

# Colorado State University Risk Management

## **AED Program - Monthly Inspection Procedures Procedures for AED Monitors**



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# AED Inspection Requirements

Monthly inspections are a **mandatory** requirement of Colorado Automated External Defibrillator (AED) Statutes.

- **Colorado AED Statutes Colorado Revised Statute § 13-21-108**
  - (II) The defibrillator is maintained and tested according to the manufacturer's operational guidelines and that written records are maintained of this maintenance and testing.

CSU provides Medtronic/Physiocontrol, LifePak CR Plus Public Access Automated External Defibrillators to the CSU Campus. Medtronic/Physiocontrol requires **monthly** inspections of the AED

As an AED monitor, you will need to assist Environmental Health Services (EHS)/Risk Management by performing a visual inspection of the AED on a monthly basis.

If you are unable to perform the mandatory monthly inspection of the AED(s) you have volunteered to inspect, contact a member of the Environmental Health Services (EHS)/Risk Management using the below contact information.

- (970) 491-6745
- [aed@colostate.edu](mailto:aed@colostate.edu)

Please review the information below which details the online inspection process.

# How to Become an AED Monitor

- Contact Risk Management to determine if there is yet an inspector for the AED you wish to volunteer inspecting.
  - (970) 491-6745
  - [aed@colostate.edu](mailto:aed@colostate.edu)
- If you are willing and able to perform the monthly AED inspections you must be setup as an inspector on the AED Authority webpage. CSU AED inspections are tracked through CSU's vendor - AED Authority.
- To be setup as an AED inspector for your building, you need to email [concierge@aedauthority.com](mailto:concierge@aedauthority.com) with the below info:
  - First and Last Name
  - Phone number
  - Email address
  - Building Location of the AED or AEDs you will be responsible for
    - E.g. Johnson Hall, first floor, west side main entrance
- Password (of your choosing)
- Below steps will outline how to visually inspect the AED and how to record the inspection through the AED Authority website.

## Visual Inspection of AED



**Without opening the AED cabinet, visually verify through the cabinet window the symbol being displayed on the AED readiness display as shown above.**

**The AED should display “OK” with 3 bars as shown above.**

**\*If the AED does NOT display “OK” as shown above, contact EHS IMMEDIATELY. (491-6745)**

\*\*\*If you have trouble seeing through the cabinet window, a flashlight may be useful.\*\*\*

- Click the link below for a shortcut to additional AED readiness display symbols and meanings
  - [AED Symbols and Meanings](#)

# Online Inspection Procedure

To record your monthly AED inspection, go to <http://aedauthority.com/>.

**AED Authority**  
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**Timing is Everything**  
Sudden Cardiac Arrest (SCA) is the leading cause of death in North America. Studies have shown survival rates increase from 5% to 74% with the implementation of a proper AED program.

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September, 29, 2016 Tucson, AZ

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AED Authority Concierge® is the premier AED

- **Login using the email and password you supplied to AED Authority.**



You are taken to your “dashboard”. Your dashboard will only allow you access to the AEDs for which you are responsible.

1. Click the blue “Add Inspections” box in the top middle section of the screen.

Colorado State University

Account Summary

6002 Campus Delivery  
141 General Services Building  
Fort Collins, CO 80523

Frank Gonzales/ Angela Gray-Asst.  
frank.gonzales@colostate.edu,  
aed@colostate.edu,  
Angela.Gray@colostate.edu  
970-491-2724

113 Active Sites

83.0% AED Inspection Compliance

271 Active AEDs

6 CPR Certified

Program Coordinator(s): N/A

Sites

**AUGUST Inspections Needed**  
AEDs: 89

Click Here to enter inspections

2 Urgent 0 Warnings  
AED EXCEPTION ALERTS

46 Urgent 0 Warnings  
AED INSPECTION ALERTS

0 Urgent 0 Warnings  
CERTIFICATION ALERTS

2. Click the row of the appropriate AED from the list.
3. Click the yellow “Click to Add Inspection” button on the AED Details tab.

AEDs Needing an Inspection (Click a row to enter an inspection.)

Status	Site - Location	Serial #	Product
OK	CSU Police Department - Mobile Unit (39433821)	39433821	LIFEPAK CR+
OK	CSU Police Department - Mobile Unit (41904448)	41904448	LIFEPAK CR+
OK	CSU Police Department - Mobile Unit (41904452)	41904452	LIFEPAK CR+
	CSU Police Department	41904453	LIFEPAK

Details Inspection History Dispatch Info

**Click to Add an Inspection**

AED Details Batteries & Pads

Last Inspection: 7/24/2018  
Last Status: OK  
Install Date: 8/4/2014  
Warranty Exp.: 2/1/2019

Adult Electrodes/Pads: 2/11/2019  
Adult Electrodes/Pads (spare): 2/11/2019  
Battery: 2/11/2019

4. Select the appropriate status from the drop down menu.

Site	Serial	Location	Product	Status	Inspection Date
epa	41904452	L		OK	Adult Electrodes/Pads (
epa		epartmen - Mobile Unit (41904452)	C		4/2014 Battery
					warranty Exp. 2/1/2019

- Most often the “OK” will be selected (no service to AED needed)
- **If the AED display reads anything other than “OK” - [contact EHS immediately!](#)**
- Click [here](#) to see additional AED status and symbols. You should immediately enter one of these “exception” statuses into the AED Concierge website

5. Click “Save Inspection” button to save your entry.

6. The Inspections List will refresh and the list will update to show other AED’s that are in need of inspections (if any).

7. Risk Management will handle battery and pad replacements until further notice.

**Remember – AEDs must be checked once per month. Email reminders will be sent if you forget to check the AED.**







## **Email Messages AED Monitors Receive**

As an AED monitor, you will receive periodic emails reminding you to perform monthly inspections. In addition, you may receive emails regarding AED battery/pad replacement, SCA event, etc.

You are **NOT** responsible for replacing batteries/pads or attending to other alerts/notifications. If these notifications arise, contact EHS 491-6745.

**Your only responsibility as an AED monitor is to perform the monthly inspection and log the inspection into the AED Authority Website. Along with this, notify EHS of any unusual AED readiness display symbols, cabinet damage, missing signage, etc.**

# CSUAED Symbols and Meanings

OK	OK Indicator. The defibrillator is ready for use.
	Attention. The attention indicator appears when the internal battery is not fully charged. <b>CONTACT EHS IMMEDIATELY</b>
	Warning, high voltage <b>CONTACT EHS IMMEDIATELY</b>
	The CHARGE-PAK indicator appears when the CHARGE-PAK battery charger needs to be replaced. If needed, the defibrillator can be used in an emergency. <b>CONTACT EHS IMMEDIATELY</b>
	Wrench indicator. There is a condition that prevents or could prevent normal AED operation. <b>CONTACT EHS IMMEDIATELY</b>

# **EHS/Risk Management Contact Information**

**Please call or email EHS/Risk Management for assistance**

(970) 491-6745  
[aed@colostate.edu](mailto:aed@colostate.edu)