

Completed by the AED owner	Requirements under California SB 658	Action the AED owner must do:
	Notify an agent of the local EMS agency of the existence, location, and type of AED acquired, as well as any changes/updates.	Register your device with San Mateo County EMS Agency using the Public Access Defibrillation (PAD) notification form, found on the EMS website: https://www.smchealth.org/ems/aed
	<p>Ensure that the AED is maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer. AEDs must be tested at minimum biannually and after each use.</p> <p>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. Replace components if needed – i.e. following use or expiration.</p>	Maintain test/maintenance log. Keep Records for two (2) years.
	Notify the tenants as to the location of the AED units.	Create flyer, memo, or email Must be completed and documented annually
	Post instructions on how to properly use the AED next to the device in at least 14-point font.	Create poster, flyer etc., and post next to AED cabinet or keep attached to AED. AED quick reference instructions may be supplied by the manufacturer. Examples may also be found online – See American Heart Assoc. or American Red Cross website.
	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.	Complete and document annually
	Encourage and provide information to tenants about who they can contact if they want to voluntarily take AED or CPR training.	Complete and document annually
	<p>Public or private K–12 school must provide school administrators and staff information that describes sudden cardiac arrest, the school’s emergency response plan, and proper use of an AED.</p> <p>Instructions in no less than 14-point type on how to use the AED must be posted next to every AED.</p> <p>At least once annually, school employees must be notified as to the location of all AED units on the campus.</p>	Complete and document annually

Link to SB 658: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB658