

Public Access Defibrillator Program Checklist

Site Name: _____

Program Administrator: _____

Date: _____

- Contact fire department to inquire about services (site survey, training, etc.) they or others may offer to assist with establishing a public access AED program.
- Select a program administrator and if multiple sites, select a site coordinator for each site.
- Schedule and provide CPR/AED training to staff.
- Review the local ordinance for requirements for the distribution and mounting of an AED. If a local ordinance does not exist, see considerations for AED distribution and mounting.
- Conduct a site survey to determine quantity and mounting locations of AEDs.
- Review considerations for selection of an AED.
- Obtain medical prescription for the purchase of an AED. Many distributors will provide a prescription if requested.
- Purchase AED(s), cabinet, and wall mount sign.
- Develop and implement operational guideline (optional).
- Mount AED cabinet and wall mount sign in accordance with state or local law and place AED in cabinet.
- Register AED with local emergency medical dispatch center in accordance with State Law.
- Establish monthly inspection program.
- Maintain AED in accordance with manufacturer's recommendation. Consider use of a software solution that will automatically send inspection and maintenance reminders and track the history for each AED.
- Conduct CPR/AED in-service training at least once every two years.
- Maintain training, equipment maintenance, and use records in accordance with applicable federal, state, and local laws, ordinances, and policies.