanation of Change – Any revisions to the Early Defibrillation SOP will include an explanation for the change needed and how it will affect the current adopted SOP.

Changes from Last Revision – Changes to the current Early Defibrillation SOP will include changes from the last revision.

## **Appendix A**

**Link to Register an AED with WVU:**

<https://goo.gl/Zx5q4E>

## Appendix B

### **West Virginia Early Defibrillation Program Registration Guidelines**

[http://www.wvoems.org/media/319120/early\\_defibrillation\\_program01272017.pdf](http://www.wvoems.org/media/319120/early_defibrillation_program01272017.pdf)