



Hong Kong College of Cardiology

AED Program

“Heart-Safe Place” Application Form

Site Information					
Site Name		Nature	Shopping mall/ housing estate/ club house/ school/sports facility/ others:		
Company name			Contact Person		
Address					
Tel		Fax		Email	
Staff count at peak hour			Community Access	Yes / No	
Shape & size of the site			Floor plan available	Yes / No	
First-aid equipments at the site	Yes / No (Details : _____)				
Target response time to medical emergency	3 mins / 4 mins / 5 mins				
AED Information					
Total number of AEDs		AED signage	Yes / No	Date of AED deployment	
Wall cabinet/ brackets	Yes / No		AED coverage area		
AED brand and model			Fully automatic or semi-automatic		
AED tied into communication system or placed near telephone	Yes / No		Community access AED		Yes / No
AED accessible during all hours of operation	Yes / No		AED located at the most busy or densely populated area		Yes / No
AED close to expected responders	Yes / No		Routine check of AED procedure		Yes / No
AED response time (call for help to AED operation)	mins (within 3-5 min: Yes / No)				

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First Responder Information			
First-Aider per shift	Yes / No No:	BLS&AED Provider per shift	Yes / No No:
First-Aider certificate type & valid date		BLS & AED Provider certificate type & valid date	
Refresher training of first-aid, BLS&AED	Yes / No (Refresher course: _____)		
Job titles of First-Aider / BLS & AED Provider	Security / Safety officer/ Customer service/ Medical / Others:		
Response plan for medical emergency			
Designated responders for medical emergency	Yes / No	First responders able to communicate to control center or call 999	Yes / No
All floors / areas of the site accessible to first responders during all shifts	Yes / No		
Reports of medical emergencies are kept at the site	Yes / No		
Special Remarks			
Official Use Only			
Heart-Safe Place	<p style="text-align: center;">Yes / No Duration: _____</p> <p>Endorsed by _____ Date _____</p> <p>Signature _____</p>		
Remarks			