

LOYOLA UNIVERSITY CHICAGO

AUTOMATED EXTERNAL  
DEFIBRILLATOR (AED) PROGRAM  
GUIDELINES



NOVEMBER 2025

## TABLE OF CONTENTS

<b>SECTION</b>	<b>PAGE</b>
Section 1.0 Purpose	3
Section 2.0 Policy	3
Section 3.0 Definitions	3
Section 4.0 Responsibilities	4
4.1 Director of Occupational Health and Safety	
4.2 Facilities Management	
4.3 Schools, Departments, and Facilities	
4.4 Physical Fitness Facilities	
4.5 Special Events	
Section 5.0 Recommended Situations When an AED Should Not Be Used	9
Section 6.0 Alternate Situations for AED Use	9
Section 7.0 AED Requirements	9
7.1 AED Use	
7.2 Post AED Use	
Section 8.0 Training	13
Section 9.0 Recordkeeping	13
REFERENCES	14
ATTACHMENT 1 AED LOCATION MAP	

## 1.0 PURPOSE

The purpose of an Automatic Electronic Defibrillator (AED) is to increase the survival rate of individuals experiencing sudden cardiac arrest by providing readily accessible AED devices and enabling immediate defibrillation in emergency situations before professional medical help arrives.

## 2.0 POLICY

Loyola University Chicago (LUC) is committed to providing a safe and healthy environment for the community. This program provides the requirements of the selection, placement, use, and maintenance of all AEDs. Departments which have AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) may follow the university AED program or maintain their own AED program.

## 3.0 DEFINITIONS

Per the Illinois Department of Public Act 91-524 – Automated External Defibrillator Act:

**Automated External Defibrillator or AED:** a medical device heart monitor and defibrillator that:

- Has received approval of its pre-market notification, filed pursuant to 21 USC 360(k), from the United States Food and Drug Administration.
- Is capable of recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia and is capable of determining, without intervention by an operator, whether defibrillation should be performed.
- Upon determining that defibrillation should be performed, either automatically charges and delivers an electrical impulse to an individual or charges and delivers an electrical impulse at the command of the operator.
- In the case of a defibrillator that may be operated in either an automatic or manual mode, is set to operate in the automatic mode. (Section 10 of the Automated External Defibrillator Act)

**Defibrillation:** administering an electrical impulse to an individual to stop ventricular fibrillation or rapid ventricular tachycardia.

**Person:** an individual, partnership, association, corporation, limited liability company, or organized group of persons (whether incorporated or not).

**Trained AED User:** a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross, or the American Heart Association, or a course of instruction in accordance with the rules adopted under this Act to use an automated external defibrillator, or who is licensed to practice medicine in all its branches in this State.

## **4.0 RESPONSIBILITIES**

### **4.1 Director of Occupational Health and Safety**

The Director of Occupational Health and Safety for Facilities Management is responsible for establishing and maintaining the university AED program. Duties include, but are not limited to the following:

- Develop and implement AED policies and procedures.
- Review, audit, and revise the AED program, as necessary.
- Adhere to the requirements of the AED program.
- Periodically check with manufacturers and the United States Food and Drug Administration for recalls of AED units.
- Provide guidance to university stakeholders with implementation of this program.
- Aid with AED selection, location, and procurement of units, as necessary.
- Aid with training and maintenance of training records.
- Aid with AED inventory, as necessary.
- Aid with incident reporting and review.

Departments which have AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) may follow the university AED program or maintain their own AED program.

### **4.2 Facilities Management**

Facilities Management is responsible for, but not limited to, the following duties:

- Adhere to the requirements of this program, manufacturer's guidelines, and regulatory requirements.
- Inspect and maintain AEDs per the preventative maintenance schedule, requirements of this program, manufacturer's guidelines, and regulatory requirements. The inspection includes AEDs within buildings.

Some exceptions apply for inspections. Campus Safety, LUC's Emergency Response Services, and the fitness center at the Health Sciences Campus inspect and maintain their own AEDs.

- Complete an inspection tag for each AED unit as part of the preventative maintenance schedule per the requirements of this program, manufacturer's guidelines, and regulatory requirements.

