



Fermilab

MEMORANDUM OF UNDERSTANDING

Between the

**Facilities Engineering Services Section and the Environmental, Safety and
Health Section on AED Units in Wilson Hall**

June 23, 2009

SIGNATURES

 6-23-09

R. Ortgiesen, Facilities Engineering Services Section Head

 6/23/09

N. Grossman, Environment, Safety and Health Section Head

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Below is an outline of the agreement between the ESHS and FESS with regards to the purchase, installation and maintenance of the AED units in Wilson Hall.

FESS will purchase and mount nine AED units, in cabinets, in Wilson Hall. Each unit will be located near the east elevator bank on floors 15, 13, 11, 9, 7, 5, 3 and 1. An additional unit will be located in the Ramsey Auditorium Lobby.

Responsibilities defined in FESHM 5311 under 6.1 will be assigned as follows for AEDs in Wilson Hall:

6.1 AED Owner (Division/Section/Center Head or Designee):

Divisions/Sections/Centers that acquire an AED unit are responsible for operating and maintaining the device to meet regulatory compliance, the standards of the manufacturer, programmatic standards of the American Heart Association, and the FNAL policy.

- Designate an individual who will be responsible for the management of the AED program for the division/section/center or individual unit.
 - After installation, ESHS
- Maintain the records described in section 7.
 - ESHS
- Ensure that inspections and maintenance are conducted in a timely manner and in accordance with monthly schedule prescribed by this policy.
 - ESHS
- Purchase and replace batteries, pads and other supplies as needed.
 - ESHS
- Make a reasonable effort to train sufficient staff in the American Heart Association CPR/AED use.
 - D/S/C heads that are tenants in Wilson Hall
- Coordinate AED equipment location with the local building manager or area manager to promote easy access.
 - Done (coordinated between ESHS and FESS)
- Ensure that the location of each AED unit is well marked.
 - FESS
- Conduct monthly inspections to verify that AEDs are in compliance with this policy and maintain inspection records (see appendix A).
 - ESHS
- Notify the AED program coordinator within 24 hours of an incident.
 - ESHS

FESS AED units outside of Wilson Hall are the responsibility of the FESS organization and the requirements as outlined in FESHMM 5311, 6.1 will be the responsibility of the FESS Head or designee.

cc:	Mike Bonkalski	Kent Collins
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