

Appendix B - Sample Departmental Program

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Written Automatic External Defibrillator Program

[Department Name / Date]

Purpose

The purpose of the - **[Name of Department]** Automatic External Defibrillator (AED) Program is to provide guidance for maintaining and use of AED's located in the - **[Department/Building]**. This will also identify departmental responsibilities for proper use, training and maintenance of the AED units for ensuring a safe and healthful work environment.

Responsibilities

Designated Responsibilities for the Dean, Director, or Department Head, if AED units are available include:

- Designate and empower the Departmental AED Coordinator to be responsible for maintenance of the PAD Program (Public Access Defibrillation).
- Assign resources to support the AED Program.
- Encourage employee participation.
- Encourage placement of AEDs in new building construction.

The **[Name of Department]** Departmental AED Coordinator is - **[Employee Name]**. The Departmental AED Coordinator is responsible for administration and implementation of the AED Program. Other Responsibilities, Procedures and Training Resources are identified in the *EHS AED Guideline (link)* and include:

- Inform EHS of the AED locations in buildings.
- Ensure the required inspection and maintenance activities, as required by the AED manufacturer are conducted and documented.
- Coordinate CPR, AED, and Bloodborne Pathogen training for interested staff, including refresher training.
- Maintain written records for AED placement, maintenance, use, and employee training.

Items to Include in Written Program

NOTE: Include other departmental specific information, such as building maps with AED locations identified, expirations dates and replacement information for AED batteries, pads and other equipment (vendor and ordering process), frequency of AED unit inspection, items to be inspected, signage identifying the AED location, expectations for staff training (work time vs off time), refresher training considerations, designated training companies with contact information, etc.