

2014-15
AED Alarm Drills and AED Alarm Response

Two AED drills will take place annually. Drills are to be conducted in November and May.

AED Alarm Drills:

1. The Nurse and Campus Safety Officer will determine who is on the “AED Responder Team”. These persons will be employees who are stationed within hearing range of the AED alarm.
2. A chart with “AED Responder Team” names shall be mounted next to the AED cabinet.
3. The Nurse and Safety Officer will train AED Responders on AED Alarm Procedures (see below).
4. The Nurse and Safety Officer will jointly plan and execute the drill.
5. The date and time of the drill shall be announced the day prior to the drill.
6. *After the drill is conducted, the Nurse will replace the 9 Volt battery.*
7. The Nurse will record the battery change and the drill in the AED Weekly Monitoring Sheet.
8. The Safety Officer will record the Drill on the drills log provided by the Safety/Crisis Management Department (under “Other”).

AED Alarm Response Procedures: AED Responders shall go to the AED location when they hear the AED alarm ring.

1. If the AED alarm is ringing and the AED is still in the cabinet:
 - a. The AED Responder will alert the Nurse and the Safety Officer.
 - b. The Nurse will replace the 9 Volt Battery.
2. If the AED alarm is ringing and the AED is not in the cabinet:
 - a. The AED Responder shall find the location of the medical emergency:
 - i. When the medical emergency is located, the AED Responder shall call 911 (if 911 had not already been contacted). The AED Responder shall also call the Front Office so they can direct the ambulance to the emergency site.
 - ii. After the emergency is resolved, the Nurse will replace the 9 Volt battery and report use of AED to Health Services Director (if AED is used on victim).
 - b. If no medical emergency has occurred, the AED may have been taken as act of vandalism. Report to Campus Administrator who will also file a police report.

November Drill:

The purpose of the November drill is to ensure that AED Responders know what the AED Alarm sounds like, and that AED Responders go to the AED to check status. During this drill, the cabinet door should be opened to activate the alarm; the AED should be left in the cabinet.

May Drill:

The purpose of the May drill will be to replicate a medical emergency. The Safety Officer and Nurse will take the AED out of the cabinet and simulate a medical emergency at a site that is distant from the AED cabinet. During the drill, the alarm should be activated and the AED removed to the selected site.