- Immediately report problems associated with AED units to Facilities Management, unless units are maintained by Campus Safety, LUC's Emergency Response Services, or fitness center at the Health Sciences Campus. Submit a work order to LUC's Archibus® database, as necessary.
- Recommend replacement of an AED unit, as necessary.
- Purchase AED units, as necessary. Facilities Management will provide and fund AEDs for general use areas in campus buildings that meet the criteria for the best practice placement such as high traffic or mixed-use spaces. However, AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or Halas Sports Center) will continue to be funded and maintained by those departments.
- Provide training and maintain record keeping of training, as necessary, per the requirements of Section 8.0 of this program.
- Maintain record keeping for AED units for service life of unit per manufacturer's guidelines and regulatory requirements.
- Maintain the AED inventory overseen by Facilities Management for Lakeshore, Water Tower, and Health Sciences campuses in LUC's Archibus® work order database, as well as within this program (Attachment 1). Provide notice to all respective parties, as necessary, when there is a change to the AED inventory (removal, replacement, or relocation of AED unit).
- Provide a listing of AED locations overseen by Facilities Management for Lakeshore, Water Tower, and Health Sciences campuses to all respective parties on a minimum of an annual basis. See Attachment 1 of this program.

### **4.3 Schools, Departments, and Facilities**

Schools, departments, and facilities are responsible for, but not limited to, the following duties:

- Adhere to the requirements of this program, manufacturer's guidelines, and regulatory requirements for AED units located within their area of responsibility.
- Assign a school and/or department representative to manage and coordinate the AED program with Facilities Management and provide their contact information to all respective parties.
- Provide resources, including financial, to purchase, install, maintain, etc. AED units, as necessary, per this program, manufacturer's guidelines, and regulatory requirements.
- Provide training in the use and care of AEDs and maintain record keeping of training, as necessary per the requirements of Section 8.0 of this program. If there is an AED unit within a school and/or department, the school and/or

department must ensure there is a representative who has been certified/trained on the use/care of the AED unit.

- If an incident occurs in their respective area, ensure the incident is reported to all appropriate parties, including, but not limited to, Campus Safety and Facilities Management. A report shall be filed with Facilities Management and the AED unit shall be taken out of service until certified to return to service following manufacturer's guidelines and regulatory requirements.

Facilities Management will provide and fund AEDs for general use areas in campus buildings that meet the criteria for the best practice placement such as high traffic or mixed-use spaces. However, AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) will continue to be funded and maintained by those departments.

Departments which have AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) may follow the university AED program or maintain their own AED program.

#### **4.4 Physical Fitness Facilities**

Departments which have AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) may follow the university AED program or maintain their own AED program.

The following apply when a physical fitness facility serves a population of more than 100 people.

Per Section 527.300 of the Illinois Department of Public Health (IDPH) Title 77, Chapter I, Subchapter f, Part 527 - Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74), the definition of "physical fitness facility" is as follows:

- a) For the purposes of this part, the term "physical fitness facility" or "facility" includes any indoor establishment that meets all the following requirements:
  - 1) In whole or in part, is owned or operated by a park district, municipality, or other unit of local government, including a home rule unit, or by a public or private elementary or secondary school, college, university, or technical or trade school.
  - 2) Is supervised by one or more persons, other than maintenance or security personnel, employed by the unit of local government, school, college, or university for the purpose of directly supervising the physical fitness activities taking place at any of the facilities listed in subsection (a)(3). (Section 5.25 of the Act).
  - 3) Includes, but is not limited to, the following indoor facilities: a swimming pool; stadium; athletic field; football stadium; soccer field; baseball diamond; track and field facility; tennis court; basketball court; volleyball court; aerobics studio; dance studio; boxing gym; martial-arts or self-defense studio; wrestling gym; weight-lifting facility; treadmill or stationary bicycle facility; velodrome; racquetball court; gymnastics facility; or any other indoor establishment focusing primarily on

cardiovascular exertion where participants engage in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.

For the purposes of this part, "physical fitness facility" or "facility" includes any of the following outdoor facilities that is:

- 1) Owned by a municipality, township, or other unit of local government, including a home rule unit, or by a public or private elementary school or secondary school, college, university, or technical or trade school; and
- 2) Is supervised by one or more persons, other than maintenance or security personnel, employed by the unit of local government, school, college, or university for the purpose of directly supervising the physical fitness activities taking place at any of these facilities: a swimming pool; athletic field; football stadium; soccer field; baseball diamond; track and field facility; tennis court; basketball court; volleyball court; golf course; or any other outdoor establishment focusing primarily on cardiovascular exertion where participants engage in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.

