

CPR-AED Task Force

Sample Agenda for First Meeting

Meeting Location _____ **Date** _____ **Time** _____

Goals and Objectives of Task Force

Coordinator

Medical Necessity of CPR-AED Program

Medical Director

- Principals of Early Defibrillation
- Importance of Time
- Overview of AED Program

AED Issues

- Selection of Device
 - Assign Coordinator
 - Set Date for Manufacturers to Show Devices to Group
- Maintenance of AEDs
- Placement of AEDs

Recruitment of Rescuers

Coordinator

- Rescuer Profile
- Availability Throughout Workday
 - Volunteers
 - Previous Emergency Medical Training
- Recruitment Process
 - Survey of Prospective Volunteers
 - Key Potential Volunteers

Training

BLS Instructor

- Initial Training
 - Select Dates
- Drills
- Refresher Training