

Automated External Defibrillator [AED]

An AED is a portable electronic device that diagnoses and treats life threatening cardiac arrhythmias in a patient by applying an electric shock that stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

In the event a person is having a medical emergency, please call 9-1-1 first then call **NOVALERT** at **(954) 262-8999**. Public Safety will dispatch Public Safety officers to assist and to guide fires rescue and EMS to your location.

Automated External Defibrillators Location

The university has 72 AEDs located throughout all campuses, including every Student Educational Center.

Administrative Services Center	Oceanographic Center, Schure Building
Athletics and Student Affairs Building	Orlando SEC
Athletics Department, portable units	Parker Building, first floor by elevator
Central Services Building	Parker Science Annex
Communication Clinic	Rolling Hills Residence Hall
Cultural Living Center Residential Hall	Rosenthal Student Center
DeSantis Building	Shepard Broad Law Center
East Campus Tower Building	Tampa SEC
Family Center Village	The Commons Residence Hall
Farquhar Residence Hall	UCC Center, first floor, front lobby east wall
Fort Myers Site	UCC Center, first floor next to room 1437, Sports Medicine
Founders Residence Hall	UCC Center, first floor of arena NE corner
Hearing and Balance Center	UCC Center, first floor of arena SE corner
Horvitz Administration Building	UCC Center, first floor, west doors leading to pool
HPD Dental, first floor	UCC Center, first floor, Performing and Visual Arts Wing
HPD Lab/Library	UCC Center, second floor, Booster area in pantry
HPD Physical Plant	UCC Center, second floor next to room 2319
HPD Terry Building, third floor	UCC Center, second floor next to room 2428
HPD Terry Building, fifth floor	UCC Center, third floor by rock climbing wall
HPD Terry Building, lobby	University Park Plaza North
HPD Ziff Building, first floor	University Park Plaza South
HPD Ziff Building, third floor	University Park Plaza South, Anesthesiology
Jacksonville SEC	University Park Plaza, Women's Resource Institute
Kendall/Miami SEC	University School Athletics, 2 portable units
Las Vegas Site	University School, Dauer Building
Leo Goodwin Residence Hall	University School, Lower School Building
LRITC (ASLRITC)	University School, Sonken Building
Mailman-Hollywood Building	University School, Sonken East Annex
Main Campus—Public Safety Coordinator's Vehicle	University School Sports Center
Maltz Building	Vettel Residence Hall
Miramar Site	West Palm Beach SEC, Palm Beach Gardens
Naples Site	Rumbaugh-Goodwin Institute
NMB Campus Fischler Building	
Oceanographic Center, portable unit	



**Nova Southeastern University
Public Safety Department**

Automated External Defibrillator Procedures (AED)

November 14, 2007

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Safety Compliance Responsibilities:

- Oversight of the deployment of AEDs in selected Nova Southeastern University (NSU) facilities.
- Coordination of CPR and AED training for first responders.
- Maintenance of all training documentation.
- Coordinating and testing of equipment.
- Revision of this policy as required.
- Monitoring the effectiveness of this system.
- Communications with Medical Advisor on issues related to medical emergency response program, including post event reviews.

Medical Control:

The Medical Advisor of the AED program for Nova Southeastern University is Dr. Maureen Campbell D.O. FACEP of the Health Professions Division.

The Medical Advisor of the AED program is responsible for:

- Providing medical direction for use of AEDs.
- Writing a prescription for the purchase of AEDs.
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.

Authorized AED Users:

- First responders who have successfully completed training.
- Any NSU staff or employee who have successfully completed first responders training in CPR and AED.
- Any other person who has successfully completed an approved CPR+AED training program within the last two years and has a current successful course completion card.

First Responder Responsibilities:

- Activating the internal emergency response system and providing prompt basic life support including CPR, AED and first aid according to training and experience.
- Ensuring prompt notification of local EMS through the 911 system. Meeting and directing EMS personnel to the scene of the medical emergency.
- Providing notification to the Security Operation Center of all critical incidents, including medical emergencies.
- Understanding and complying with the requirements of this policy.

Volunteer Responder (Non-NSU) Responsibilities:

Visitors and other non-NSU personnel can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable and to the extent of their training/experience. The emergency medical response of these individuals may include CPR, AED, or medical first aid.

Equipment:

An AED will be brought to the scene of all cardiac emergencies. The AED should be used on any person who is displaying ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:

- Victim is unconscious.
- Victim is not breathing.
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement.

