AED Site Assessment General Survey

1. Total Facility Personnel Count:
   Peak #: ____________________________ Time Range(s): _____________________
   Low #: ____________________________ Time Range(s): ______________________
   Average number of hours in work day: __________________

2. Nurse’s Clinic On-site? □ Yes □ No  If yes,
   Contact Person: _____________________________________ Phone #: ____________________
   Location: __________________________________________ Hours of Operation: ___________

3. Fitness Facility On-site? □ Yes □ No  If yes,
   Contact Person: _____________________________________ Phone #: ____________________
   Location: __________________________________________ Hours of Operation: ___________

4. On-site Public Safety Personnel:
   Security:
   Contact Person: ________________________________ Phone #: _________________________
   Fire:
   Contact Person: ________________________________ Phone #: _________________________
   Safety:
   Contact Person: ________________________________ Phone #: _________________________

5. Nearest Hospital(s):
   ____________________________________________________________________________

6. Is there a coordinated training program for CPR, AED or First-aid? □ Yes □ No  If yes,
   Contact Person: ________________________________ Phone #: _________________________
   Estimated # of personnel currently trained in CPR and/or AED? ___________________
7. Is there a coordinated program of “Floor Captains,” “Hall Monitors” or other persons designated to respond to non-medical emergencies?  □ Yes □ No  If yes,

Contact Person: ________________________________ Phone #: ________________________________

Describe Program:
______________________________________________________________________________
______________________________________________________________________________

Are these persons trained in □ CPR? □ AED? □ First-aid? (check all that apply)

8. Sequence of Events:
Currently, what chain of events would take place in the event of a medical emergency? (please number in the order in which they take place)

______ Call security via . phone . radio . pager
______ Call medical via . phone . radio . pager
______ Call safety via . phone . radio . pager
______ Call building operator . phone . radio . pager
______ Call 9-1-1
______ CPR started
______ Internal team responds
______ Someone sent to meet responding EMS? If yes, who? ________________________________
______ Other (please describe) ______________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9) How is EMS notified and by whom?
□ Contacted by those witnessing emergency
□ Contacted by security
□ Contacted by safety
□ Contacted by medical
□ Contacted by building operator
□ Other (please describe) ____________________________________________________________
10) Do any potential responders carry a two-way radio?

☐ Security    ☐ Maintenance
☐ Safety      ☐ Supervisory staff
☐ Medical     ☐ Other ________________________

11) Is there a facility-wide public address system?  ☐ Yes ☐ No
   If yes, how is it accessed?
   ☐ Anyone can page from any phone
   ☐ Only accessible from building operator
   ☐ Other *(please describe)* ________________________

12) Are first-aid equipment / supplies available and where are they located?
______________________________________________________________________________

13) Are there any internal security policies that may affect this AED program?
   a) Are guards able to leave their post to in an emergency?  Y ____  N ____
      Comments ___________________________________________________________

   b) Are all floors / areas of the facility accessible to responders during all shifts?
      Y_____  N _____

   c) Are any security desks / checkpoints manned 24 hours?  Y_____  N _____
      Comments ___________________________________________________________

**AED Location Recommendations**

Using the building diagrams or knowledge from building tour, identify a central location that appears appropriate for the placement of an AED. When determining this location, you should consider locating AEDs:

- In highly visible, highly accessible locations
- Near points of travel such as stairs or elevators
- Close to potential responders (safety, medical, security personnel, etc.)
- Near high risk areas such as fitness facilities, cafeterias, areas of strenuous physical activity or electrical work, or high population centers
- At standardized locations in multi-level buildings
- Near telephones or occupied offices