

Sample letter to facility users



Dear Facility User/Renter,

We are pleased to announce that Insert [School Name and physical address] has implemented a lifesaving Cardiac Emergency Response Plan.

The statistics are startling. In 2013, the American Heart Association reported 9,500 cases of out-of-hospital cardiac arrest in youths. What's more, across the United States, even the best emergency medical services (EMS) systems can't reach cardiac arrest victims for 3 to 5 minutes. Therefore, the actions taken by bystanders during the first few minutes of a cardiac emergency are critical. Prompt action can double or triple a victim's chance of survival.

It has been proven that a carefully coordinated response to cardiac emergencies will reduce death and disability in school settings and help ensure that chaos does not lead to an improper or no response.

How can you use a Cardiac Emergency Response Plan?

We have a written document that establishes specific steps to take in a cardiac emergency at school. If you are using the facility outside school hours, you can orient your organization to the cardiac chain of survival, which entails having a plan of who is going to perform the steps below:

- **Recognize Sudden Cardiac Arrest** (assume cardiac arrest in anyone who is collapsed and unresponsive)
- **Call 911**
- **Retrieve an Automated External Defibrillator (AED)** (location map of school AEDs attached)
- **Begin Hands-Only CPR** (push hard and fast in center of the chest about 100 times a minute)
- **Direct EMS to the scene** (member of your team is outside directing EMS to the cardiac arrest victim)

How can you be prepared?

As our school has taken the time to implement this plan, which includes educating our school community about sudden cardiac arrest, getting our cardiac emergency response team CPR trained, maintaining our AED(s) so they are ready to be utilized, and documenting and practice drilling our response plan, we recommend that your organization do likewise.

Every person associated with your organization can take 60 seconds to watch the free Hands-Only CPR video at projectadam.com/CPR-Resources. Or, you can locate and attend a classroom-based CPR and AED Course. Visit heart.org and click the red "Find a Course" button. Additionally Parent Heart Watch parentheartwatch.org/take-promise has free prevention resources.

In the event of a cardiac emergency, after implementing response protocol, please notify **[INSERT NAME OF SCHOOL ADMINISTRATOR]** at **[INSERT CONTACT INFORMATION]** for a post-event debrief. Thank you for your support.