

## When Seconds Count AED Grantee Checklist

### READ AND FOLLOW THE MANUFACTURER'S INSTRUCTIONS

- Read the LIFEPAK CR2 Defibrillator Getting Started Guide, Wireless Setup Guide, and Operating Instructions.
- Follow the Getting Started Guide to setup your AED.

### SELECT WHERE YOUR AED WILL BE LOCATED

The AED must be easily accessible to anyone during the hours of operation for your facility, whether open to the public or employees. According to the American Heart Association, a rescuer should be able to reach the potential victim within three minutes, but ideally within 90 seconds. The height to reach the handle of the AED should not be more than 48 inches high per Americans with Disabilities Act (ADA) guidelines.

- High traffic areas and places of physical exertion are ideal sites for the AED.
- Your AED should be easily accessible in a highly visible area. Display adequate signage so individuals can locate the AED.
- AEDs in buildings should be visible and are best stored in an AED cabinet or on an AED mounting bracket mounted to the wall.
- Make sure people in your facility know you have an AED and know where it is located.
- In multilevel buildings the AED should be in the same area on each level, if possible, to avoid confusion.

### REGISTER YOUR AED WITH LA PORTE COUNTY EMS

Register all AEDs at the La Porte County website on the EMS AED Collective page ([laporteco.in.gov/departments-online/emergency-medical-services/aed/](http://laporteco.in.gov/departments-online/emergency-medical-services/aed/)).

### SET UP YOUR ACCOUNT WITH STRYKER

Complete Stryker's New Customer Form and send it and your organization's tax-exempt certificate to Tucker Fritz, Account Manager at [tucker.fritz@stryker.com](mailto:tucker.fritz@stryker.com). If you are interested in connecting your device to wireless, let Tucker know in your email so he can assist you. Setting up an account with Stryker will facilitate ordering replacement batteries and pads in the future.

### CONNECT YOUR AED TO WIRELESS (IF POSSIBLE)

If the AED's location has a connection to a Wi-Fi network, HFL strongly recommends connecting your AED to LIFELINKcentral AED Program Manager, which will send an email notification to you if:

- A battery or pad expiration date is approaching.
- An expiration date has passed.
- The AED failed a self-test.
- The AED failed to check in.

*Wireless setup is simple. First, set up your account with Stryker (see item above), and then refer to the Wireless Setup Guide and Operating Instructions (Chapter 5: LIFELINKcentral AED Program Manager) for more information.*

#### **□ CREATE AND FOLLOW AN AED MAINTENANCE PLAN**

Please refer to the Operating Instructions that came with your AED for maintenance recommendations. You may also refer to a sample AED Monthly Maintenance Checklist on HFL's website: <https://www.hflaporte.org/when-seconds-count-aed>.

At a minimum, your AED maintenance plan should include:

- The name and contact information of the person responsible for AED maintenance at your facility.
- A check of your AED's readiness at least once a month.
  - If your device has a wireless connection to LIFELINKcentral AED Program Manager, you can check the readiness remotely, and you can log your monthly AED maintenance inspections in the program.
  - If your device does not have a wireless connection, check the status at least once a month by confirming that the Readiness indicator still flashes every 6 seconds. If the defibrillator needs attention, the Readiness indicator does not flash, and an alert tone sounds every 15 minutes. Please note: The alert tone can be turned off once you are aware of the issue and begin to take action.

#### **□ VERIFY CPR CERTIFICATION**

Make sure that at least one person at your facility is certified in CPR and AED use. The City of La Porte Fire Department, supported by a grant from Healthcare Foundation of La Porte, offers free CPR/AED classes for community members. Contact the Fire Department at 219.362.3456 for more information.

#### **□ COMPLETE AND SUBMIT THE AED FOLLOW UP FORM ON HFL'S GRANT PORTAL**

Logon to the grant portal at <https://www.grantinterface.com/Home/Logon?urlkey=laporte> to complete the follow up form.