

Sample Notification Letter to City EMS Director



Fighting Heart Disease and Stroke

Dear (EMS Director):

As part of our facility's commitment to the health and well-being of our employees, clients and visitors, we have developed a public access defibrillation (PAD) program. We have worked with the American Heart Association to implement a PAD program to actively participate in our city's chain of survival. Please accept this letter as confirmation of our participation.

We have implemented the following according to the American Heart Association's guidelines:

- Physician oversight has been secured. His/Her name and contact information is:

- An automated external defibrillator(s) has been purchased through (*manufacturer name*) and has been placed (*provide specific location, i.e., floor numbers, wellness center, medical department, lounge area, etc.*) in our building(s).
- The AED was placed after our designated physician completed an assessment.
- All employees know the location of the AED.
- The AED was placed with the location of the company's lay rescuers in mind.
- The American Heart Association Heartsaver AED Course and all necessary orientation were provided to our lay rescuers.
- A plan for refresher courses and ongoing maintenance of the equipment has been implemented.

If you have any questions or needs, please contact (*appropriate company contact*) at (*provide phone number, fax, e-mail, etc., as desired*). (*Name of your company*) is proud to be a participant in strengthening our city's chain of survival.

Thank you.

Sincerely,

Company CEO or Representative
Company