



Automated External Defibrillation (AED) Plan

Florida Institute of Technology (Florida Tech)

Environmental Health & Safety (EH&S)

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REVISION HISTORY

| Revision Number | Revision Date | Revised By | Description of Change |
|-----------------|---------------|------------------|---|
| 00 | 2020-04-29 | Charles Cherrito | Initial plan creation and implementation. |
| 01 | 2021-02-09 | Selvin McLean | Document review; review of federal register for updates; review FDA website for recalls and other guidance. |
| 02 | 2021-09-29 | Selvin McLean | Administrative actions |
| 03 | 2022-04-15 | Charles Cherrito | Updated guidance references, assessment for locations, AED locations, and other minor edits. |
| 04 | 2023-07-07 | Charles Cherrito | Removed Rivers Edge as a location. |
| 05 | 2024-06-21 | Charles Cherrito | Updated AED map link. Other minor edits. |
| 06 | 2024-10-04 | Aqueelan Correa | New AED at the Concession Stand (Exterior) |
| 07 | 2025-06-11 | Charles Cherrito | Periodic Review. Updated training recommendations. Updated links in references. |
| 08 | 2025-09-04 | Aqueelan Correa | Updated some wording. Updated Links: from PDF Map Link to Interactive Map link. |

Contents

| | |
|--|----|
| Purpose..... | 4 |
| Scope..... | 4 |
| Regulations..... | 4 |
| Training..... | 4 |
| Responsibilities..... | 5 |
| Environmental Health & Safety (EHS) Office | 5 |
| Department Responsibilities | 5 |
| Employee/Student Responsibilities | 5 |
| AED Acquisition | 5 |
| AED Placement | 6 |
| AED Mounting..... | 8 |
| AED Response Protocol | 9 |
| References..... | 10 |

PURPOSE

Sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace, is a serious concern. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) provide victims of SCA with the greatest chance of survival.

This plan was developed to address the use of AEDs at Florida Institute of Technology (Florida Tech) workplaces and areas of operations when mobile.

SCOPE

This plan applies to all AED's owned by Florida Tech and located on any Florida Tech property.

REGULATIONS

The Occupational Safety and Health Administration (OSHA) doesn't have applicable AED requirements/standards. There are, however, standards that may pertain to specific entities leased or owned within the federal or state governments.

Therefore, being that Florida Tech is not a state/public university, adoption of the [Florida Administrative Code \(FAC\) 64J-1.023 - Guidelines for AED \(Automated External Defibrillators\) in State Owned or Leased Facilities](#) for AED placement and adherence to [OSHA's General Duty Clause](#) will be utilized as a guidance documents.

TRAINING

Although training is not mandatory or required by regulatory requirements, it is highly recommended for maintenance and understanding. Training should not be limited to a one-time event as refresher training should be conducted **at least every 2 years**. Florida Tech encourages all employees to understand how to use an AED and to seek training on such units.

Additionally, departments are encouraged to contact the EHS Office for additional in-person training resources (e.g., in-person vendor) that can be valuable references for CRP/First Aid/AED training, guidance, and support.

NOTE: there may be a charge to this service that will be the responsibility of the department.

RESPONSIBILITIES

Environmental Health & Safety (EHS) Office

The EHS Office will serve as the Program Administrator and will oversee the AED Program, this Plan, and vendor selection. EHS will also:

- Contact the vendor for battery/pad replacement, maintenance, and repairs;
- Assist in performing periodic AED audits to ensure all equipment is available, clean, not expired, and in good working order.
- Assist and advise departments on the purchase, maintenance, and use of AEDs.

Department Responsibilities

Each Department should be aware of all AED's locations (or the closest to their location) and how to use it in an emergency. Departments will also:

- Complete an [Accident Injury Report](#) upon an event using an AED;
- Encourage AED and CPR training and/or certification for each participant every two years for those who are permitted to participate in the AED program;
- Incur the costs associated with certification fees (if applicable) for each participant every two years or as needed who are permitted to participate in the AED program.
- Conduct monthly AED checks on units in their respect areas.
- Contact the EHS Office (chs@fit.edu) before purchasing any AED.

Employee/Student Responsibilities

Employees and students (with supervisor approval) may volunteer to participate in the AED program. Employees/students that wish to participate shall:

- Keep their CPR/AED training current to national standards;
- Participate in the post-event incident analysis (after action review) as needed;
- Within 24 hours following the event, the lead rescuer involved in a CPR and/or AED rescue attempt shall notify EHS and Security and assist with documentation of the event.

AED ACQUISITION

Departments, clubs, or other internal Florida Tech organizations, whether employees or students wanting to purchase an AED that's expected to be used on any Florida Tech property must coordinate with the EHS Office **BEFORE** the device can be purchased. This is to ensure the appropriate device is purchased that meets/exceeds industry standards and that device applicability is understood.

Additionally, departments may be responsible for the cost of the AED(s), continued upkeep (parts/repair), monthly monitoring, and training—and any expenses involved—that may be required. Lastly, any department that is given permission to purchase an AED must follow all aspects of this plan.

