

Please make sure that you do a beginning of the year check of the AED(s) in your building:

- Turn off the cabinet alarm and open the cabinet.
- Make sure the green light on the AED unit is flashing.
- Check that the first aid kit is present and adequately supplied. Supplies include scissor, razor, two antiseptic cleansing wipes, gloves (two pair), red bag, paper towel and two pocket masks.
- Make sure one set of Adult pads are in the actual AED and a backup set of Adult pads is in the red case. The child pads should be in the blue zippered first aid bag or in the cabinet next to a red first aid bag (depending on which one you have).
- A spare battery should be in the red case, preferably in the sealed wrapper, but the battery can still be used if the battery wrapper was inadvertently opened.

The custodian in your building is responsible for AED maintenance, but they may ask you for help. If your AED ever “chirps”, please follow these steps:

1. Turn off the cabinet alarm and take out the AED;
2. Unzip the red case;
3. Push the blue “I” button;
4. The unit will tell you what the problem is-low battery or pads;
5. If low battery is the problem, remove the wrapper from the backup battery and snap it into place in the AED unit;
6. If the pads are the problem, insert the backup adult pads in the unit;
 - a. To insert new pads cartridge, remove the AED from the case; then,
 - b. Pop out the old cartridge by sliding the ridged lever at the top of the AED.
 - c. Insert the bottom edge of the new cartridge first; then snap the cartridge into place.
7. The unit will go through self-testing (it will tell you to push the orange button if flashing and then it will repeat “testing” a number of times);
8. When the self test is complete, zip up the red case and return the unit to the alarmed cabinet;
9. Turn the alarm back on.

Please report a low battery or a problem with pads to Sally right away so a replacement can be ordered. Send the problem pads or battery to health services.

- Helpful hints:
- If you accidentally turn the AED “on” (i.e. disconnect the pad cartridge), and the unit begins to talk to you, hold the green button down for 3 seconds to turn the AED “off”.
- The AED expects to have a pad cartridge in place, if there is no cartridge, it will continue to beep. In that situation, holding down the green button for 3 seconds may not work.
- During usual maintenance or when inspecting the unit, it is not necessary to remove the pad cartridge unless the AED tells you that the pads needs replacing (see #4 above). If however you do remove the pad cartridge, do not pull the handle on the front that says “pull” (like you would in an emergency). Use the release latch above the cartridge instead. Once the seal on the pads is opened, the pads will dry out and cause the AED to beep/chirp.