The required number of AEDs and placement of the units is in accordance with Section 527.600 of the Illinois Department of Public Health (IDPH) Title 77, Chapter I, Subchapter f, Part 527 - Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74). The facility must have at least one AED on the premises, but the number of units may increase depending on the size of the area or the number of buildings or floors occupied by the facility and the number of people using the facility, excluding spectators.

Physical fitness facility staff shall be trained in cardiopulmonary resuscitation and the use of an AED according to Sections 525.300 and 525.400 of the Automated External Defibrillator Code. The facility shall have at least one trained AED user on staff during staffed business hours and shall ensure that appropriate numbers of facility staff and applicable supervisors are trained to avoid lapses in compliance with this part.

For purposes of the Act, "trained AED user" has the meaning ascribed to that term in Section 10 of the Automated External Defibrillator Act. Per the Act and referenced in section 3 .0 of this program:

*“ A trained AED user is a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross, or the American Heart Association, or a course of instruction in accordance with the rules adopted under this Act to use an automated external defibrillator, or who is licensed to practice medicine in all its branches in this State.”*

Provide training in the use and care of AEDs and maintain record keeping of training, as necessary, per the requirements of Illinois Department of Public Health codes under Title 77, Chapter I, Subchapter f, Part 525 & 527.

Additionally, physical fitness facilities are responsible for, but not limited to, the following duties:

- Adhere to the requirements of this program, manufacturer's guidelines, and regulatory requirements for AED units located within their area of responsibility.
- Assign a facility representative to manage and coordinate the AED program with Facilities Management and provide their contact information to all respective parties.
- Provide resources, including financial, to purchase, install, maintain, etc. AED units, as necessary, per this program, manufacturer's guidelines, and regulatory requirements.
- Notify respective parties if there is an incident which required the use of the AED in their respective area. A report shall be filed with Facilities Management and the AED unit shall be taken out of service until certified to return to service following manufacturer's guidelines and regulatory requirements.

#### **4.5 Special Events**

A special event is defined as a non-routine activity (one-time or infrequent) with a limited or fixed duration which brings a considerable number of people together for a specific purpose or celebration (i.e.: university gathering, festival, concert, sporting event, community gathering, etc.). A special event can be held in a location, such as Gentile Arena or the event has the potential for a large number in attendance.

Student clubs or organizations which meet in a small capacity (15-25 people) are not considered a special event.

During a special event, the following requirements must be met by the party responsible for hosting the event:

- Adhere to the requirements of this program, manufacturer's guidelines, and regulatory requirements for AED units located within their area of responsibility.
- Assign an event representative to manage and coordinate AEDs with Facilities Management and provide their contact information to all respective parties.
- At a minimum, one accessible AED must be on site which is clearly visible within the event area. Documentation shall be presented to Facilities Management indicating the AED unit(s) have been inspected and certified to meet manufacturer's guidelines and regulatory requirements.
- At a minimum, one designated, trained AED user must be on site throughout the event duration. This is the responsibility of the event organizer. Documentation shall be presented to Facilities Management that the assigned AED user(s) has/have been trained per regulatory guidelines.
- If an incident occurs, the event organizer shall ensure the incident is reported to all appropriate parties, including, but not limited to, Campus Safety and Facilities Management.

## 5.0 RECOMMENDED SITUATIONS WHEN AN AED SHOULD NOT BE USED

It is recommended that an AED should not be used in the following situations:

- **The person is conscious:** If the person is breathing normally and has a pulse.
- **The person has a Do Not Resuscitate (DNR) order:** The person's wishes should be followed.
- **The person is having a heart attack:** A heart attack is not an electrical issue, so an AED will not help. 9-1-1 should be called. Additionally, contact Campus Safety at 773.508.7233.
- **The person is wet or in water:** The person should be moved away from the water and their chest dried off before using the AED. Additionally, make sure the AED does not get wet or is in water. If the AED gets wet, proceed to obtain another AED.
- **The AED is faulty:** If the AED has defective components, an alternative AED should be found.
- **The AED is in a moving vehicle:** An AED should not be used in a moving vehicle.
- **The AED is on a conductive surface:** An AED should not be used on a conductive surface (e.g., metal bleachers).

## 6.0 ALTERNATE SITUATIONS FOR AED USE

- **The person has a pacemaker or medication patch:** The AED can be used when a person has a pacemaker or a medical patch. The AED pads should be placed at least one (1) inch from the pacemaker or medication patch.
- **If the person is a child:** When feasible, pediatric pads should be used for children under 8 years old or weighing 55 pounds (25 kilograms) or less.

