

# Summary Checklist of Responsibilities for AED Department Owners

## Training

- Receive CPR/First Aid/AED training every two years or annually from another CPR/First Aid/AED certified trainer on campus.
- Train at least one other person in your Department for the AED's use annually. Checklist of topics [here](#).

## Maintenance/Testing/Inspections

- Review the manufacture's testing/maintenance manual for the specific AED unit.
- Perform monthly checks for green, blinking light on unit.
- Perform quarterly inspections using this form [here](#). EHS will send out reminder notifications to complete.
- If unit is permanently mounted in a public area (including classrooms), maintain appropriate signage for [basic instruction for AED use](#) (14x20" size poster) and [AED wall sign](#) ~7 feet above the ground a minimum of 14 pt. font.

## Following AED Use

- Confirm AED user completed the [AED Use Form](#) and returned to EHS.
- Replace batteries, electrodes, pads, etc. as required by the manufacturer.
- Test unit prior to placing back in storage area.

## Replacing/Adding AEDs

- The dept. (and any other shared depts.) adopts financial responsibility and designates a Department Owner for the unit.
- Notify EHS of intent to obtain/replace AED unit, provide the location, AED serial number, and Department Owner.