

Sample 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) has (insert # of AEDs here) 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 (Texas Children's Hospital and ProjectAdam).

- 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 in CPR and AED use by (Insert training organization).
- A plan for refresher courses and on-going maintenance of the equipment has been implemented.
- Our program was implemented in compliance with Texas ProjectAdam guidelines.

Optional:

- (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.
- 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).

Please be advised that (school name) is proud to be a participant in our local "Chain of Survival".

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

Sincerely,

[School Site Coordinator]

[School Name]

*Reminder to please insert the map of the AEDs