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1. Introduction

This will be the written program policy manual for the Public Access Defibrillation (PAD) program at Cornell University

2. Objectives

- Provide details of documents and requirements that are mandated by the State of New York
- Identify the process of annual review and update of the program that determines the objectives and targets.

3. Definitions

The following definitions apply to this program:

- (PAD) Public Access Defibrillation
- (EHCP) Emergency Healthcare Provider this person is the Medical Director of the program
- (PAD Manager) The Program Manager has overall responsibility for the program
- (PAD Coordinator) The person/s delegated by the PAD Manager to assist with the day to day operations of the PAD program
- (REMSCO) Regional Emergency Medical Services Council
- (AED) Automatic External Defibrillator
- (EMS) Emergency Medical Services
- (DOH) Department of Health
- (ECC) Emergency Cardiovascular Care

4. Applicability

4.1 Scope & aspects or hazards

This program will apply to all University buildings that have AED units installed and will follow the guidelines per DOH Policy Statement 07-04

4.2 Requirements

AED's shall be in compliance with Article 30, section 3000-B (1)(A). The AED must be programmed to the current Emergency Cardiovascular Care guidelines, capable of defibrillating both Adult and Pediatric patients.

Effective July, 2007 per 3000-b of NYS Public Health Law, Section 1 – Subdivision 3 paragraph (f) A sign or notice shall be posted at the main entrance of a facility or building in which the AED is stored or maintained on a regular basis

5. Roles and Responsibilities

5.1 Program Manager

The Program Manager has overall responsibility for the program...including:

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- Identifying and communicating legal, regulatory and policy requirements associated with the program
- Establish an Inventory record that includes year, make, model and serial number of the unit
- Establishing a tracking mechanism to ensure units are physically checked on a monthly basis
- Establish a sufficient replacement supply of Adult and Pediatric replacement electrodes and batteries
- Establish a maintenance program per manufacturer recommendations
- Develop and maintain a current written collaborative agreement along with the EHCP making sure the Central New York EMS Council has the latest agreement on file
- Develop written policies and procedures per NYS DOH 07-04 Policy statement

5.2 PAD Program Coordinator

- Identifying and communicating legal, regulatory and policy requirements associated with the program
- Establish an Inventory record that includes year, make, model and serial number of the unit
- Establishing a tracking mechanism to ensure units are physically checked on a monthly basis
- Establish a sufficient replacement supply of Adult and Pediatric replacement electrodes and batteries
- Establish a maintenance program per manufacturer recommendations
- Establish a training schedule, teach CPR/First aid classes, enter data into tracking database

5.3 Emergency Healthcare Provider/Medical Director

Dr. Edward Koppel
Gannett Health Services
607/255-5155
607/351-0991

The EHCP shall review every use of an AED and follow up with appropriate parties as deemed necessary

5.3 Building Coordinator

The Building Coordinator's responsibilities include:

- Assist in determining acceptable placement within facility
- Assist with placing proper signage at facility

5.4 AED placement and budgetary items

Actions

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While communicating with the PAD Coordinator for a particular facility identifies the source of funding for this project with the building coordinator/person responsible for PAD install. Generally they are one of the following:

- SUNY funding for the State building on campus.
- Private or Endowed funding from a particular college or person.
- Funding from Risk Management

ENDOWED OR OTHER PRIVATE FUNDING

- PAD Program Manager or PAD Program Specialist should communicate with the Facility Coordinator or the PAD coordinator the cost of the AED, the cost of the cabinet, cost of cabinet install and cost of regular maintenance and upkeep by referencing current NYS contract pricing. Cost consideration should include cost of the unit, cabinet, cabinet install and connection of cabinet to the fire alarm system and upkeep of the unit.
- The PAD Program Manager or PAD Program Specialist should communicate the training requirements of the PAD installation per NYSDOH public access training guidelines.
- Verify that the PAD coordinator is still interested in the program and has the funding for the AED Unit.
- The current Standard AED equipment in the Endowed program is the Cardiac Science G3 unit.. The campus PAD Manager will make a final determination of manufacturer and unit to be purchased.

STATE SUNY Units

- The standard AED equipment is the Cardiac Science G3 unit. The campus PAD Manager will make a final determination of manufacturer of the unit to be purchased.

Installation Guidelines

Once funding of the program is verified by the PAD Program Manager or PAD Program Specialist the AED install preparations can begin. Meet with the facility coordinator and/or public access coordinator at the building where the AED is to be installed.

Identify locations in the building that are public assembly spaces. (50 people or more)

- Identify locations that are close to common areas including lobbies and places where building occupants and visitors would likely be able to see the PAD on a daily basis.
- Identify existing fire alarm conduit and/or devices. It is preferable to place the PAD as close to existing FA conduit/devices due to the cost of installing new conduit and wire.
- Once the location is agreed upon by the Facility Coordinator/PAD Coordinator refer to placement considerations per ADA and NYS fire code guidelines before install.

