

USF Policy Requirements for Automated External Defibrillators (AED)

The purpose of this memo is to advise the campus community that the University has an Automated External Defibrillator (AED) policy that was promulgated in 2012 with requirements to standardize AED oversight and maintenance throughout the USF System. The purpose of this policy is to ensure the proper performance of these devices and compliance with applicable University requirements and State of Florida legal standards. In the event your Department and/or building is responsible for one (1) or more automated external defibrillator (AED) units, action may be required to maintain compliance with the new policy.

If your Department and/or Building has purchased and/or maintains AEDs for use, you must complete the AED Registration Form and return the form to EH&S to ensure compliance with the USF System AED Policy. If your Department and/or Building has not purchased and/or maintains AEDs for use, please send an email stating such to EHS@usf.edu.

[USF Policy #6-030: Automated External Defibrillators \(AEDs\)](#) establishes basic requirements for the maintenance and upkeep of all USF System AEDs. Among the highlights of the policy are requirements to:

1. Maintain a central inventory of all AEDs & retain all records related to the AED program
2. Develop Departmental and/or Building procedures for maintenance and use of AEDs
3. Establish a process for regular inspections of all AEDs
4. Maintain AED units in working order according to manufacturer recommendations
5. Procure appropriate training for individuals who are tasked with using AEDs
6. Report all incidents involving the use of AEDs to EH&S

As the Department with the primary responsibility for implementation of the AED policy, Environmental Health & Safety (EH&S) has partnered with Student Health Services (SHS) and the University Emergency Medicine Student Association (UEMSA) to identify and document all existing AEDs and provide guidance to Departments/Buildings on establishing an appropriate maintenance and training program, if necessary.

The policy requires that we periodically update the identification and registration of all existing AED devices to maintain a central inventory for the USF System. This inventory will be shared with the University Police Department and other emergency responders and could be utilized to save someone's life during an emergency.

Once you have completed the AED registration, you may request for a UEMSA representative contact who can offer basic training and provide guidance on your AED inspection and maintenance programs to ensure that your Department and/or Building AEDs maintain compliance with established policy and legal requirements.

We greatly appreciate your commitment to a safe USF community and thank you in advance for your cooperation with this important initiative.

If you have any questions, please do not hesitate to contact EH&S at 813-974-4036

Sincerely,

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