

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 and CR2 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 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 Risk Management and Insurance (RMI) using the below contact information.

- (970) 491-6745
- 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
- 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 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)
- Courtesy copy aed@colostate.edu
- Below steps will outline how to visually inspect the AED and how to record the inspection through the AED Authority website.

Visual Inspection of CR+ AED model



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 RMI 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](#)

Visual Inspection of CR2 AED model



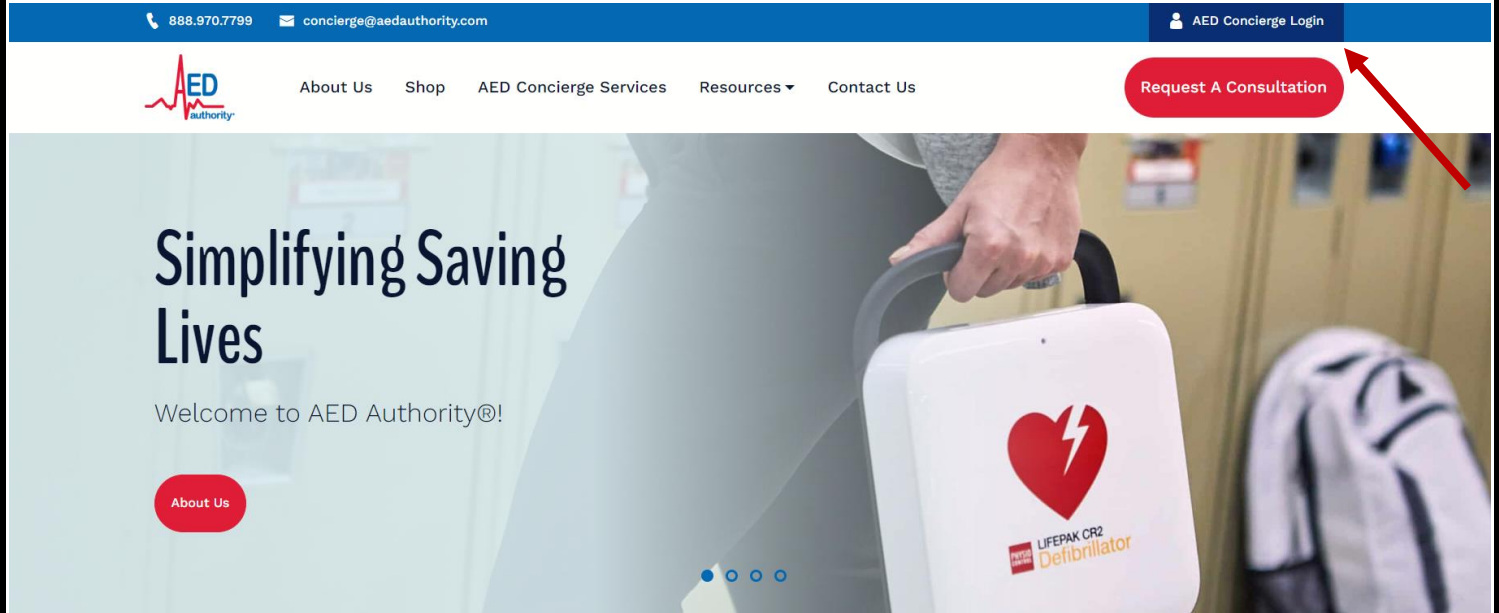
Without opening the AED cabinet, visually verify through the cabinet window that the Green Readiness indicator is flashing every 6 seconds.

