

Dear

As part of our commitment to the health and well-being of our students, families and visitors, _____ is a Heart Safe School with Project ADAM (Automated Defibrillators in Adam's Memory). As a Heart Safe School, we are prepared and ready to respond appropriately in the event of a cardiac emergency. We would like to collaborate with your department in an effort to strengthen the "Chain of Survival" and improve outcomes for emergencies.

We have implemented the following protocols in affiliation with Project ADAM (Automated Defibrillators in Adam's Memory):

- › All staff in our facility know the location of the AEDs.

- › A plan for refresher courses for staff on SCA recognition and AED use and on-going maintenance of the equipment has been implemented.
- › We have a designated cardiac emergency response team.
- › Our team will conduct drills to test our emergency response plan and communication.
- › Someone will be waiting for EMS outside to escort the crew to the site of the emergency.

_____ will be conducting drills to rehearse our plan to ensure our staff are comfortable and confident with the plan. If a representative from your department is interested in supporting our program, we welcome and value your partnership and expert opinions to refine our approach according to your recommendations. Please review our Project ADAM EMS Toolkit for ways you can get involved: www.projectadam.com/heartsafeschools. If you are interested in joining our drills or have other questions, please contact me at

Sincerely,