

UND OFFICE OF SAFETY **Departmental AED Request Form**

UNIVERSITY OF NORTH DAKOTA.

Departments and administrative units that acquire an AED are responsible for operating and maintaining the device in conformance to the University of North Dakota AED Policy.

- AED Owners are responsible for operating and maintaining the device in conformance to the University of North Dakota AED Program.
- Designate an individual who will be responsible for the management of the AED program for the department or unit.
- Submit the AED Request Form to the AED Program Administrator for approval prior to purchase.
- AED Owners are financially responsible for all AED equipment and unforeseen cost.
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with UND AED Program and service manuals provided by the manufacturer.
- Purchase and replace batteries, pads and other ancillary supplies asneeded.
- Provide or arrange for training and refresher training in CPR/AED for faculty and staff.
- Maintain on-site records as listed in the Record Retention section of the UND AED Program.
- Notify the AED Program Administrator within 24 hours of an incident or possible use.

Department or Administrative Unit AED Information

Department/Unit Name:

AED Coordinator:

Email Address:

Coordinator Phone:

AED Location(s) (Building/Room(s)):

Number of AED(s) being requested:

Training Provider/Method:

Number of staff initially trained:

Training Plan:

The Department or Administrative Unit agrees to the above responsibilities.

Signature: _____ Date: _____
AED Program Coordinator

Approval For UND Office of Safety Use Only:

Comments: _____

Signature: _____ Date: _____
AED Program Administrator