

10-Steps to an In-House AED Program

Using an AED is pretty easy; it tells you what to do each step of the way. It's setting up the AED program that confuses most people! This brief outline covers some of the major elements involved in setting up an AED program at your workplace or in your community.

The information is general and may need to be tailored to fit your individual needs but it's a good guide to getting started in the right direction.

For more information be sure to give us a call at (800) 215-9555, email us at info@emssafety.com, or visit our website at www.emssafety.com.

1. Budget:
 - a. Determine how much you have to spend on an AED program.
 - b. Consider accessories such as wall cabinets, spare pads, prep-kits.
 - c. Consider initial and future training costs.
 - d. Consider future replacement of consumables (batteries and pads).
2. Needs:
 - a. Who is most at risk for Sudden Cardiac Arrest in your organization?
 - b. How many people are at risk?
 - c. Is there a need for pediatric defibrillation?
 - d. Start with the most at-risk areas first, and then build the AED program out to other departments/areas.
 - e. Do you have a Medical Director? If not, you will need to purchase AED medical direction, add that into your budget.
 - f. How big is your facility? The goal is to be able to get the AED to the victim's side within 3 minutes of collapse. Will you need more than 1 AED unit? Request our white paper, "AED Placement, Where and How Many?"
3. Environment:
 - a. Consider the area where the AED will be located. Is it a tough place for electronics?
 - b. The harsher the environment, the more durable the AED needs to be.
 - c. Is there dust, water, shock, vibration, or a potential to drop the AED?
 - d. Will the AED be mobile or stationary?
 - e. Mobile and outdoor needs equal more exposure to conditions that are harmful for electronics. If the AED is to be moved from site-to-site or stored outside, select an AED with high durability ratings.
4. Shop:
 - a. Think about AEDs like a car; don't buy without a test drive first!
 - b. Do your market research and pick a few models that you like best.
 - c. Contact vendors and make appointments for an AED demonstration.
 - d. Get 'apples to apples' quotes (same supplies and accessories for each model) based on your needs.

- e. Look for AEDs with features that are best for your environment and your budgeted amount.
 - f. Ask for replacement costs for consumables (batteries and pads) because you'll be buying them every few years. Operating costs could factor heavily into your budget.
5. Notify:
- a. Let people know that you have (or are getting) an AED.
 - b. Notify designated rescuers and those who will walk by the AED regularly.
 - c. Most states require you to notify your Local Emergency Medical Services Authority that you have an AED.
 - d. Create a policy and procedure for your AED that includes the following: when to use it, who will use it, what are the inspection protocols, how to get the AED back in service once it's used.
6. Train:
- a. Designated AED rescuers are usually required to be certified in AED/CPR.
 - b. Training will need to be repeated about every 2 years.
 - c. Hold regular in-services for designated rescuers as a refresher between certification courses.
 - d. Train replacements for regular responders who are no longer available.
7. Implement:
- a. Install and secure your AEDs.
 - b. Designate and train the personnel who will check the AED for readiness monthly.
 - c. Send out a notification to everyone that the AEDs are in place and provide a contact if anyone has a question.
 - d. Follow your AED policy regarding scheduled AED readiness checks, record keeping, AED maintenance and retraining.
8. Check:
- a. Check the AED regularly for readiness, typically once a month. Follow the manufacturer guidelines for scheduled checks.
 - b. Confirm that the 'status indicator' shows the AED is ready to operate.
 - c. Look at the pad expiration date to make sure pads are still current and the integrity of the packaging is intact.
 - d. Ensure that all the AED accessories are in place.
9. Document:
- a. Monthly checks should be documented on written forms or online through your AED management program.
 - b. Keep training records.
 - c. Maintain and update your AED P&P for changes as your AED program grows.
10. Ongoing:
- a. Continue monthly checks and documentation for the life of your AED.
 - b. Replace AED consumables as needed. Expired pads and dead batteries are the most common cause of AED failure, so stay on top of expiration dates!
 - c. Provide in-services and certification courses as needed.
 - d. Review your AED P&P annually for changes.
 - e. When CPR standards change, update your AED with the newest standards.