

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: AED Registry
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I. PURPOSE:

To provide a guideline that will define the proper procedures to register an AED

II. GENERAL GUIDELINE:

To ensure the AED Registration Coordinator has the proper knowledge to correctly register AED's in Leon County.

III. PROCEDURE:

Once a location of an AED is known, the business should be given an AED information sheet to complete. When the completed information sheet is returned to Leon County EMS, the AED registration coordinator should enter the information into the AED registry spreadsheet. Once the information is in the spreadsheet, it is to be placed in the CAD to alert dispatchers of the location. The business is then mailed a certificate of registry to be placed with their AED. The AED registration coordinator is responsible for sending an information sheet to the business on a yearly basis to keep the registry accurate and up to date. When the AED registration coordinator is notified of a change or new registration, she will promptly notify the designated system status controller who will ensure the CAD is updated.