

Automated External Defibrillator (AED)

Policy Area: Payroll and Human Resources	Number: 500.H
Initial Effective Date: TBD	Initial Approved Date: TBD

Approved by: NAHAC Board of Directors

PURPOSE:

To provide guidance for management, placement, use, maintenance and training related to the AED (Automated External Defibrillator) in the workplace, with the dual objectives of (1) improving emergency response to sudden cardiac arrest and (2) satisfying the conditions for civil liability protection under Nevada law.

POLICY:

This policy applies to all employees, continuous on-site contractors and premises of NAHAC located at 3016 W. Charleston Blvd., Suite #160, Las Vegas, Nevada.

1. NAHAC will install at least one AED in a clearly visible, accessible location, with signage and will register the device as required by state regulation, if and when implemented. As of March 4, 2026, a state database has not been established. NAHAC will comply with any applicable federal, state or local AED requirements.
2. The AED shall be maintained in accordance with manufacturer guidelines and tested regularly to ensure readiness.
3. Maintenance shall include:
 - a. Routine visual inspections no less than monthly.
 - b. Verification of battery status and expiration
 - c. Verification of electrode pad expiration
 - d. Confirmation of device readiness indicators

All inspections, testing, and maintenance activities shall be documented in written or electronic logs and retained for a minimum of three (3) years. Any indication of fault or expiry must be addressed immediately (or, where immediately is not possible, as soon as possible). All employees are also responsible for preventing obstructions and reporting any information indicating that the AED requires charging, servicing, or replacing.

4. AED Program Coordinator will be NAHAC's Administrator, who is responsible for:
 - a. Program oversight and compliance
 - b. Training coordination and recordkeeping
 - c. Maintenance and inspection supervision

5. Incident documentation and review.

AED Program Coordinator shall designate anticipated AED responders. Designated responders shall:

- a. Maintain current certification in CPR and AED use through a nationally recognized organization (e.g., American Heart Association or Red Cross)
- b. Renew training at least every two (2) years, or as recommended by the certifying body.
- c. Inspect (device, pads and battery) and test the AED in accordance with manufacturer's guidelines and this policy.
- d. Training records shall be maintained by the AED Program Coordinator.
- e. Periodic drills and program reviews shall be conducted to ensure readiness.
- f. In the event of a suspected health related emergency:
 - i. Designated AED responders or any staff member will call 911 immediately upon a suspected health related emergency (and, after speaking with 911, also notify both the AED designated responders and the CEO/COO)
 - ii. The caller will give the location address: 3016 W. Charleston Blvd. Suite #160 Las Vegas, NV 89102.
 - iii. Designated responders will go out to meet EMS. Other staff members may also be called upon to meet EMS as needed.
 - iv. Follow instructions provided by 911.
 - v. Retrieve and apply the AED upon instructions provided by 911.
 - Note: unless specifically instructed otherwise by 911, only those employees who are designated to use the AED, and are current on their AED training, may use the AED equipment. Employees who access the AED without authorization, and/or who are not current on AED training, do so at their own risk and assume all risk.
 - Unless otherwise specifically instructed by 911, do not use if the AED equipment appears to be malfunctioning in any way.
 - vi. Follow voice and visual instructions displayed on AED and continue to comply with instructions from 911. Once law enforcement, EMS, or other medical personnel arrive on site, all use of AED and/or CPR should be conducted exclusively by such arriving professionals.

- vii. Follow voice and visual instructions displayed on AED and continue to comply with instructions from 911. Once law enforcement, EMS, or other medical personnel arrive on site, all use of AED and/or CPR should be conducted exclusively by such arriving professionals.
- viii. After use of the AED inform the AED Program Coordinator.

6. Post Incident Procedures:

Following any AED use, the AED Program Coordinator shall ensure:

- g. Completion of a written incident report as soon as practicable
- h. Preservation of device data, if available
- i. Immediate replacement of used or expired components

7. Liability and Program Review:

NAHAC maintains this AED program to satisfy statutory requirements for civil liability protection under NRS 41.500 including compliance with applicable laws and regulations, proper maintenance and testing of the AED and implementation of a structured emergency response and training. NAHAC does not assume, and instead expressly disavows, any liability arising out of or relating to any use of the AED.

RESOURCES:

See PlusTrac® AED Program Management