

**The University of North Carolina at Greensboro
Departmental AED Request Form**

Pursuant to the University of North Carolina at Greensboro's Automated Defibrillator (AED) Policy, departments and administrative units that acquire an AED are responsible for operating and maintaining the device in conformance with the University of North Carolina at Greensboro's AED Program.

AED owners must:

- Designate an individual who will be responsible for the management of the program for the department (Departmental AED Program Coordinator);
- Submit an AED Request Form to the AED Program Administrator for approval prior to purchase;
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with the UNC-Greensboro program and service manuals provided by the manufacturer;
- Be financially responsible for all AED equipment and unforeseen costs associated with maintaining the unit;
- Purchase and replace batteries, pads, and other ancillary supplies as needed;
- Provide or arrange for training and refresher training for staff;
- Maintain on-site records of inspection, maintenance, and staff training; and
- Notify the AED Program Administrator within 24 hours of incident or possible use.

Department or Administrative Unit AED Information

Department/Unit Name: _____

AED Program Coordinator: _____

Program Coordinator Phone: _____ Email address: _____

AED Location(s)(Building/Room): _____

Number of AED(s) being requested: _____ Training Provider: _____

Training Plan: _____

The Department or Administrative Unit agrees to the above responsibilities.

Signature: _____ Date: _____

AED Program Administrator Approval Comments:

Signature: _____ Date: _____
(AED Program Administrator)

Please return to the Environmental, Health and Safety Office. For questions or assistance, contact the office at 336-334-4357.