



EMERGENCY MEDICAL SERVICES AGENCY

Notification of Installation of
Automatic External Defibrillator

For use By Lay Public

Name of Agency/Organization: *
Physical Address: *
City/State/ZIP: *
Contact Name: *
Telephone #: *
AED Manufacturer/Model: *
Serial Number(s) : *
of AEDs being placed into service: *
Location(s) of AEDs: *
I hereby certify that all information on this form is true and correct and that: School and Non-School Facilities shall adhere to the following: <ul style="list-style-type: none">• The AED(s) is (are) maintained and regularly tested according to the operation and maintenance guidelines set forth by the manufacturer.• Ensure that the AED is tested at least biannually and after each use.• Ensure that an inspection is made of all AEDs on the premises at least every 90 days for potential issues related to operability of the device(s), including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED.• Ensure that records of the maintenance and testing required pursuant to this paragraph are maintained.

form continued on next page

Non School Facilities shall adhere to the following:

- When an AED is placed in a building, the building owner shall do all of the following:
 1. At least once a year, notify the tenants as to the location of the AED units and provide information to tenants about who they can contact if they want to voluntarily take AED or CPR training.
 2. At least once a year, offer a demonstration to at least one person associated with the building so that the person can be walked through how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so.
 3. Next to the AED, post instruction, in no less than 14-point type, on how to use the AED.

School Facility shall adhere to the following:

- When an AED is placed in a public or private K-12 school, the principal shall ensure that the school administrators and staff annually receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The principal shall also ensure that instructions, in no less than 14-point type, on how to use the AED are posted next to every AED. The principal shall, at least annually, notify school employees as to the location of all AED units on the campus.
- This section does not prohibit a school employee or other person from rendering aid with an AED.

* If multiple AEDs are being installed, this information may be submitted on a spreadsheet. Signature of this form is still required.

Authorized Signature: _____ Date _____

This form must be submitted to:	Mountain Counties EMS Agency 3505 Spangler Ln. #405 Copperopolis, CA 95228 Attn: Lay Public AED FAX: 209-529-1496
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