



# **Automated External Defibrillator (AED) Program**

Effective:

WILFRID LAURIER UNIVERSITY

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## **Automated External Defibrillator (AED) Program**

### **1.0 INTRODUCTION**

Approximately 40,000 cardiac arrests occur in Canada every year – 80% outside of a hospital setting. Defibrillation improves survival rates by up to 30% if delivered in the first few minutes. AEDs combined with Cardiopulmonary Resuscitation (CPR) increases survival rates to 50% or more.

AEDs at Laurier are housed in white AED cabinets located across the Waterloo and Brantford, Milton campuses and at the Kitchener location.

Special Constable Service (SCS) carry AEDs in cruisers in Brantford and Waterloo for immediate access when responding to a medical emergency.

AED cabinets are alarmed and will sound when a cabinet is opened. SCS responds to all notifications of cabinet alarms. SCS contact information and cabinet location identifiers are posted on the cabinets.

Monthly visual inspections of the public use AEDs are coordinated by the Joint Health & Safety Committee (JHSC).

AEDs are inspected by an external inspector from the Region of Waterloo Public Access Defibrillator Program (PAD Program) when the batteries or pads are replaced.

### **2.0 INTENT**

The intent of this program is to provide the University Community with information pertaining to AED locations, use, inspections, acquisition and replacement.

### **3.0 SCOPE**

This program applies to all Laurier University campuses and locations.

### **4.0 DEFINITIONS**

*AED – Automated External Defibrillator*

A portable electronic device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

*Annual Inspection*

The PAD Program provides an inspection of Laurier's registered AEDs that are due for battery and/or pad replacement as dictated by their individual expiry dates. Components and functions of the AED are inspected. Pads and batteries are replaced.

*Cardiac Arrest*


A condition when the heart suddenly stops beating. The lack of blood flow to the brain can cause a person to lose consciousness, become disabled or die if not treated immediately. The victim will be unconscious, not breathing and have no pulse.

*PAD Program – Public Access Defibrillator Program*

The Region of Waterloo Public Access Defibrillator Program (PAD Program) tracks all registered AEDs that are intended for public use. The program provides scheduled inspections and replacement batteries and pads for each unit. The PAD Program determines the recommended replacement schedule for each registered AED. AED training is available through the PAD Program. Laurier’s AEDs are registered with the PAD Program.

*Status Indicator*

AEDs have an automated self-test function. The AED performs a diagnostic self-test monthly and every seven days. An illuminated check mark indicates the unit passed its last self-test and is “Ready For Use”. An Illuminated “X” indicates that the unit has failed its self-test and is “Not Ready For Use”. See example of Status Indicator for a ZOLL AED

<p><b>Status Indicator</b></p> 	<p>Illuminated check mark indicates the unit passed its last self test and is ready for use.</p> <p>Illuminated “X” indicates unit has failed its self test and is not ready for use</p>
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*Visual Inspection*

A visual inspection involves looking at the AED to see if the status indicator shows that the unit has passed its last self-test and is “Ready For Use” or, if it is indicating that the unit has failed its self-test and is “Not Ready For Use”. Neither the cabinet housing, nor the AED, need to be opened to perform the visual inspection.

**5.0 RESPONSIBILITIES**

**5.1 Safety Health Environment & Risk Management (SHERM)**

- Register AEDs with the PAD Program.
- Maintain up-to-date list of locations of AEDs on all campuses and locations. Post the list of AED locations on Laurier’s student facing website and on Connect on the [SHERM](#) page.
- Review the AED Program annually.
- Review the AED Information Module on My Learning Space (MyLS) annually.
- Post annually on the Laurier student facing website and on Connect, a reminder to the University Community to re-familiarize itself with AED locations and AED use through the online information module on MyLS.
- Coordinate inspections with the PAD Program inspector.
- Notify departments of PAD program recommended AED replacement date.
- Notify the JHSC of all uses of public AEDs.
- Notify the JHSC of any damaged or missing AEDs or cabinets reported to SHERM.

**5.2 Joint Health & Safety Committee (JHSC)**

- Ensure AEDs are visually inspected monthly.
- Review the AED Program annually.

### **5.3 Special Constables Service (SCS)**

- Respond to all AED cabinet alarm notifications.
- Protect AEDs in SCS cruisers from exposure to extreme temperatures.
- Report all public AED uses, alarms and incidents to SHERM.
- Visually inspect daily each unit assigned to cruisers.

### **5.4 Departments**

As identified through the PAD Program, AEDs are scheduled to be replaced approximately every 10 years. Departments are responsible to cover the cost of replacing AEDs located in their areas.

For departments to acquire additional AEDs they shall contact SHERM for acquisition details and to determine the best location for installation. The unit will be located such that it will be available for public use. It shall be included in the Laurier AED Program and registered with the PAD Program.

The department acquiring an AED shall:

- Fund the purchase of the AED.
- Coordinate with SHERM to register the unit with the Laurier AED Program and the PAD Program.
- Contact the JHSC with the location of the AED so it can be added to the monthly inspection list.
- Provide SCS with the AED location and the cabinet key used to reset the cabinet alarm as needed
- Fund the cost of the AED at replacement time and if it is stolen or damaged.

**5.4.1** Departments that have portable AEDs that are not available for public access, are responsible for their own regular inspections. The portable AEDs are registered in the PAD Program.

