

University of Wisconsin – Green Bay
Automatic External Defibrillator (AED) Program

I. Purpose

The purpose of this document is to establish guidelines for location and maintenance and other components of the University of Wisconsin – Green Bay’s (UWGB) automated external defibrillator (AED) program.

An Automated External Defibrillator (AED) enables responders to deliver early defibrillation to victims in the first critical moments after sudden cardiac arrest. Use of the AED will not replace the care provided by Emergency Medical Services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, patient care should be transferred to them, and UW – Green Bay responders should only assist in care as requested by the EMS providers.

II. Program Oversight

- A. Campus AED Coordinator: Director of Public Safety
The campus AED coordinator is responsible for the coordination and maintenance of UW – Green Bay’s AED program.
- B. University Health & Safety Committee
The University Health & Safety Committee will be responsible for yearly review of this AED policy. The annual review will take place during the committee’s spring meeting.

III. AED Equipment and Locations

The University will approve appropriate AED models for use on campus. The currently approved AED model is Philips Heartstart FRx at a cost of approximately \$1500. All AED purchases will be coordinated through the campus AED coordinator.

- A. Current AED locations are:
 - 1. Cofrin Library (3)
 - 2. Counseling and Health Center (1)
 - 3. Env Sci/Lab Sci Tunnel (1)
 - 4. Facilities (1)
 - 5. Heat/Chill plant (1)
 - 6. Instructional Services (1)
 - 7. Kress Events Center (8)
 - 8. Laboratory Sciences (1)
 - 9. MAC Hall (1)
 - 10. Public Safety Squad Cars (3)
 - 11. Residence Life (1)
 - 12. Rose Hall (1)
 - 13. Shorewood Golf Course (1)
 - 14. Studio Arts (1)
 - 15. Theatre Hall (1)
 - 16. University Union (2)
 - 17. Weidner Center (3)
 - 18. Wood Hall (1)

Effective: *March 19, 2012*

Updated: *April 24, 2018*

Department or Building	Location	Type	Purchase Date
Cofrin Library	4 th floor outside main elevator	Philips Heartstart FRx	May 2013
Cofrin Library	8 th floor outside main elevator	Philips Heartstart FRx	May 2013
Cofrin Library	1 st floor across from main CL elevators	Philips Heartstart FRx	June 2012
Counseling and Health Center	Outside SS 1400	Philips Heartstart FRx	May 2013
Env Sci/Lab Sci Tunnel	Between ES & LS buildings	Philips Heartstart FRx	June 2012
Facilities building	Break room (room110)	Philips Heartstart FRx	June 2013
Heat/Chill plant	Control room (room 103)	Philips Heartstart FRx	June 2013
Instructional Services	Outside Public Safety room 1024	Philips Heartstart FRx	May 2013
Kress Events Center	North Entrance (100X)	Philips Heartstart FRx	December 2007
Kress Events Center	South Entrance (100W)	Philips Heartstart FRx	December 2007
Kress Events Center	Front Desk (126)	Philips Heartstart FRx	December 2007
Kress Events Center	Hallway between men's & women's locker rooms (100F)	Philips Heartstart FRx	December 2007
Kress Events Center	Athletic training room (3 portable units for event use)	Philips Heartstart FRx	December 2007
Laboratory Sciences	4 th floor across from room 436	Philips Heartstart FRx	May 2013 (moved from MAC November 2013)
MAC Hall	2 nd floor food court area outside room 219	Philips Heartstart FRx	May 2013
Public Safety	Squad cars - 3	Philips Heartstart FRx	November 2011
Residence Life	Front reception desk	Philips Heartstart HS1	October 2009
Rose Hall	2 nd floor W entrance	Philips Heartstart FRx	October 2012
Shorewood Golf Course	Clubhouse	Philips Heartstart FRx	June 2012
Studio Arts	1 st floor vending area outside room 157	Philips Heartstart FRx	May 2013
Theatre Hall	Across from TH elevator (1 st floor)	Philips Heartstart FRx	June 2012
University Union	Across from Information Desk (2 nd floor)	Philips Heartstart FRx	June 2012
University Union	Across from Rec Desk in Phoenix Club (1 st floor)	Philips Heartstart FRx	June 2012
Weidner Center	100Q (Fort Howard Lobby)	Philips Heartstart FRx	September 2009
Weidner Center	100T (backstage hallway information desk)	Philips Heartstart FRx	September 2009
Weidner Center	100P (coat check)	Philips Heartstart FRx	September 2009
Wood Hall	1 st floor food court area outside room 107	Philips Heartstart FRx	May 2013

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IV. Maintenance

On a monthly basis, the AED will be inspected by University Public Safety officers during their nightly rounds.

A. Monthly:

1. Check the green ready light on each AED unit to ensure that it is blinking. If it is not blinking, follow instructions in owner's manual for troubleshooting.
2. Replace any used, damaged or expired supplies and accessories.
3. Check the outside of the defibrillator for cracks or other signs of damage.

B. Annually:

1. The University Public Safety office will conduct annual inspections of each campus AED unit.

V. Training

Public Safety will offer AED training to student, staff and faculty.

VI. Response

AED incident response will be as per standard emergency response policy as delineated in UW – Green Bay's [Emergency Action Procedures](#).

VII. Post incident procedure and review

After each AED use:

- Notify Public Safety within 24 hours to complete an incident report (if Public Safety officer is not present during the incident)
- AED coordinator will ensure that post-event maintenance and equipment replacement is completed, documented and forwarded to the AED coordinator.
- AED coordinator will request a post-event review if necessary

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