

Western Carolina University

Departmental AED Request Form

Departments and administrative units that acquire an AED are responsible for operating and maintaining the device in conformance to the Western Carolina University AED Policy.

- AED Owners are responsible for operating and maintaining the device in conformance to the Western Carolina University AED Program.
- Designate an individual who will be responsible for the management of the AED program for the department or unit.
- Submit the AED Request Form to the AED Program Administrator for approval prior to purchase.
- AED Owners are financially responsible for all AED equipment and unforeseen cost.
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with WCU AED Program and service manuals provided by the manufacturer.
- Purchase and replace batteries, pads and other ancillary supplies as needed.
- Provide or arrange for training and refresher training in CPR/AED for faculty and staff.
- Maintain on-site records as listed in the "Record Retention" section of the WCU AED Program.
- Notify the AED Program Administrator within 24 hours of an 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/Method: _____

Number of staff initially trained: _____

Training Plan: _____

The Department or Administrative Unit agrees to the above responsibilities.

Signature: _____ Date: _____
AED Program Coordinator

Approval

Comments: _____

Signature: _____ Date: _____
AED Program Administrator