***If the Readiness indicator does not flash after 10 seconds, contact RMI IMMEDIATELY. (491-6745)**

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

Online Inspection Procedure

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



- **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](tel: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	CSU Police Department - Mobile Unit (39433821)	39433821	LIFEPAK CR+
OK	CSU Police Department	CSU Police Department - Mobile Unit (41904448)	41904448	LIFEPAK CR+
OK	CSU Police Department	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 ✓ Adult Electrodes/Pads 2/11/2019 ✓
Last Status: OK ✓ Adult Electrodes/Pads (spare) 2/11/2019 ✓
Install Date: 8/4/2014 Battery 2/11/2019 ✓
Warranty Exp.: 2/1/2019

4. For the LIFEPAK CR+ Model, select the appropriate status from the drop down menu -

The screenshot shows a web form titled "Add AED Inspection". The form contains the following fields and values:

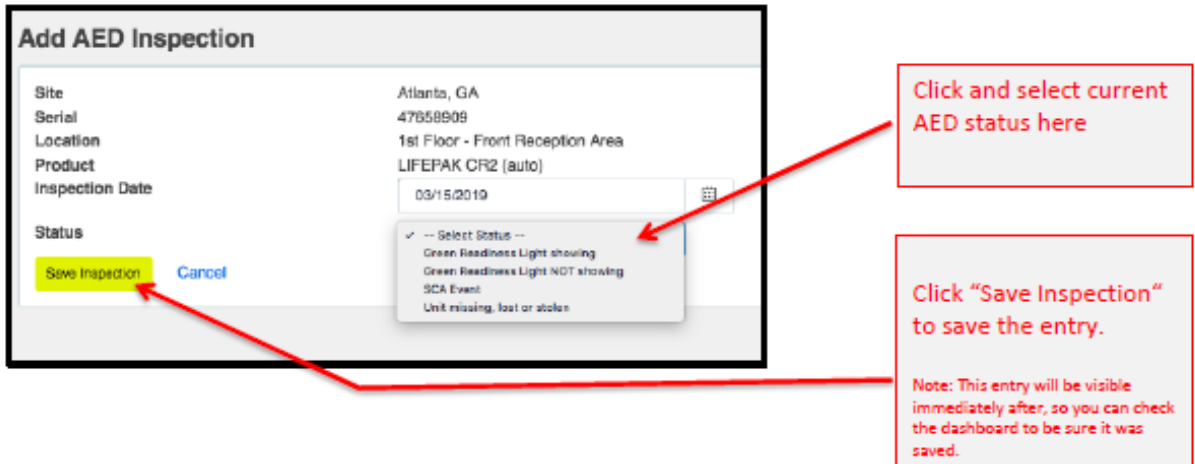
Site	CSU Police Department
Serial	39433821
Location	Mobile Unit (39433821)
Product	LIFEPAK CR+
Inspection Date	08/29/2018
Status	-- Select Status --

Buttons: Save Inspection, Cancel

- Most often the “OK” will be selected (no service to AED needed)
 - **If the AED display reads anything other than “OK” or if the green readiness light is not flashing- contact [Risk Management](#) 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.

8. For the LIFEPAK CR2 Model, select the appropriate status from the drop down menu -



The screenshot shows a web form titled "Add AED Inspection". The form fields are: Site (Atlanta, GA), Serial (47658908), Location (1st Floor - Front Reception Area), Product (LIFEPAK CR2 (auto)), and Inspection Date (03/15/2019). The Status field is a dropdown menu with the following options: -- Select Status --, Green Readiness Light showing, Green Readiness Light NOT showing, SCA Event, and Unit missing, lost or stolen. A red arrow points from a text box to the dropdown menu. Another red arrow points from a text box to the "Save Inspection" button. A third red arrow points from a text box to the "Save Inspection" button. A note at the bottom right states: "Note: This entry will be visible immediately after, so you can check the dashboard to be sure it was saved."

Click and select current AED status here

Click "Save Inspection" to save the entry.

Note: This entry will be visible immediately after, so you can check the dashboard to be sure it was saved.

- Most often the “Green Readiness Light flashing” will be selected (no service to AED needed)
- **If the green readiness light is not flashing- contact [Risk Management](#) immediately!**

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

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

11. 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 Risk Management at 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 Risk Management 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. CONTACT Risk Management IMMEDIATELY
	Warning, high voltage CONTACT Risk Management IMMEDIATELY
	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. CONTACT Risk Management IMMEDIATELY
	Wrench indicator. There is a condition that prevents or could prevent normal AED operation. CONTACT Risk Management IMMEDIATELY

Risk Management Contact Information

Please call or email Risk Management for assistance

(970) 491-6745
aed@colostate.edu