

# EMERGENCY FIRST RESPONSE®

Your local Emergency First Response Instructor is:



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## 7 Steps to Setting Up a Comprehensive AED Program

Innovative  
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**Emergency First Response**  
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# 7 Steps to Setting Up a Comprehensive AED Program

Meet regulatory standards and reduce liability with a custom AED program

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## Step One

### Appoint a project manager

or single point of accountability to take charge of the process. This person will ultimately be responsible for all phases of the program, including set-up, documentation, fulfillment, arranging medical oversight, ongoing training and equipment maintenance. She or he will also work with your Emergency First Response Instructor to insure that your program complies with regional regulations.



## Step Two

### Do a site assessment

This involves deciding how many AEDs you will need and where to install them. These decisions will be driven by response time. The idea is to have AEDs readily available, so that they can be deployed in a timely manner—generally, staff should be able to get an AED to the patient, begin CPR, apply the pads and allow diagnosis in three minutes or less (sometimes referred to as the “drop-to-shock time”). This also means that AEDs will be located in conspicuous and easy to reach locations with proper signage. Your Emergency First Response Instructor can assist you with this phase of your AED program.



## Step Three

### Get the right equipment and supplies

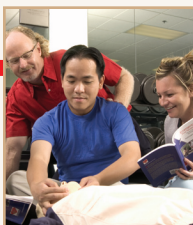
Your Emergency First Response Instructor can provide you all of the right equipment and supplies, including AED boxes, signage, replacement pads, extra batteries and other accessories. Plus, our supplier also provides free tracking of battery and pads and will notify you to when it is time to replace them- every two years on pads, every four years on batteries.



## Step Four

### Build emergency response teams

You should create enough three-member teams to accomplish the drop-to-shock process in three minutes or less. Factors to consider are worker shifts, vacations, etc., to ensure that you have a response team in place at all times during operating hours.



## Emergency First Response offers the *most comprehensive\** training program

	EFR	American Red Cross	American Heart Association	NSC	ASHI
AED sales	X	X	X	X	X
AED site assessment assistance	X	X	X	X	
OSHA-compliant course	X	X	X	X	X
Independent study training on video	X				
Materials available in 18 languages	X				
Corporate in-house Instructor training programs	X	X		X	
Low price training videos	X				X
Bilingual training in relevant markets	X	X	X		X
Interstate and international corporate training	X		X		

*\*Comparison based on internet and telephone survey as of December 2006.*

## Step Five

### Conduct a training program

Your Emergency First Response Instructor can set up a comprehensive AED training program that will meet regulatory compliance standards for your area. The instructor can also provide CPR and first aid training for your employees. Be sure to take advantage of this expert guidance as you create your AED program.



## Step Six

### Obtain medical supervision

The laws in your state may require that you have a physician prescribe and supervise the entire AED program. If so, you will need to contact your corporate physician before setting up your AED program or consult your EFR instructor to find a physician in your area.



Keep in mind that AEDs are medical devices, and as such are regulated by the FDA. Most of the time, the physician you choose to oversee your AED program will write a prescription for your AEDs. However, you can install the new Phillips Heart Start without a doctor's prescription if it will only be used for adults. All other AEDs must have a prescription from a physician licensed by the state where it is to be used.

## Step Seven

### Keep good records

Proper record keeping will protect the company and workplace responders if legal issues arise. You should keep records of the process and implementation of your Emergency First Response training program, records of ongoing training, equipment maintenance, communication to employees of procedures, medical oversight records, supplies purchases and an incident log.

