

## Registration Forms

### Early Defibrillation Registration Application Instructions- Page 7 of Early Defibrillation Program Registration Guidelines Form 1 of 3

**Entity Requesting Program Registration:** West Virginia University

**Program Official:** Department or Building AED Program Coordinator

**Mailing Address:** Mailing address of building where AED is located

**Physical Address:** Address of building where AED is located

**Medical Director:** Occupational Medicine for information of the Medical Director name and information. Send us the form either via fax to 304-293-2629 or email at [WVUOccmed@hsc.wvu.edu](mailto:WVUOccmed@hsc.wvu.edu)

**AED Locations:** Location in Building (Floor, Closest Room Number, etc.)

**Number of AED's to be deployed:** Number of AED's to be installed

Email Form to [John.R.Thomas@WV.gov](mailto:John.R.Thomas@WV.gov)

Email to local EMS

Email Form to WVU EHS

### Early Defibrillation Program Operator Roster- Page 8 of Early Defibrillation Program Registration Guidelines Form 2 of 3

Complete information as noted

Email Form to [John.R.Thomas@WV.gov](mailto:John.R.Thomas@WV.gov)

Email to local EMS

Email Form to WVU EHS

### Early Defibrillation EMS Integration Sample Plan- Page 9 of Early Defibrillation Program Registration Guidelines Form 3 of 3 (Form completed to identify and notify the locations of AED's in WVU Buildings)

**Entity:** West Virginia University and the location of AED used (Location in Building (Floor, Closest Room Number, etc.))

**Official Representative:** Department or Building AED Program Coordinator

In Morgantown MECCA 911 contact is Mike Fortney. His title is Planner. MECCA's non-emergency number is 304-599-6332

Email Form to [John.R.Thomas@WV.gov](mailto:John.R.Thomas@WV.gov)

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## After AED is Operated-Complete and Email Immediately

### West Virginia Office of EMS Early Defibrillation Patient Contact Form- Page 10 of Early Defibrillation Program Registration Guidelines

Complete information as noted

**Program Entity:** West Virginia University

This form is to be sent to the Program Medical Director immediately following AED use. The Medical Director is to forward this document along with his/her review to the EMS Field Office as soon as possible. Email Form to Medical Director