Each AED will have one resuscitation kit attached to the handle. This kit contains gloves, scissors, razor, wipes, sponges and one facemask barrier device with a one-way filter.

Initial Training:

First responders must complete training adequate to provide CPR and AED. Training will be provided on site. CPR and AED training shall be in a course of instruction sanctioned by the American Red Cross, American Heart Association, or similar organization approved by Nova Southeastern University. The NSU Department of EMS, Education and Training, under the direction of Kevin Nugent, will maintain training records for all the Public Safety Department's first responders.

Refresher Training:

- First responders will complete CPR and AED re-certification training every two years.
- Training will be at NSU expense.

Medical Response Documentation:

- A first responder will notify Safety Compliance whenever medical supplies or an AED is used.
- An Incident Report shall be completed by a Public Safety Officer for all medical emergencies.
- The Safety Compliance Officer will provide a copy of AED use information to the Medical Advisor within 48 hours of the emergency. At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.
- Following each use of an AED, a review shall be conducted and documented by the Safety Compliance Officer. All key participants in the event will participate in the review. Included in this process will be the collection of opportunities for improvement as well as critical incident stress debriefing. The Safety Compliance Officer shall maintain a summary of the post event review.

Equipment Maintenance:

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- The Safety Compliance Officer will be responsible for notifying first responders of changes to availability of emergency medical equipment.
- The Safety Compliance Officer will be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

Annual System Assessment:

Once each calendar year, the Safety Compliance Officer shall have conducted and document a system readiness review. This process will include review of the following elements:

- Training records.
- Equipment operation and maintenance records.

Monthly System Check:

Once each calendar month, the Safety Compliance Officer or designee shall conduct and document a system check. This check will include review of the following elements:

- Emergency medical kit supplies.
- AED battery life.
- AED operation and status.

Emergency Procedures

For Medical Help

Call 9-1-1 and give emergency personnel

- Your EXACT location—what building, floor, etc.
- The type of injury (bleeding, fracture, etc.)
- Your name
- Stay on the line—Police or fire personnel will request that you wait. Help will be sent, then you will be asked for additional information.
- Call **NOVALERT** after calling 9-1-1; call NSU Public Safety's hotline at **(954) 262-8999**. Public Safety will verify that you have called 9-1-1 and ask for the same information above. Public Safety will dispatch AED/CPR-certified Public Safety officers and will escort emergency services directly to your location to support prompt response.
- Once emergency medical services (EMS/fire rescue) have arrived and treated the victim, it will be the victim's choice whether or not they want to be transported.

If You Are Rendering Help to the Injured

- Do not move the victim (unless in a dangerous area).
- If someone else is available and competent enough to use a phone, direct them in no uncertain terms to dial 9-1-1 and to come back and advise once they have done so. If no one else is available, dial 9-1-1 yourself before initiating any first aid.
- Restore breathing and/or heartbeat—(CPR, if trained).
- Keep others away from the victim.
- Stop the bleeding.
- Know your own limitations on type of aid to render.
- Do not overreact.

In the Event of a Fire

Pull the nearest fire alarm, call 9-1-1 for the fire department, and give them your location.

Give the fire department

- The exact location of the fire
- Type of fire (trash can, smoke, flames, etc.)
- Your name
- Evacuate with all other building occupants a safe, secure distance from the building. Coordinate with emergency responders in assuring that all building occupants are accounted for.
- Call **NOVALERT** after calling 9-1-1; call NSU Public Safety's hotline at **(954) 262-8999**. Public Safety will verify that you have called 9-1-1 and ask for the same information above. Public Safety will dispatch AED/CPR-certified Public Safety officers and will escort emergency services directly to your location to support prompt response.

When a Police Officer is Needed

Phone 9-1-1 (if emergency) and be prepared to give the following:

- Exact location
- Type of problem (disturbance, vandalism, etc.)
- Your name
- Keep other persons away from the scene.
- Ensure your own personal safety and the safety of those around you. Do not approach any area where there is any suspicion of a risk or danger.
- Do not touch or disturb anything.
- If possible, get a description of suspect, vehicle, etc.
- Attempt to keep others safe and calm.
- As with all other emergencies, after calling 9-1-1, call NSU Public Safety's hotline at **(954) 262-8999**. Public Safety will verify that you have called 9-1-1 and ask for the same information above. Public Safety will dispatch AED/CPR-certified Public Safety officers and will escort emergency services directly to your location to support prompt response.