



Quick Reference Guide
for the implementation of an

Automated External Defibrillator

A ccess

Some key areas to place AEDs in your facility could be:

- In student health areas or with the school nurse;
- In cafeterias, auditoriums, and gymnasiums;
- Near a fire extinguisher;
- In a reception or common area;
- With athletic trainers;
- With a security officer.

Wherever your AED is placed, it should be visible and easily accessible and well identified. Easy and quick access should be the first priority and the device should be placed in a public place if at all possible, with care taken to deter tampering and theft. If the AED must be placed in a secure location, identify who has access to the AED and make their contact information/location readily available to all potential emergency responders. Multiple people should have ready access to the AED and all individuals at the school should know where the AED is placed as well as how to access it.

E mergency response

Develop a plan for emergencies that includes key aspects:

- Knowledge of who is trained in CPR and the use of an AED as they can act as emergency responders;
- Effective and efficient communication of specific responsibilities such as how responders will be notified of an emergency and the location of the victim;
- Identify the location of the AED and who is responsible for getting it;
- Identify whose responsibility it will be to call 911 and work with emergency services to transfer care once they arrive.

D etails

Remember the little things that can help when an emergency occurs:

- A coordinated and efficient response plan does not happen on its own; conduct emergency drills to evaluate your plan. Work with the local EMS to practice for an actual event;
- Ensure your device is serviced and maintained in accordance with the manufacturers' guidelines;
- Should an incident occur, engage in post incident evaluation of the plan with involved responders and medical professionals.