

UW POLICY DIRECTORY

Rescinded 11-17-25

APS 10.12 – Purchase, Management, and Use of an Automated External Defibrillator at the University of Washington

(Approved by the Provost and Executive Vice President by authority of Executive Order No. 4 and the Vice President for Finance and Facilities by authority of Administrative Order No. 9)

1. Policy

As part of the University of Washington's commitment to a healthy, safe, working environment, the University recognizes the use of automated external defibrillators (AEDs) as a life-saving aid. [RCW 70.54.310](#) establishes specific requirements for entities regarding AEDs. This policy establishes the procedure that an organizational unit must follow to acquire, manage, and use an AED likely to be used by non-medical personnel. Only an AED acquired in accordance with this specified procedure is considered approved and authorized for use by the University.

2. Scope

This policy applies to University campuses at Seattle, Bothell, and Tacoma, and off-site locations used for academic teaching, research, and/or administrative purposes where the University maintains authority and responsibility for the property, including but not limited to, Friday Harbor Laboratories, Pack Forest, and South Lake Union. Also covered are devices provided by the University in properties that are rented or managed by third party companies.

This policy does not apply to the operations and/or facilities such as Harborview Medical Center, the University of Washington Medical Center, Hall Health Primary Care Center, the Sports Medicine department of Intercollegiate Athletics, or University Dental Clinics wherein AEDs are intended for use by licensed health care providers.

3. Compliance Responsibilities

A. Chancellors, Vice Presidents, Deans, Directors, Chairs, Department Heads, and Supervisors

Those individuals having management and/or supervisory authority are responsible for directing the units within their respective areas to comply with this policy.

B. Organizational Units

Organizational units that procure or maintain AEDs must follow this policy and the compliance procedures to obtain a prescription (if required), purchase, manage, maintain, and use an AED in conformance with all applicable laws, policies, and procedures of the University.

C. AED Coordinators

An AED coordinator is the designated person in an organizational unit who is responsible for ensuring that the AED purchased by the unit is approved, managed, and maintained in accordance with the provisions of this policy and procedure, the AED manufacturer's requirements, and applicable laws. The AED coordinator is also responsible to ensure First Aid/CPR training is current.

D. University Police

For the UW Seattle campus, the University of Washington Police Department (UWPD), carries AEDs in their patrol cars, responds to 911 calls, and maintains a program to ensure their officers are trained in the use of AEDs. The UWPD may use AEDs in the event of a health emergency.

E. Environmental Health and Safety Department

The University's Environmental Health and Safety Department (EH&S) provides oversight to ensure the University complies with the provisions of [RCW 70.54.310](#) including procurement, medical direction (instructions on use), registration, training, maintenance, and reporting use. EH&S maintains AED information on its website and serves as the point of contact for organizations wishing to procure AEDs. For units not in compliance with University policy and compliance procedures, EH&S is authorized to remove an organization's AEDs after notifying the responsible organizational authority.

4. Compliance Procedures

Prior to obtaining an AED, an organizational unit must obtain a prescription and follow [compliance procedures](#) outlined on the EH&S website.

November 18, 2008; October 13, 2016.

[Edit](#)