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- Identify which cabinet would be appropriate for the location chosen per manufacturer guidelines.
- A JL industries cabinet shall be utilized being either a fully recessed, semi recessed or surface mount cabinet. See link below for PDF file
- <https://sharepoint.rmcs.cornell.edu:8445/ehs/HSE%20Documents/JL%20Industries%20AED%20Cabinet%20Specs.pdf>
- Prep. the cabinet for install by removing from box/packaging, installing windows (place an out of order placard over window until AED is installed) and handles, testing audible alarm, placing stickers on unit identifying armed and disarmed on the audible alarm, and stickers that read "Only open cabinet during a medical emergency" and "Opening door will sound an audible alarm". Also place a note in the cabinet stipulating where the junction box for the fire alarm system should be mounted. The place back into box and label as ready to go.
- The EH&S Fire Protection Technical coordinator will verify installation and connection to the fire alarm system and notify the PAD coordinator and/or assistant PAD coordinator that the cabinet to the fire alarm system is complete.
- Remove "Out of Service" sheet from the window of the cabinet.
- Verify all AED information and write on an AED information sheet. Make a copy of this sheet and submit it to the PAD coordinator. Verify all AED information and write on an AED information sheet. This should be placed in the front window of the cabinet.
- Install new unit in cabinet and seal cabinet with extinguisher seal if applicable.
- Notify Emergency Services group and facility coordinator/PAD Manager of the new install.
- Ensure that proper signage is installed at building entrances.

6. Training

Who needs this training: All Emergency Services personnel, any EH&S personnel that work special events, CUEMS Volunteers, Athletic Trainers, Coaches. Designated personnel from building/s that have AED units located within. Anyone interested in becoming a trained AED user.

Per the New York State Department of Health the following training programs are acceptable:

American Heart Association

American Red Cross

American Safety & Health Institute

National Safety Council

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Emergency Services Institute
Medic First International
REMSCO of NYC, Inc.
EMS Safety Service, Inc.
State University of NY

COURSE TOPICS and SKILLS WILL INCLUDE, BUT NOT BE LIMITED TO:

- Basic CPR skills
- Proper use, maintenance and periodic inspection of the AED
- The importance of CPR, defibrillation, advanced life support, adequate airway care and the campus internal emergency response system.
- How to recognize the warning signs of a heart attack or stroke.
- Overview of the local EMS system, including 9-1-1 access and interaction with EMS.
- Assessment of an unconscious patient to include evaluation of airway, breathing and circulation, to determine if cardiac arrest has occurred and the appropriateness of applying and activation of an AED.
- Information relating to defibrillator safety precautions to enable the individual to administer shocks without jeopardizing the safety of the patient or the authorized individual or other nearby persons to include, but not limited to:
 - i. Age and weight restrictions for the use of the AED
 - ii. Presence of water or liquid on or around the victim.
 - iii. Presence of transdermal medications, implanted pacemakers or automated implanted defibrillators.
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status to determine if further activation of the AED is necessary.
- Authorized individual's responsibility for continuation of care, such as the repeated shocks is necessary, and/or accompaniment to the hospital, if indicated, or until arrival of professional medical personnel.

7. Operational Tools

Standard Procedures

7.1.1 AED.1 AED Use Procedure

https://sharepoint.rmcs.cornell.edu:8445/ehs/HSE%20Documents/AED_USE_Guideline.docx

7.1.2 Monthly AED Inspections

This Job Plan shall detail what checks are required during the monthly inspections

<https://sharepoint.rmcs.cornell.edu:8445/ehs/HSE%20Documents/Public%20Access%20Defibrillation%20Job%20Plan.docx>

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7.2 Guidance Documents

The following section describes generalized documents that are used when there has been an AED use as well as Manufacturer Manuals

7.2.1 Physio Control LifePak 500 Manual

https://sharepoint.rmmps.cornell.edu:8445/ehs/HSE%20Documents/LP500_Public_Safey_3005338-010.pdf

7.2.2 Physio Control CR- Plus Manual

<https://sharepoint.rmmps.cornell.edu:8445/ehs/HSE%20Documents/Operating%20Instructions%20Lifepak%20CR+%20Defibrillator.pdf>

7.2.3 Device Manual for the Welch Allyn AED10

<https://sharepoint.rmmps.cornell.edu:8445/ehs/HSE%20Documents/Welch%20Allyn%20AED%2010%20Manual.pdf>

7.2.4 Device Manual for the Cardiac Science AED

<https://sharepoint.rmmps.cornell.edu:8445/ehs/HSE%20Documents/cardiac%20Science%20trainer%20manual.pdf>

7.3 Forms

7.3.1 AED.1 AED Use Guideline

https://sharepoint.rmmps.cornell.edu:8445/ehs/HSE%20Documents/AED_USE_Guideline.docx

7.3.2 Central New York AED Usage Form

https://sharepoint.rmmps.cornell.edu:8445/ehs/HSE%20Documents/CNY_AED_Report_Card.pdf

7.2.3 AED.2 AED Incident Report Form

<https://sharepoint.rmmps.cornell.edu:8445/ehs/HSE%20Documents/AED%20Incident%20Report%20Form%20AED.2.docx>

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8. Recordkeeping, Reporting & Monitoring

Per DOH policy 07-04 Cornell University shall notify the EHC within 24 hours of any AED use

Per agreement with CNY Regional EMS council report any use of an AED with 48 hours proper form can be located at
https://sharepoint.rmcs.cornell.edu:8445/ehs/HSE%20Documents/CNY_AED_Report_Card.pdf

If the AED used was a SUNY Cardiac Science unit you must also notify SUNY within 48 hours utilizing the following form:
<https://sharepoint.rmcs.cornell.edu:8445/ehs/HSE%20Documents/AED%20Incident%20Report%20Form%20AED.2.docx>

Maintain current collaborative agreement with CNY EMS, updating within 5 business days if the EHP changes

Maintain records in accordance with University Policy

9. Appendix

- (PAD Manager) The Program Manager has overall responsibility for the program
The PAD Manager shall be the Fire Protection and Emergency Services Manager
- (PAD Coordinator) The person/s delegated by the PAD Manager to assist with the day to day operations of the PAD program
The PAD Coordinator shall be a member of the Emergency Services team as designated by the PAD Manager

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