

I. PURPOSE AND DEFINITIONS

A. Purpose:

The purpose of this policy is to ensure proper use and maintenance of AEDs and availability of trained AED users at designated physical fitness facilities of Southeastern Illinois College (the "College"), in order to respond appropriately to medical emergencies.

B. Definitions:

1. Automated External Defibrillator ("AED"): a medical device heart monitor and defibrillator that:
 - a. Has receive approval from the US Food and Drug Administration of its pre-market notification filed pursuant to 21 USC § 360(k);
 - b. 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;
 - c. Upon determining that defibrillation should be performed, either automatically charges and delivers and electrical impulse to an individual, or charges and delivers an electrical impulse at the operator's command; and
 - d. In the case of a defibrillator that may be operated in either automatic or manual mode, is set to operate in the automatic mode.
2. Medical Emergency: the occurrence of a sudden, serious, and unexpected sickness or injury that would lead to a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care.
3. Physical Fitness Facility: any facility that:
 - a. Is owned or operated (in whole or part) by a unit of local government or public or private elementary or secondary school, college, or university;
 - b. Is supervised by one or more persons, other than maintenance or security personnel, employed by the unit of local governance or public or private elementary or secondary school, college, or university, for the purpose of directly supervising the physical fitness activities taking place at any facility listed in subpart d. below;
 - c. Serves a total of 100 or more individuals (as determined by the greater of seating capacity, capacity of the facility under applicable fire code, pool, or

similar standards, or total number of the facility's members whether or not these members are all present at the facility at the same time); and

- d. Is a swimming pool; stadium; athletic field; track and field facility; baseball or softball diamond, basketball, racquetball, tennis or volleyball court; aerobics, dance, martial arts or self-defense studio; wrestling gym; weight-lifting facility; treadmill or stationery bicycle facility; velodrome; 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. "Physical fitness facility" does not include a facility serving fewer than a total 100 individuals; a facility located in a hospital, hotel, or motel; a facility that does not employ any persons to provide instruction, supervision, training or assistance for persons using the facility; any outdoor facility owned or operated by a park district, forest preserve district, or conservation district organized under Illinois law; or a facility such as yoga studio, driving range, putting green, bowling lane, or batting cage, where participants do not focus primarily on cardiovascular exertion by engaging in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.
4. Emergency Medical Services ("EMS") System: an organization of hospitals, vehicle service providers and personnel approved by the Illinois Department of Public Health ("Department") in a specific geographic area, which coordinates and provides pre-hospital and inter-hospital emergency care and non-emergency medical transports at a basic, intermediate, and/or advanced life support level pursuant to a System Program Plan submitted to and approved by the Department and pursuant to the EMS Regional Plan adopted for the EMS Region in which the System is located.
 5. Resource Hospital: a hospital with authority over/responsibility for an EMS System.
 6. Trained AED User: a person who has successfully completed a course of instruction in use of AEDs in accordance with standards of a nationally recognized organization, such as the American Red Cross or American Heart Association, or a course of instruction in accordance with Department rules at 77 Illinois Administrative Code Part 525 (the "Automated External Defibrillator Code"); or who is licensed to practice medicine in all its branches in this state.
 7. Medical Emergency Plan: a written plan for responding to medical emergencies that occur at the physical fitness facility. The plan must address the use of an AED and the means of providing a timely proper response to the occurrence of any other sudden, serious and unexpected sickness or injury that would lead a reasonable person, with an average knowledge of medicine and health, to

believe that the sick or injured person requires urgent or unscheduled medical care; and must contain other elements as described in Part VI, below.

II. AEDs REQUIRED AT FITNESS FACILITIES

A. Indoor Physical fitness facilities

Each indoor physical fitness facility owned or operated by the College must have at least one operational AED on the premises at all times by July 1, 2009.

B. Outdoor Physical Fitness Facilities

Each outdoor physical fitness facility (if any) owned by the College must, in accordance with the schedule set out below, have at least one operational AED available at the outdoor facility at all times when fitness activities are being conducted there, or housed in a building within 300 feet of the outside facility. If the AED is in a building adjacent to the outdoor facility, the building must provide unimpeded and open access to the housed AED and marked directions to the AED must be posted at the building entrances.

1. If the College owns or operates four or fewer outdoor fitness facilities, at least one facility must be in compliance with the above requirement by July 1, 2009; the second by July 1, 2010; the third by July 1, 2011, and the fourth by July 1, 2012.
2. If the College owns or operates four or more outdoor fitness facilities, at least 25% of them must be in compliance with the above requirement by July 1, 2009; 50% in compliance by July 1, 2010; 75% in compliance by July 1, 2011, and 100% of them must be in compliance by July 1, 2012.