AED PLACEMENT

Matrices Used as Assessment

Utilizing both FAC 64J-1.023 and OSHA's General Duty Clause as discussed above, there are areas that may be at higher risk of an event that would require the use of an AED opposed to areas where there is minimal physical activity.

Example of areas that may be at higher risk include:

- ✓ areas hosting large numbers of visitors;
- ✓ areas where strenuous work is conducted;
- ✓ specialty areas such as exercise, work out rooms, aquatics centers;
- ✓ departments that are mobile, who are involved in high-risk activities;
- ✓ areas—that due to their geographical location—are considered “Off-Site”, meaning that are not in immediate (or reasonable) vicinity of Florida Tech's main campus (150 W University Blvd, Melbourne, FL 32901), and activities within those areas involve increased hazard; therefore, a response time of 3-minutes or less by Florida Tech's First Responders (Security Department) may not be feasible and/or another local first responder units (e.g. city/county police, fire department, etc.) may also not be available within the 3-minute time-frame.

Locations of AED's

Per the above matrices, the below areas have been identified as possible “high-risk” areas, and therefore, would benefit from an AED directly onsite (inside or closer proximity to the building).

- Anchorage: Ralph S. Evinrude Marine Operations Center (Diving Operations)
- Aquatic Center
- Applied Research Laboratory (ARL)
- Canal 54 (Row Team): Fellsmere (1000 Buffer Preserve Drive, Fellsmere, FL 32948)—when not located in the Varsity Training Center
- Vertex
- Clemente Center
- Concession Stand—Athletics (Interior and Exterior)
- Evans Hall (Rathskeller Eatery)
- Evans Library
- Facilities Department—Mobile AED Unit
- Panther Dining Hall
- Security Department—Mobile AED Units
- Sub Café-Student Center
- The Scott Center for Autism Treatment
- Varsity Training Center—permeant AED (Clinic Area)
- Varsity Training Center—permeant AED (Weight Room)
- Varsity Training Center—Mobile AED (related to Canal 54 unit)

The most up-to-date AED locations can be obtained by visiting the Florida Tech Interactive Map →(<https://map.fit.edu/?id=2160#!ce/83806?ct/80725,80735,80750,80751,96032?s/>). This location has the most current campus map that will denote AED device locations.

AED MOUNTING

The [Americans with Disabilities Act \(ADA\)](#) guidelines specify maximum reach ranges for health equipment such as automated external defibrillators and other life safety devices. The device must have an unobstructed approach, the maximum forward reach to the equipment is 48 inches above the floor. The maximum side reach for an unobstructed approach to an AED is 54 inches.

What does this mean?... The height to reach the handle of an AED in a public gathering place should be no more than 48 inches high.

Additionally, the [ADA Accessibility Guidelines \(ADAAG\)](#) specify that objects such as automated external defibrillator wall cabinets shall not protrude more than 4 inches from the wall into walks, corridors, passageways, or aisles.

AED RESPONSE PROTOCOL

Response to an emergency takes into consideration multiple factors. Individuals who decide to utilize AEDs must feel confident. Additionally, they must understand that it is voluntary on their part. Prior training is crucial and should be the employee's main point of reference—the information below is only a short recap of a more in-depth response that is outlined in AED training.

Initial Assessment

This assumes the initial responder is not considered a professional “First Responder” (e.g., Police). This initial assessment includes:

- ✓ Assessment of the scene for safety of self and other responders.
- ✓ Use of gloves and other universal precautions prior to victim contact.
- ✓ Assessment of the victim for absence of responsiveness, respiration, and signs of circulation.
- ✓ Assessment for additional information about the patient or scene.

911 Notification

The initial responder ensures that 911 has been notified. If the defibrillator is not present at the scene, the responder verifies that it is being brought immediately or retrieves it themselves from the nearest location.

AED Application

Turn on the defibrillator as soon as it arrives at the scene and follow its prompts. If more than one initial responder member is present, one can apply the defibrillation pads and operate the defibrillator while the other continues CPR until told to stop. Perform any special procedures required (removal of medication patches, shaving of excessive chest hair, etc.) prior to placing the pads on the victim's bare chest.

From this point, you will follow the directions of the AED prompts until professional First Responders arrive.

REFERENCES

[OSHA General Duty Clause](#)

Section 5(a)(1) of the Occupational Safety and Health Act

[OSHA 3185-09N](#)

Automated External Defibrillators

[29CFR 1910.151](#)

Medical services and First Aid (General)

[29CFR 1926.50](#)

Medical services and First Aid (Construction)

[Automated External Defibrillators \(AEDs\)](#)

U.S. Food and Drug Administration

[Americans with Disabilities Act \(ADA\)](#)

[ADA Accessibility Guidelines \(ADAAG\)](#)

[Florida Administrative Code \(FAC\) 64J-1.023 - Guidelines for AED \(Automated External Defibrillators\) in State Owned or Leased Facilities](#)