

Letter to EMS

Dear

As part of our commitment to the health and well-being of our students, families and visitors, _____ is working with Project ADAM (Automated Defibrillators in Adam's Memory) to ensure we are prepared to respond appropriately in the event of a cardiac emergency. We would like to collaborate with your department in an effort to strengthen the cardiac 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.
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- › A plan for staff awareness on sudden cardiac arrest recognition, AED use and on-going maintenance of the equipment has been implemented.
- › We have a designated cardiac emergency response team that is trained in CPR and AED skills.
- › 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. If you are interested in joining our drills or have other questions, please contact me at _____

Sincerely,