Automatic External Defibrillator (AED)  
Monthly Inspection Program

1. Log in to [http://aedsafetrack.com](http://aedsafetrack.com)  
   a. Click "Login"  
   b. Enter your Binghamton University email address  
   c. Your password will be emailed to you prior to accessing the website for the first time.  
   d. You may be prompted to agree to the website “Terms and Use Agreement” the first time you log in. Scroll to the bottom of the page and click “Accept”.

2. Your “Dashboard” screen will be displayed. This screen shows the following information:  
   a. How many AEDs are assigned to your building  
   b. Expiration status of AED pads and batteries  
   c. Monthly inspection status

3. To perform an inspection, click the "AEDs" button on the left side of the screen.

   ![Dashboard Screen]

   a. You will be taken to a page that details the AEDs in your building.  
   b. Scroll down to see a list of each AED assigned to your building  
   c. Click the “View/Edit” button to inspect the AED.

   ![AED Inspection Screen]

4. Perform an inspection of the AED  
   a. Scroll to the bottom of the screen to the “Inspect/Verify AED” box  
      i. Call 777-2393 to advise the Emergency Services dispatcher that you will be accessing the AED(s).  
      ii. Open the cabinet and remove the AED. The local alarm should sound.  
         1. To silence the alarm, use the key inside the cabinet to turn the local alarm off. If no key is present, remove the 9-volt battery inside the cabinet in the top, left corner.  
         iii. Open the AED lid.  
         iv. Wait for the AED to indicate status: Observe the change of the STATUS INDICATOR to
RED. After approximately 5 seconds, verify that the STATUS INDICATOR returns to GREEN.

v. Listen for the voice prompts.

vi. Close the lid and observe the change of the STATUS INDICATOR to RED. After approximately 5 seconds, verify that the STATUS INDICATOR returns to GREEN.

vii. Check the expiration date on the electrodes. One set of adult pads is pre-connected to the AED. A spare set of adult pads and a set of pediatric pads are located in the zippered pouch.

viii. Return the AED to the cabinet. Re-arm the local alarm with the key or by replacing the battery. Close the cabinet.

ix. Call 777-2393 to advise the Emergency Services dispatcher that you are complete with the AED inspection.

b. When the inspection is complete, click the “Inspect/Verify” green button.

c. You will be prompted to enter comments for the inspection. Enter “Passed” if the AED is okay. If there are issues with the unit, provide details about the problems here.

d. Click “Inspect” when complete

5. Log out when complete