

AED Request Form

AED owners must:

- Designate an individual who will be responsible for the management of the AED program for the department or unit.
- Provide or arrange for training and refresher training in AED use for staff. Units should make an effort to train sufficient staff in order to have at least one trained staff person on site during normal business hours.
- Notify the AED program coordinator within 24 hours of an incident.

Department/Unit AED Program Plan

Department/Unit Name: _____

AED Program Manager: _____

Program Manager Phone: _____ Address: _____

AED Location (Building/Room): _____

Training Provider/Method: _____

Number of staff initially trained: _____

Training Plan: _____

Program Details: _____

The department/unit and Program Manager agree to the above responsibilities.

Signature: _____ Date: _____

Program Approval

Comments: _____

Approved: _____ Date: _____

AED Program Coordinator