



## AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

May 2026

**Converse Free Library's automated external defibrillator (AED) was donated in 2007 by Those Guys of Lyme in memory of former trustee Alan Hewitt, for use in emergency situations warranting its use. The use/administration/maintenance of the AED is subject to the following conditions:**

### **1. Location of the AED**

The AED and case are installed behind the circulation (front) desk. A security alarm connected to Tasco Security is activated when the case door is opened.

### **2. Employees and Training of Users**

AEDs are designed for any person to use without formal training. FAST Squad volunteers will train library staff and volunteers in the use of AEDs on regular basis to answer questions and instill comfort with the device. All library personnel should be able to use the AED in an emergency.

### **3. Maintenance**

AEDs will be maintained by the library director, or their designee. Maintenance shall be done according to the AED manufacturer's specifications. The library director will maintain a record of all maintenance which has been performed on the AED.

### **4. Registration of AED**

In accordance with RSA 153-A:33, the library director, or their designee, shall register the AED with the New Hampshire Department of Safety. See sample registration forms at

[www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

## **5. Incident Reporting**

The library director, or their designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

## **6. Liability Limited**

The library, and people administering the AED, shall enjoy the limitations of liability as specified in RSA 153-A:31, as well as other sources of law.

### **Statutory Reference:**

#### **RSA 153-A:28-33, Automated External Defibrillation**

Further Information: State of NH, Bureau of Emergency Medical Services, (603) 271-4568

*-Approved by vote of CFL Board of Trustees, 02 December 2024, 04 May 2026*