### **5.5 University Community**

The presence of AEDs on campus benefits everyone. Members of the University Community can participate in the AED Program by performing a visual inspection of any AED that they see.

It is not required that their visual inspection be scheduled or logged. It is simply an intentional action that provides another level of assurance that the AEDs are "Ready For Use".

Report any notable issues to SHERM at [sherm@wlu.ca](mailto:sherm@wlu.ca) as soon as possible to rectify.

Actively participating in visual inspections also helps familiarize members of the community with the AEDs in their area.

If an AED cabinet is sounding an alarm, contact SCS to address.

For more information about AED use and CPR, log in to mylearningspace with your Laurier username and password and complete the learning module, "AEDs and CPR, Every Second Counts"

**6.0 TRAINING**

Anyone can use an AED in an emergency, even if they are not formally trained although, training is recommended. Knowing when to use an AED and how to use an AED can increase one’s comfort and confidence in an emergency. A short information module on AED use is available on My Learning Space. Log into My Learning Space to self-register for the module titled, AED Use and CPR Demonstration, to view the content. Training providers include the [Canadian Red Cross](#) and [St John Ambulance](#).

Emergency First Aid/CPR training is also available for Laurier employees who are interested in becoming a First Aid attendant. See Laurier’s [First Aid Program](#) for details.

**7.0 RECORD KEEPING**

SHERM corresponds with a PAD Program inspector for their scheduled battery and pads changeout on the AEDs. The inspector will replace batteries and pads based on the date the AED was purchased and registered. The PAD Program logs their inspections.

**8.0 REPLACEMENT**

Although AEDs don’t necessarily become obsolete, it is recommended by the PAD Program that AEDs be considered for replacement around the 10-year mark. The PAD program will notify SHERM of upcoming AEDs identified for replacement. SHERM will reach out to the relevant department.

**9.0 AED USE REPORTING**

Once an AED has been used the pads must be replaced, even if they were only removed from their package but not used. Report use of an AED to SHERM at [sherm@wlu.ca](mailto:sherm@wlu.ca) as soon as possible.

**10.0 AED LOCATIONS**

Waterloo Campus		
Make & model (M/M)	Facility/Building	Location within site
M/M: Zoll AED +	Bookstore	Concourse – near exit to courtyard
M/M: Zoll AED +	Dining Hall	Across from SCS Office
M/M: Zoll AED +	Savaas Chamberlain	1 <sup>st</sup> floor, top of the ramp
M/M: Zoll AED +	Science Research	Entrance off parking lot, Turn right, through double doors
M/M: Zoll AED +	Lazaridis Hall	1 <sup>st</sup> floor at Elevator
M/M: Zoll AED +	Library	Main entrance, front lobby
M/M: Zoll AED +	Martin Luther University College	Main entrance, upstairs to common area on 2 <sup>nd</sup> floor

M/M: Zoll AED +	202 Regina	Parking lot entrance, 2 <sup>nd</sup> floor in lobby, outside of President's office
M/M: Zoll AED 3	Athletic Complex	Main entrance; front desk
M/M: Zoll AED +	Student Wellness Centre	Past the front desk and left in short hallway
M/M: Zoll AED 3	University Stadium	Front desk
M/M: Zoll AED 3	Geography	ARTS C wing, 3 <sup>rd</sup> floor, central stair landing
M/M: Zoll AED 3	Centre for Cold Regions & Water Science (CCRWS)	Inside main entrance; atrium

<b>Brantford Campus</b>		
<b>Make &amp; model (M/M)</b>	<b>Facility/Building</b>	<b>Location within site</b>
M/M: Zoll AED +	RAC EAST	Across from RCE132 at Charlotte St.
M/M: Zoll AED +	Student Wellness Centre	Beside Wellness Center waiting room
M/M: Zoll AED +	RAC WEST	Front entrance across from Golden Grounds
M/M: Zoll AED +	Carnegie Building	Beside the safety board (hallway in basement)
M/M: Zoll AED +	One Market	Across from Veritas at Dalhousie St entrance
M/M: Defibtech Lifeline	Market Darling Centre	Hallway, near main entrance across from Darling St
M/M: Zoll AED +	Grand River Hall	Beside safety board by main entrance and elevator
M/M: Zoll AED +	Odeon building	Across from Market St; by the reception area/hallway

<b>Milton Campus</b>		
<b>Make &amp; model (M/M)</b>	<b>Facility/Building</b>	<b>Location within site</b>
M/M: Zoll AED 3	Milton Academic Centre	Front entrance, left inside the main area

<b>Kitchener Location</b>		
<b>Make &amp; model (M/M)</b>	<b>Facility/Building</b>	<b>Location within site</b>
M/M: Physio Control	Lyle Hallman building (Fac of Social Work)	1 <sup>st</sup> floor, main hallway
M/M: Zoll AED +	Lyle Hallman building (Fac of Social Work)	3 <sup>rd</sup> floor, main hallway

**11.0 REVISION HISTORY**

<b>Revision</b>	<b>Date</b>	<b>Comments</b>	<b>Initials</b>
00	Dec 2024	Issued	CS

**RELEVANT LEGISLATION/BEST PRACTICE**

- [Defibrillator Registration and Public Access Act 2020](#) (not yet in force)
- [Chase McEachern Act \(Heart Defibrillator Civil Liability\) 2007](#)
- [Heart & Stroke Foundation of Canada](#)
- [St John Ambulance](#)