



OP 91.352: MANAGEMENT OF AUTOMATED EXTERNAL DEFIBRILLATORS

PURPOSE

To provide an oversight mechanism for the purchase, management, and upkeep processes related to automated external defibrillators.

POLICY

Mississippi State University (MSU) is committed to enhancing campus safety by ensuring AEDs are properly managed, maintained, and accessible in emergencies. The Division of Student Affairs will maintain an inventory of all AEDs, and departments acquiring new units must report essential information. Monthly readiness checks, including verifying functionality and replacing expired components, are required to keep AEDs operational.

Any use of an AED on MSU property must be reported to the **Executive Director of University Health Services** immediately. Individuals using an AED must follow manufacturer guidelines and ensure **911 is called** as soon as possible. Departments should keep essential emergency supplies on hand and place AEDs in easily accessible locations to maximize life-saving potential.

PROCEDURE

As part of a robust emergency services response, the Division of Student Affairs will compile and maintain a current list of all AEDs on campus. As departments purchase new AED units, the applicable Building Emergency Response Coordinators or their designated backups will supply the following minimum information to the Division of Student Affairs:

- AED brand
- AED model
- AED serial number
- MSU inventory number
- AED purchase date (or inventory date)
- MSU building number
- Building name
- Room (if applicable)
- Expiration date of AED pads
- Expiration date of AED batteries
- Responsible party name (Building Operator name)
- Responsible party's supervisor's name

Monthly AED readiness assessments are conducted to help ensure AEDs will function appropriately when needed. The applicable Building Emergency Response Coordinators and their designated backups are responsible for performing and logging these assessments and for routine maintenance. These tasks should be completed monthly and logged appropriately. The

Division of Student Affairs will assist in facilitating the process; however, each department is responsible for ensuring the completion of these assessments.

Readiness assessments will consist of the following (each outcome must be properly logged):

- Verify the AED is in working order –
 - Verify the status indicator is showing the AED to be in proper working order (Battery gauge, green flashing light, etc.) and the AED is not indicating any errors or problems.
 - Log outcome of AED working-order verification.
- Verify pads have not reached/surpassed their Expiration Date.
 - Replace expired AED pads as necessary and log the new expiration dates
- Verify battery has not reached/surpassed its Expiration Date.
 - Replace the expired battery as necessary and log the new expiration date
- Ensure there is no visible damage to AED.
 - Log any visible damage and take appropriate steps to remediate

AED units should be removed from service if their pads and/or batteries are past their Expiration Dates and should remain in this state until new pads and/or batteries are installed.

Also applicable during the Readiness Check

- Inspect and stock secondary items that may be necessary for AED use (additional pads, pocket masks, scissors, razors, gloves, etc.).
- Verifying the alarm on the AED case is in working order, if applicable.

General

- 1) Any person who renders emergency care or treatment using an AED should ensure that 911 is called as soon as possible.
- 2) Any incident occurring on Mississippi State University (MSU) campuses or on property owned by MSU that necessitates the use of an automated external defibrillator (AED) must be reported to the Executive Director of University Health Services as soon as possible following the event.
- 3) Users are required to follow the manufacturer's instructions and recommendations for the use of AEDs.
- 4) It is suggested that all departments utilizing AEDs be equipped with
 - a) extra defibrillation pads on hand with the device
 - b) latex or latex-free gloves
 - c) razor
 - d) trauma shears
 - e) gloves

- 5) University departments that purchase AEDs should locate the units in a central, easily accessible location, preferably in a wall-mounted AED cabinet.
- 6) Prior to purchasing an AED unit, departments should check the DFA.MS.GOV website to confirm if a current state contract exists (<https://www.dfa.ms.gov/cooperative-contracts>). MSU purchasing regulations must be followed in all cases.

REVIEW

This policy will be reviewed by the Executive Director of University Health Services every four years or as needed.

REVIEWED BY:

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Executive Director of University Health Services

07/06/2024
Date

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Vice President for Student Affairs

07/06/2024
Date

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APPROVED BY:

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President

04/28/2025
Date