C. Notice of Location, Accessibility, and Maintenance and Repair of AEDs

1. Each facility which is required to have an AED pursuant to the Physical Fitness Facility Medical Emergency Preparedness Act must have a notice posted at the main entrance, stating that an AED is located on the premises. All personnel should be advised of the AED's location.
2. The AED must be mobile and accessible at all times.
3. Each fitness facility shall test and maintain every AED on its premises according to the manufacturer's guidelines. Staff will document that these guidelines have been met. If an AED provided for a site becomes inoperable, the facility shall replace or repair the AED within 45 days.
4. Each fitness facility shall retain a copy of the AED's maintenance and testing manual at the facility, and shall keep a copy of the manual with the AED.

III. TRAINING OF PHYSICAL FITNESS FACILITY STAFF

- A.** Designated physical fitness facility staff shall be trained in cardiopulmonary resuscitation ("CPR"), and shall become "trained AED users" as that term is defined in Part LB. of this Policy, when the facility has an AED.
- B.** A facility which has an AED must have at least one trained AED user on staff at all times, and must train sufficient numbers of staff and supervisors so as to avoid lapses in compliance with the Act.
- C.** Trained staff members must renew their recognition as trained AED users at least every two years.
- D.** Each member of the facility staff shall be trained on the location of the AED and the requirements of the facility's medical emergency plan. Third party operators and authorized users of the facility shall also be informed, by postings or other notifications, of the AED and the emergency plan.

IV. TRAINED USERS AND USE OF AEDs AT FITNESS FACILITIES

- A.** A fitness facility which is required to provide access to an AED must ensure that a trained AED user is present during all physical fitness activities.
- B.** The facility staff shall take reasonable steps to ensure that the AED is operated only by trained AED users for the intended purposes of the AED. However, this provision should not be construed to prohibit use by others in the event of a medical emergency requiring use of the AED.
- C.** If the College authorizes a third party to use one or more of its fitness facilities for physical fitness activities, the College shall require the third party to agree in writing that, among other conditions of such use, it will provide a trained AED user to be present during such activities. If necessary in the particular circumstances, the third party shall also be contractually required to provide a properly tested and functional AED at the site of its activities conducted at the outdoor physical fitness facility. A recommended form of written agreement addressing these points is attached as Exhibit A to this policy.
- D.** Third party or other authorized users of a College physical fitness facility must be informed, by posting or other notification, of the location of the AED at the facility.
- E.** Third party or other authorized users of a College fitness facility shall promptly notify the College of every incident in which an AED is used in connection with their use of such facility.

V. COORDINATION WITH LOCAL EMS SYSTEMS

- A.** A physical fitness facility staff member will report each and every use of the AED to the applicable EMS System Resource Hospital for the vicinity.

- B. The AED must be registered with the applicable EMS System Resource Hospital for the area in which the AED is located.
- C. The EMS System Resource Hospital shall oversee use of the AED.
 - 1. The College shall provide a list of trained users at the facility, including copies of their certification cards, to the Resource Hospital.
 - 2. The College shall notify an agent of the local emergency communications or vehicle dispatch center of the existence, location and type of AED.

VI. MEDICAL EMERGENCY PLAN

A. Required elements: the Medical Emergency Plan must:

- 1. Make provision for use of an AED and a timely, appropriate response to a medical emergency.
- 2. Designate office contacts for the specific facility staff to be notified in the event of a medical emergency.
- 3. Provide that facility staff will call 9-1-1 immediately for all medical emergencies, including each time an AED is used at the facility.

B. Filing of Plan and updates with Department

- 1. The Medical Emergency Plan must be filed with the Department by submitting a copy to:
 - The Illinois Department of Public Health
 - Division of Emergency Medical Services & Highway Safety 500
 - E. Monroe Street, 8th floor
 - Springfield, IL 62701
- 2. The Medical Emergency Plan must be updated with the Department after a change in the facility that affects the ability to comply with a medical emergency such as, but not limited to, facility closure for more than 45 days, inoperable AED for more than 45 days, or lack of trained staff for more than 45 days.

Adopted: October 20, 2009

Amended: 7-17-2018

Legal Ref: 210 ILCS 74 et seq.; 77 Illinois Administrative Code Part 527; 410 ILCS 4 et seq.; 77 Illinois Administrative Code Part 525

Cross Ref: Board Policy No.7004 (Community Use of College Facilities)