

## Appendix E

### Annual Departmental AED Program Review

Use the back of this sheet or a separate sheet for additional comments. Questions about this checklist of the AED program should be directed to Mark Smith or April Case in Environmental Health and Safety at 974-5084. Copies of the written plan can be found at: ehs.utk.edu

Program Element	Status	Comments or Action
Is there an inventory of AEDs?		
Are the AED located in a suitable environment (temperature, humidity, etc.)?		
Are AEDs visible and accessible where provided?		
Are AEDs being inspected at least monthly?		
Is the inspection process documented?		
Are the expiration dates on the pads and batteries being tracked?		
Have all AEDs on campus been registered with the appropriate authorities?		
Has staff been trained in CPR and AED use by an approved source?		
Has the training been documented and is it current?		
Does staff in the department know who is authorized to use an AED?		
Have any AEDs been repaired or removed from service?		
Have repairs been documented?		
Has any AED been used on a person and has this been documented?		
Other items for review		

Review conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_