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.