

Michigan State University

Automated External Defibrillator (AED)

Post-Incident Report Form

Use this form to report any event, incident or situation that resulted in use or possible use of an AED.
NOTE: As you complete this form online the fields will expand with the data you enter.

The responder at the scene and the AED Building Coordinator shall assure its completion and forwarding within 24 hours of the event to the Office of Risk Management with a copy retained by the Building Coordinator.

Facility or Building Name: _____

Location of Event: _____

Date of Event: _____ Time of Event: _____

Name and Contact Information for victim, if known: _____

Did the victim collapse (become unresponsive)? Yes No

Was someone present to see the person collapse? Yes No

If yes, was the person a trained AED employee? Yes No

Did the victim have a pulse? Yes No How was the pulse checked? _____

Was the victim breathing? Yes No How was the breathing check? _____

Was EMS (911) called? Yes No If yes, what time did that happen? _____

Was CPR started? Yes No

Who started CPR? Bystander Trained AED employee?

Briefly describe the event, incident, or situation that resulted in the AED being brought to this victim:

Was the AED applied to the victim? Yes No

If yes, describe what actions the AED advised and how many times the patient was defibrillated:

Were the police notified? Yes No

Were the police at the scene? Yes No

Status of patient at the time EMS personnel arrived:

Did the victim have a pulse? Yes No How was the pulse checked? _____

Was the victim breathing? Yes No How was the breathing checked? _____

Name of person operating AED: _____

Contact Information: _____

Has the AED unit been cleaned and put back to a state of readiness per American Heart Association guidelines and Manufacturer's recommendations? Yes No

If the caregiver was exposed to blood or other infectious materials immediately notify the MSU Office of Radiological, Chemical, and Biological Safety Department, BioSafety Officer or the Department of Police and Public Safety if after hours.