Pediatric pads are preferred to be used on children and they follow the same placements when using adult pads (on a person above 8 years and weighing over 55 pounds). If pediatric pads are not available, adult pads can be used for a child. If adult pads are used, one pad would cover the chest and another pad would cover the back.

## 7.0 AED REQUIREMENTS

Departments which have AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) maintain their own AEDs and may follow the university AED program or maintain their own AED program. Exceptions apply to AEDs carried in vehicles utilized by Campus Safety and/or LUC Emergency Medical Services (EMS).

The following requirements shall be met for AEDs.

- The AED shall be approved by the United States Food and Drug Administration (FDA) and appropriate for the location and use.

- The AED unit shall be approved by Facilities Management for any new, replacement, relocated, or removed unit. Installation or removal shall be per manufacturer guidelines and regulatory standards. Requestors need to submit an email request followed by a work order. If approved, the location of the AED unit shall be designated by Facilities Management following discussion with the respective school, department, or facility.
- AEDs shall be registered with the manufacturer.
- AEDs shall be placed in a secured, wall mounted/wall recessed cabinet per manufacturer guidelines and regulatory standards. This does not apply to AEDs carried in vehicles by Campus Safety or LUC EMS.
- AED units, with exception of those utilized in vehicles by Campus Safety or LUC EMS and the fitness center on the Health Sciences Campus, shall be included on the AED inventory managed by Facilities Management in LUC's Archibus® database.
- AEDs should be placed in an easily accessible location which is clearly marked and labeled. As applicable, the location of AED units should be indicated on building maps. This does not apply to AEDs carried in vehicles by Campus Safety and LUC EMS.
- Per the Americans with Disability Act (ADA) guidelines, the height to reach the handle of an AED in a public place should be no more than 48 inches high. The maximum side reach of an unobstructed approach to an AED is 54 inches.
- AED units shall not be placed in a locked room and/or out of sight area. This does not apply to AEDs carried in vehicles or utilized by Campus Safety or LUC EMS.
- Signs indicating the location of the AED unit shall be placed on the wall to ensure the unit is visible. This does not apply to AEDs carried in vehicles or utilized by Campus Safety or LUC EMS.
- AEDs shall be inspected and maintained per the preventative maintenance schedule, requirements of this program, manufacturer's guidelines, and regulatory requirements. Campus Safety, LUC EMS, and fitness center at the Health Sciences Campus maintain their own AEDs.
- For AED units within a building, an inspection tag shall be completed for each AED unit as part of the preventative maintenance schedule per the requirements of this program, manufacturer's guidelines, and regulatory requirements. Campus Safety, LUC EMS, and fitness center at the Health Sciences Campus maintain their own AEDs.

- AEDs that do not pass inspection must be brought up to compliance as quickly as feasible. The unit shall be taken out of service by removing it from its location and signage shall be placed indicating that the unit is not functional until the unit can be brought back to compliance following manufacturer guidelines and regulatory requirements. Respective parties, including, but not limited to, the location representative, Facilities Management, Campus Safety, etc. shall be notified that the unit has been removed and taken out of service. Campus Safety, LUC EMS, and fitness center at the Health Sciences Campus maintain their own AEDs.

## 7.1 AED USE

Whenever an AED is utilized, the guidelines listed below should be followed.

These AED steps should be used when caring for a non-breathing person. If the person is a child (17 or younger), then a parent or guardian must give consent for care to be provided. If no parent or guardian is immediately present, consent is “implied.”

- STEP 1: Check the scene and ensure that the person needs help. Check for the person’s responsiveness.
- STEP 2: Call 9-1-1. Have a bystander complete this task, if available.
- STEP 3: Call Campus Safety at 773.508.7233. Have a bystander complete this task, if available.
- STEP 4: Begin CPR if the person is unresponsive and not breathing normally.
- STEP 5: Turn the AED unit on.
- STEP 6: Follow the voice instructions generated from the AED.
- STEP 7: Expose the patient’s chest by removing clothing.
- STEP 8: If the person is a child or infant under the age of 8 years and weighing less than 55 pounds, pediatric pads should be used. Adult pads can be used if pediatric pads are not available.

Place the electrodes on the patient’s bare skin. If necessary, wipe the chest dry. Place one pad on the upper right side of the chest. Place the other pad on the lower left side of the chest (a few inches below the arm pit). One pad will go on the person’s chest and the other pad will go on the person’s back.

- STEP 9: If the person is a child aged 8 years or older and weighs more than 55 pounds (25 kilograms) or is an adult, adult pads will be used. Place the electrodes on the patient’s bare skin. If necessary, wipe the chest dry. Place one pad on the upper right side of the chest. Place the other pad on the lower left side of the chest (a few inches below the arm pit).

- STEP10: While the AED is analyzing the patient's heart rhythm, say "CLEAR" in a loud and commanding voice and ensure no one is touching the patient.
- STEP 11: If the AED advises for a shock, say "SHOCKING, STAND CLEAR" in a loud and commanding voice. Ensure no one is touching the patient then push the shock button to deliver the shock.
- STEP 12: After the AED delivers the shock or if no shock is advised, begin CPR on the patient immediately.
- STEP 13: Continue to assess the situation, which may include following the AED instructions and/or continuing with CPR until emergency medical responders arrive.

## 7.2 POST AED USE

Facilities Management will provide and fund AEDs for general use areas in campus buildings that meet the criteria for the best practice placement such as high traffic or mixed-use spaces. However, AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) will continue to be funded and maintained by those departments.

If an incident occurs, ensure the incident is reported to all appropriate parties, including, but not limited to, Campus Safety and Facilities Management. A report shall be filed with Facilities Management and the AED unit shall be taken out of service until certified to return to service following manufacturer's guidelines and regulatory requirements.

After using an AED unit, the following steps shall be taken:

- Cleaning
  1. Use a soft cloth and mild disinfectant to wipe down the AED, especially areas that were handled during the emergency.
  2. Avoid using harsh chemicals or soaking the AED.
- Checking
  1. Check the battery level and recharge or replace if needed.
  2. Check the cables for damage or fraying.
  3. Check the self-test light.
  4. Check the device for any signs of damage.
- Replacement
  1. Replace any used disposable items, such as pads, gloves, or barrier devices.

- Documentation
  1. Follow the manufacturer's guidelines for downloading information related to the incident from the AED's data card.
  2. Complete all necessary forms.
  3. Document that you followed the manufacturer's maintenance requirements.

## **8.0 TRAINING**

Departments which have AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) may follow the university AED program or maintain their own AED program.

Training shall meet the requirements of the Illinois Department of Public Health code under Title 77, Chapter I, Subchapter f, Part 525 & 527.

The training class shall include an AED component in accordance with the standards of a nationally recognized organization such as the American Red Cross or the American Heart Association or a course of instruction in accordance with the Automated External Defibrillator Code (77 Ill. Adm. Code 525) to use an automated external defibrillator.

Training shall be provided for each employee every two years, or as necessary. Each department, school, and/or facility shall ensure all staff are trained in the location of all AEDs in their representative area.

Training and/or certification records shall be kept within each department per regulatory requirements, but at a minimum, for the term of employment of each staff member.

## **9.0 RECORDKEEPING**

The following records pertaining to each AED shall be kept for the lifetime of the unit:

1. AED maintenance and testing manuals
2. Maintenance and testing records
  - Operation and status checks for each AED
  - Replacement of parts
  - Service records
  - Preventative maintenance inspections
  - Keep a copy of the requirements with the AED and in a central location
3. Incident-related information
  - Follow the manufacturer's instructions for downloading incident-related information from the device's data card.

#### 4. Training

- Training and/or certification records shall be kept per regulatory requirements, but at a minimum, for the term of employment of each staff member.

#### 5. Manufacturer Records

- AED recall and manufacturer notices
- Warranty information

#### 6. Any other relevant documentation

Facilities Management shall maintain records referenced within this section for those AEDs units maintained by said department. Departments which have AEDs that are specific to a department's programmatic needs (e.g., Campus Safety or the Halas Sports Center) are responsible for maintaining their own AED records.

### REFERENCES

Illinois Department of Public Act 91-524 (410 ILCS 4/1) – Automated External Defibrillator Act

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1513>

Illinois Department of Public Health Title 77, Chapter I, Subchapter f, Part 527 – Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74)

<https://www.ilga.gov/Commission/jcar/admincode/JCARTitlePart.asp?Title=077&Part=0527>

Occupational Health and Safety Administration (OSHA) - Automatic External Defibrillators (AEDs)

<https://www.osha.gov/aed>

## **ATTCHMENT 1**

### **AED LOCATION MAP**

Loyola University Chicago has AEDs in various locations throughout all campuses.

<https://www.luc.edu/environmentalservices/occupationalhandsafety/automatedexternaldefibrillatoraed/>