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# PURPOSE

This standard establishes the minimum requirements for managing Automatic External Defibrillators (AEDs) at TI sites worldwide. AEDs are a life-saving medical device used to attempt to revive a person suffering from a Sudden Cardiac Arrest (SCA).

# SCOPE

The provisions of this standard apply to all TI employees, suppliers, vendors, and visitors at TI sites worldwide.

# reference documents

## TI Standard Policy and Procedure (SP&P) 04-04-01: "Environmental, Health and Safety"

## WORLDWIDE SECURITY & EMERGENCY SERVICES (WWSES): 11-100-01 Emergency Response Team Standard

## TI ESH Standard 04.01: Electrical Safety

## TI ESH Standard 04.01a: Electrical Safety for Design or Test Workspace

## [2005 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care](http://circ.ahajournals.org/content/112/24_suppl.toc)

## [European Resuscitation Council 2010 guideline](https://www.erc.edu/index.php/doclibrary/3/209/1/)

# Definitions

[TI ESH Standards Glossary of Definitions](https://sps01.itg.ti.com/sites/wwf/esh/standards/Knowledge_Bank/00.01.xls)

# Requirements

## General Requirements for Automatic External Defibrillator (AED) program

### TI’s AED Medical Director shall have ultimate responsibility and oversight of TI’s Worldwide AED program.

### The TI WWESH organization shall appoint an AED Program Owner who will have responsibility to coordinate the AED program, maintain a master list of all AED’s, and correspond with the TI Medical Director.

### All sites are required to determine the number of AEDs needed at their site and then purchase, install, and maintain those AEDs. An assessment shall be performed to determine the number of AEDs and location for AEDs that are needed on their site. The guidelines for the assessment include the following:

#### Each site with more than 100 people shall be included in the program and shall have at least one AED.

#### Sites will review the layout of their location and develop a plan to reach 5 minute “drop to shock” access to AEDs. This equates to the ability to reach an AED in 90 seconds, as recommended by the American Heart Association.

#### Special consideration shall also be given to placing an AED near all fitness centers, near areas where high voltage work is performed, and near large gathering areas (for example, large conference rooms or cafeterias).

#### All AED placement assessments shall meet the requirements of ESH Standard 04.01 and 04.01a.

### AEDs shall be installed in visible and easy to access locations and with clear signage.

### Each site that has an AED on the premises shall have a Site AED Coordinator.

### The Site AED Coordinator shall notify the local Emergency Response (fire station, etc) of the locations of AEDs on the site when the AEDs are initially installed.

## Maintenance

### All AEDs shall be maintained and inspected in accordance with this section, and records maintained by the Site AED Coordinator.

### All AEDs shall be maintained per manufacturer requirements. All batteries and pads will be replaced on or before expiration dates.

### When a new AED is installed, the location, model, serial number and battery and pad expiration dates shall be sent to the AED program owner. When battery and pads are replaced, the new expiration dates shall also be sent to the AED program owner.

### All AEDs shall be visually inspected at least monthly to ensure it is displaying no alarms and the pads and batteries are not expired. Refer to the AED manufacturer’s operating manual to determine how to inspect the AED for readiness.

Note: Tags at the unit shall be used for this purpose.

### The site shall meet local regulations for AED inspections.

### Each AED shall have 2 sets of pads.

### All AEDs shall be biphasic and updated at minimum to the 2005 CPR guidelines.

### All AEDs no longer supported by the manufacturer shall be retired and replaced with a new unit.

## AED Use

### If an AED is used on an individual, the AED shall be taken out of service, and the AED Program Owner immediately contacted.

### The data from the event shall be downloaded and sent to the AED Program Owner, who will then review the AED’s function with TI’s AED Medical Director.

### The pads shall be replaced, and the AED checked to ensure it is ready for use, and then returned to service.

### The After Action Report ([Appendix A](#_APPENDIX_B:_)) shall be filled out and sent to the TI AED Program Owner.

## Training Requirements

### Each site shall make available to all employees an optional, in-person CPR/AED training at least once per year.

### Employees expected to render medical assistance shall have CPR/AED training (Reference 3.2).

# STANDARD Approval

This standard has been approved by Zane Broadhead, TI Vice President.

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rev#** | **Date** | **Nature of Revision** | **Author/Editor** | **Approver** |
| A | 9/15/2014 | New standard | M. Daigrepont | David Thomas |
| B | 10/26/17 | Standard reviewed. Minor formatting change, no WW comment period | M. Daigrepont | ELC |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# APPENDIX A: After Action Report

**Texas Instruments**

**DRAFT AED After Action Report**

Date of AED Response:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age of patient: \_\_\_\_\_\_

Name of Responder(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circumstances of Response:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon responder arrival, was the patient:

Awake & alert unresponsive something in between

Was the patient breathing? Yes No Not sure

Was CPR being performed? Yes No

Did the patient have a pulse? Yes No Not sure

Time of arrival of responder: \_\_\_\_\_\_\_\_\_\_\_\_

Time CPR started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of arrival of AED: \_\_\_\_\_\_\_\_\_\_\_\_

AED Unit Number: \_\_\_\_\_\_\_\_\_\_\_\_

Was the AED turned on? \_\_\_\_\_\_\_\_\_\_\_

Did the AED indicate a shock was indicated? Yes No

Did the AED administer a shock? Yes No

If yes, how many times? \_\_\_\_\_\_

Did the patient get a pulse back? Yes No

What EMS service responded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the patient was transported, what hospital did EMS take the patient to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Strengths of the Response:

Areas for Improvement:

Action items: