

**AED Work Unit Coordinator Responsibilities**

As specified in the AED Program, each Administrative Unit Head is responsible to designate and empower an AED Work Unit Coordinator who is responsible for AED Program coordination and oversight within the work unit. The AED Work Unit Coordinator may appoint additional building or unit coordinators to assist in local implementation**.**

Specific responsibilities for the AED Work Unit Coordinator is as follows:

1. Ensures the preparation and submittal of an “Application to Acquire and Install an AED” for any, and all new AEDs. AEDs will not be purchased or installed before the application is approved by EHS and provided to the AED Work Unit Coordinator.
2. Maintains and updates the AED information as described in the AED Program.

Changes to the following would require notification, but are not limited to:

* + - * AED Work Unit Coordinator Information
      * AED building contact information (if different from AED Work Unit Coordinator)
      * AED location (if a stationary AED)
      * Location of records

1. Conducts the annual self-audit on each of the work unit’s AEDs to ensure the work unit complies with the AED Program. Annually, work units shall review their AED Program for compliance in the areas of training, record keeping and maintenance.
2. Ensures that an “AED Coordinator Location Sticker” is posted on the exterior of all AED cases under their jurisdiction and is updated appropriately. These stickers are provided by EHS upon initial installation and upon request.
3. Ensures that individual First Responders’ CPR/AED certifications are current.
4. Reports program issues to EHS, Administrative Unit Head or OPP depending upon the nature of the problem.
5. Ensures that signage specifying AED locations in areas under their jurisdiction are maintained as established by this policy.
6. If any AED under their jurisdiction is used, the AED Work Unit Coordinator is responsible for the notification and reporting activities as described in this program.
7. Maintains records for work units under their jurisdiction as described in this program.
   * Application to Acquire and Install an AED
   * AED approval letters for the initial installation and subsequent revisions
   * Employee CPR/AED training records
   * Other records such as purchasing documentation, etc
   * Maintenance records
   * For University Park locations, the Coordinator must verify that the Office of Physical Plant is conducting inspections of AEDs under their jurisdiction.
   * For non-University Park locations, the “AED Monthly Inspection Checklist” may be used to document unit inspections.

Contact EHS with any questions regarding the AED Policy (SY22) and the AED Program.

## July 2010

## June 2015

## April 2018

## February 2019

## Revised March 2020