



SITE ASSESSMENT FORM



GENERAL INFORMATION

Organisation Name:

Address:

Suburb:

State:

Postcode:

Site Contact/AED Co-ordinator:

Title:

Phone:

Fax:

Email:

Site Assessor:

Date:

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Is there an AED currently at your workplace? YES NO If "NO" please go to next page

If YES, How many:

What make & model?

Where is it/are they located?

AED QUALITY CONTROL

Do you receive AED training? YES NO

If "YES" who is the provider? _____

Which course?

Is there a system for service, equipment, inspection and review? YES NO

Is there a database management system that tracks instruction, learning, and performance evaluation? YES NO

TRAINING COURSES

Is CPR training conducted here? YES NO If "YES" how often? _____

By whom? _____

Is first aid training offered here? YES NO If "YES" how often? _____

By whom? _____

POPULATION CHARACTERISTICS

Number of employees:

Average age of workforce: 20-30 30-40 40-50 >50

Approximate number of visitors/guests per day:

HISTORY OF MEDICAL EMERGENCIES

Has the ambulance service responded to your facility in the past 12 months?

YES NO

In the Past 5 years?

YES NO

List the types of emergencies that have occurred?

Sudden Illnesses:

Sudden Injuries:

COMMUNICATION

Describe internal communications systems that could/will be used in an emergency.

Do you have an internal response team? YES NO

If "YES" how many per shift? _____

How are they notified in case of an emergency? _____

How do they communicate with each other? _____

What is their response process? (Attach Emergency Response Plan if available)

Individual response

Team response

Do you have any specialised response teams with their own equipment?

YES NO If "YES" how many? _____

SITE GEOGRAPHY

Approximate square meters of site:

Number of floors:

Approximate floor dimensions:

Number of outside work/storage areas:

List any geographical factors that might delay a responder reaching a person at the site:
(e.g. train tracks, restricted areas, elevators)

List any distant/remote areas that are difficult to reach or separate from “main” personnel areas:
(e.g. warehouse, inventory yard)



Simply Saving Lives

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