

# AED Readiness Checklist

A quick walk-through to confirm your device is truly rescue-ready.

Most facilities have an AED. Far fewer can say with confidence it would work in a sudden cardiac arrest. Walk your facility with this checklist and mark each item. Anything left unchecked is a gap worth closing before it matters.

Facility: _____	Reviewed by: _____
Location / unit #: _____	Date: _____

## 1. Visibility & Access

*Seconds count. Anyone should be able to find and reach the AED without hunting for it.*

<input type="checkbox"/>	AED is mounted in a visible, signed location (wall cabinet or stand) — not in a locked office, drawer, or closet.
<input type="checkbox"/>	Standardized AED/heart signage is posted and visible from a distance and around corners.
<input type="checkbox"/>	The unit is reachable within roughly 3 minutes round-trip from the farthest point of the facility.
<input type="checkbox"/>	Staff and occupants know where the AED is located.
<input type="checkbox"/>	Access is unobstructed at all hours the facility is occupied (no locked rooms, blocked carts, or after-hours barriers).

## 2. Pad & Battery Readiness

*Expired pads and weak batteries are the most common reason an AED fails when it is needed.*

<input type="checkbox"/>	Electrode pads are present, sealed, and within their printed expiration date.
<input type="checkbox"/>	A spare set of adult pads is on hand.
<input type="checkbox"/>	Pediatric pads (or a pediatric mode) are available if children may be present.
<input type="checkbox"/>	Battery is installed and within its expiration / install-by date.
<input type="checkbox"/>	A spare battery is stocked, or a replacement source is identified.
<input type="checkbox"/>	The status indicator shows a ready / pass state (green light, check mark, or equivalent for your model).

## 3. Inspection Habits

*Readiness is not a one-time event. A simple recurring check catches problems early.*

<input type="checkbox"/>	Someone is clearly assigned ownership of AED checks.
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<input type="checkbox"/>	The status indicator is visually checked on a regular schedule (e.g., monthly).
<input type="checkbox"/>	An inspection log is kept and dated — paper tag or digital record.
<input type="checkbox"/>	Pad and battery expiration dates are tracked with reminders ahead of time.
<input type="checkbox"/>	The device shell and case are inspected for damage, moisture, or tampering.
<input type="checkbox"/>	A response kit (gloves, shears, razor, towel, breathing barrier) is stocked alongside the AED.

#### 4. Placement & Response Timing

*Survival drops with every minute. Placement should reflect how your space is actually used.*

<input type="checkbox"/>	AED placement accounts for the building's size, layout, and multiple floors.
<input type="checkbox"/>	Devices are sited near higher-risk or high-traffic areas (fitness areas, large gatherings, remote wings).
<input type="checkbox"/>	The number of AEDs is appropriate for the facility's footprint and occupancy.
<input type="checkbox"/>	The path to the AED is direct and easy to describe to a 911 dispatcher.
<input type="checkbox"/>	If the campus has multiple buildings, each has clear AED coverage.

#### 5. Common Program Gaps

*These are the items facilities most often overlook — and the ones that create liability.*

<input type="checkbox"/>	Staff are trained in CPR and AED use, with training kept current.
<input type="checkbox"/>	A written emergency response / medical emergency plan exists and references the AED.
<input type="checkbox"/>	The AED program meets applicable state requirements (registration, physician oversight, and reporting where required).
<input type="checkbox"/>	Local EMS is aware of the AED, where required.
<input type="checkbox"/>	Each cardiac event and AED use is reviewed afterward, and the device is returned to ready status.
<input type="checkbox"/>	Maintenance, replacements, and re-stocking have a clear owner and budget.

#### Where do you stand?

Total any boxes you could not check. Even a few open items can mean the difference between a device that looks ready and one that performs in an emergency.

Want a second set of eyes?  
Response Ready can review your checklist, help identify open items, and outline practical next steps to improve AED readiness.