



**PennState**  
Physical Plant

ENVIRONMENTAL  
HEALTH & SAFETY

# Application to Acquire and Install an AED

Revised December 2019

## EHS Use Only

Campus: \_\_\_\_\_

Standing Work Order/Budget Information (if applicable): \_\_\_\_\_

Date sign plan requested : \_\_\_\_\_ Completed: \_\_\_\_\_

Work Order requested : \_\_\_\_\_ Completed: \_\_\_\_\_

AED Approval Number: \_\_\_\_\_ Database entry completed (date): \_\_\_\_\_

EHS Approval (Signature/Date): \_\_\_\_\_

### Instructions:

This form contains interactive form fields that can be filled out electronically using Adobe Reader or Acrobat. It can also be printed, filled out long hand and emailed if preferred.

Please provide all requested information in the space provided. Attach additional sheets if necessary. Completed forms can be submitted electronically to: [stg2@psu.edu](mailto:stg2@psu.edu)

University Park applicants must complete a separate application for each building where they are requesting to place an AED.

Non-University Park locations may use one application for each location because each location is viewed as a work unit and has only one designated AED Work Unit Coordinator.

## Section 1 Work Unit Information

Work Unit Requesting AED: \_\_\_\_\_

Work Unit location: \_\_\_\_\_

Commonwealth Campuses Only - EHS Campus Representative: \_\_\_\_\_

Work Unit Safety Officer: \_\_\_\_\_

## Section 2 Responsibilities

AED Work Unit Coordinator Information:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Office Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note: The AED Coordinator is the designee for submitting any AED Post Incident Usage Reports to EHS and EMS.**

## Section 3 AED Placement

For the location being considered for AED placement, does it meet the "Risk Placement Criteria" as defined by SY-22? Select all that apply.

### Risk Placement Criteria:

Facilities/activities which meet at least **one** of the following:

Fitness facilities, including swimming pools.

Presence of high-risk populations.

Use by personnel engaging in high risk activities.

Facilities/activities which meet at least **two** of the following:

Difficult to navigate based on size, configuration or restrictions that inhibit immediate access.

Use by large numbers of people, but not necessarily at-risk populations.

Location is more than a three-minute response time for an AED to arrive from Police or EMS

University Police and Public Safety marked patrol vehicle.

Does the location meet the placement criteria? Yes No

Is the requesting work unit self-supporting? Yes No

## Section 4 Location

Location of the AED unit(s) within the building is at the discretion of the AED Coordinator with final approval by EHS. Consult with EHS staff prior to plan submission if assistance in determining location is desired.

Guidelines to consider when determining AED location include:

Located at or near:

- Main entrance/lobby/reception areas
- Near emergency phones/elevators/stairtowers
- First aid/Security stations
- Main building corridors
- Areas of risk (i.e. gyms, public gathering spaces)
- EHS discourages the placement of AEDs in areas that have restricted access

***Note: When mounting an AED cabinet, the height to reach the handle should be no more than 48 inches from the floor per ADA regulations. The unit must not block or obstruct adjacent items or equipment.***

1. Building Name: \_\_\_\_\_

Building Number (7-digit FIS number): \_\_\_\_\_

AED location (please be specific): \_\_\_\_\_

2. Building Name: \_\_\_\_\_

Building Number (7-digit FIS number): \_\_\_\_\_

AED location (please be specific): \_\_\_\_\_

**\*NOTE\* Attach a copy of the floor plan with the location marked. If you need assistance with getting a copy of your floor plan EHS can provide this to you.**

## Section 5 Signage

For AEDs at University Park, EHS coordinates the sign plan assessment with OPP. No action is required unless more information is requested of the work unit.

For campus locations, please see the document "AED Sign Guidance for non-University Park Locations" for additional information

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## Section 6 Training

Provide names of all employees who are or will be CPR/AED trained using the document "AED Work Unit Training Roster." As stated in SY22, 2 to 4 employees should be trained for each AED requested. Training must be based on the guidelines of either The American Red Cross or The American Heart Association

EMS medical personnel (i.e. EMTs, paramedics, nurses, physicians and physician's assistants) police officers and certified athletic trainers are exempt from these training requirements.

Training Records:

Name/Email of person responsible for maintaining CPR/AED training records:

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Location where CPR/AED training records will be maintained:

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## Section 7 Maintenance Plan (Monthly Inspections)

Records must be maintained for the current and previous year. Maintenance responsibilities:

**University Park:**

Office of Physical Plant will install AEDs and conduct monthly AED inspections.

**Non-University Park locations:**

The work unit is responsible for monthly inspections using the "AED Monthly Inspection Form" or equivalent.

Person responsible for the monthly inspection of this AED or AEDs:

Name & Title: \_\_\_\_\_

Email: \_\_\_\_\_

Location where monthly inspection records will be stored for this AED or AEDs:

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## **Section 8 Communication Plan to Occupants**

Describe how the locations(s) of AEDs will be communicated to building occupants on a regular basis so they will know and be reminded of them.

- Communication must include the location of AED(s) and the need to call 911 as soon as possible when someone is found under medical distress or unresponsive.
- Options include, but are not limited to, bulletin/communication boards, work unit newspaper/brochures, work unit email, work unit web sites, handouts, and new employee orientation.
- Individual work units may have other and more appropriate means to communicate this information.

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## **Section 9 Communication Plan for Out of Service Units**

In the event that an AED is temporarily taken out of service, building occupants and others must be notified. Follow these three steps and describe how building occupants, Police Services, EMS and OPP (if applicable) will be notified when an AED is “Out of Service” and the location of the nearest “In Service” AED within the building (if applicable).

1. Ensure that the AED Work Unit Coordinator for the AED is notified that the unit is out of service so that the necessary notifications can be made, and replacement unit ordered.
2. A temporary “Out of Service” sign must be placed in the AED location. The sign should include a description of the nearest functioning AED in the building (if applicable), reminder to call 911 and the signature/date of the AED Work Unit Coordinator.
3. Notify Police Services, EMS and OPP (if applicable) that the AED is unavailable.

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## **Section 10 Annual Self-Review Requirement**

Annually, work units will be asked to review, verify and update their AED information on file with EHS. This information may focus on different program elements each year.

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## **Section 11 Work Unit Information Update**

Once the AED has been approved and issued by EHS, information must be updated and communicated to EHS as necessary.

Changes to the following would require notification to EHS:

- AED Work Unit Coordinator change
- Relocating a stationary AED, either temporary or permanent

- Relocating a mobile AED to a new permanent storage location
- Location of records change

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This section must not be left blank.

AED Work Unit Coordinator (Please Print): \_\_\_\_\_

AED Work Unit Coordinator (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Work Unit Safety Officer (Please Print): \_\_\_\_\_

Work Unit Safety Officer (Signature): \_\_\_\_\_ Date: \_\_\_\_\_