

Coordinate with Local Emergency Medical Systems (EMS)

Sample Letter

Dear [NAME OF LOCAL EMS PERSON],

As part of our commitment to the health and safety of our students, families, visitors, and staff,

[YOUR SCHOOL NAME] has acquired automated external defibrillators and implemented the

Anyone Can Save A Life program. This program assists school administrators, coaches, event staff,

and students in being prepared to respond to life-threatening emergencies during practices and events that take place during after-school hours.

- Below are the AED locations at our facility: [LIST LOCATIONS OF AEDs]
- We have implemented an Emergency Action Plan as outlined in the Anyone Can Save a Life program.
- We have [NUMBER AND BRAND OF DEVICE] AEDs.
- The AEDs were placed with the assistance of [LIST THOSE SOURCES, IF ANY].
- Coaches, advisors, and event staff know the location of AEDs.
- Our responders have been trained to implement the Emergency Action Plan and have been trained in CPR and AED operation.

Please contact me if you have any questions or concerns, or would like to visit our facility in this regard.

Sincerely,

[SCHOOL ADMINISTRATOR NAME]

[TITLE]

[CONTACT INFORMATION]



This sample letter can be downloaded electronically from our website at: www.anyonecansavealife.org.



Plan. Learn. Save.