

Sample Local EMS Notification Letter

Dear Chief (EMS contact person),

As part of our commitment to the health and well-being of our students, families, and visitors, (name of school/site) has acquired Automatic External Defibrillators (AEDs).

The intended usage areas of the defibrillators have been defined with consideration of accessibility to our staff and lay rescuers. We have attached a map indicating these locations.

We have implemented the following protocols in affiliation with (training organization-if applicable) and Project ADAM (Automated Defibrillators in Adam's Memory) led by Children's Hospital and Medical Center Omaha. Please find attached the specific information regarding our AEDs and protocols.

- A (name the brand of AED, i.e.: Lifepak 500) has been purchased through (vendor's name).
- The AEDs were placed with the assistance of (list those sources here i.e.: training organization, Project ADAM, defibrillator vendor or EMS).
- All employees in our facility know the location of the AEDs.
- Personnel have been identified to conduct appropriate maintenance and testing of the AEDs according to the manufacturer's directions and company policy.
- Our lay rescuers have been trained by: (list the training organization here).
- A plan for refresher courses and on-going maintenance of the equipment has been implemented.
- Our program was implemented in compliance with (list statewide laws/guidelines).
- (Name of physician) has agreed to provide medical direction and control. He/she will be utilized as needed at the discretion of our staff and in the debriefing of any life rescue event - optional.

Please be advised that (school/site name) is proud to be a participant in helping our community become HEART SAFE!

Please feel free to contact me if you have any questions or concerns.

Sincerely,

School/Site Coordinator

School/Site Name