This letter to community groups may be provided on an as needed basis. Please check with your school legal counsel to ensure it may be used. It may also serve as an addendum to your school liability waiver already in place. Feel free to copy any or all of the following key points.

<<name of company or civic group>>
<<date of building/room use>>

<<Name of your facility>> is committed to provide our students, visitors and employees with a safe environment. We have joined a community effort to implement a Public Access Defibrillation (PAD) program in our facility. Automated External Defibrillators (AEDs) have been placed in the following locations:

- Describe these locations. You may want to indicate whether wall-mounted cabinets are used and if so inform the user that they are unlocked and alarmed; the alarm will stop when the cabinet door is closed.

We have trained staff available during regular school hours should a sudden cardiac arrest or other emergency occur. However, please be advised that trained staff MAY NOT be readily available to assist you in the event of an emergency outside of regular school hours. If you are CPR/AED certified and feel you can effectively use the AED please feel free to use it. We encourage everyone to participate in our community “Chain of Survival” (early 911, early CPR, early defibrillation, early medical care).

If a life rescue event occurs please be advised that to activate 911 you must: (describe the procedure for doing this at your facility). If you use the AED, please contact the appropriate school officials immediately. <<Include where list of names and numbers can be found>>.

We would encourage everyone to learn CPR and how to use an AED; it could be the difference between life and death. For information on CPR/AED training classes scheduled for our area please call <<school representative or any accredited training organization in your area>>.

Sincerely,

<<school official>>

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Dear Chief (EMS contact person),

As part of our commitment to the health and well-being of our students, families and visitors, (name of school) has acquired Automatic External Defibrillators (AEDs).

The intended usage areas of the defibrillators have been defined with consideration of accessibility to our staff and lay rescuers. We have attached a map indicating these locations.

We have implemented the following protocols in affiliation with (training organization-if applicable) and Project ADAM (Automated Defibrillators in Adam’s Memory).

- A (name the brand of AED, i.e.: Lifepak 500) has been purchased through (vendor’s name).
- The AEDs were placed with the assistance of (list those sources here i.e.: training organization, Project ADAM, defibrillator vendor or EMS).
- All employees in our facility know the location of the AEDs.
- Personnel have been identified to conduct appropriate maintenance and testing of the AEDs according to the manufacturer’s directions and company policy.
- Our lay rescuers have been trained by: (list the training organization here).
- A plan for refresher courses and on-going maintenance of the equipment has been implemented.
- We will/will not be implementing the pediatric component of the program.
- Our program was implemented in compliance with <<statewide laws/guidelines>>.
- (Name of physician) has agreed to provide medical direction and control. He/she will be utilized as needed at the discretion of our staff and in the debriefing of any life rescue event.

Please be advised that (school name) is proud to be a participant in our city’s “Chain of Survival”.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Program coordinator
School name

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Dear <<parents, guardians and/or students>>, 

(Name of your school) is pleased to inform you we have joined a community effort to place automated external defibrillators (AEDs) in our school building. This decision is the result of our wish to make our schools safe for our students, visitors and employees.

The latest national statistics indicate that more than 350,000 children and adults in the U.S. die from sudden cardiac arrest every year, most of them outside of the hospital. We also are being made aware of the documented numbers of young athletes who suffer sudden cardiac arrest while participating in sports. Through our cooperative efforts with Project ADAM at Children’s Hospital of Wisconsin and <<names of community contributors, funders, etc.>>, we have joined hundreds of schools throughout nation in preparing our school for a life-threatening emergency. This program enables us to offer any person who may experience a sudden cardiac arrest the best chance for survival.

We have placed AEDs in the following locations: <<locations>>. The AEDs are in alarmed cabinets. When the cabinet doors are opened a loud alarm will sound. This alerts everyone that there is a potential emergency. Our school has a maintenance plan in place for the unit(s); the AEDs are designed to work effectively unless they are tampered with. Additionally, the unit will not shock a person unless it detects a shockable rhythm (ventricular fibrillation). As with any emergency device, please be reminded that tampering with such a unit may result in disciplinary action for the person involved.

Staff has been trained to assist with an emergency during regular school hours. After school hours this is a public access defibrillation (PAD) program. If you suspect someone is experiencing a sudden cardiac arrest please feel free to use the equipment at our school. Good Samaritan laws protect the layperson in a life-saving attempt, although we recommend becoming trained in CPR/AED use as an investment in your health and the health of others. Our local EMS is aware of our policies and procedures for the program; we have been provided medical oversight by <<physician name/healthcare facility>>.

To call 9-1-1 during school hours (describe the process). To call 9-1-1 after school hours (describe the process). If the AED is used please contact (name/phone number) so that we may follow-up on and replace materials used in the resuscitation effort.

Sincerely,

<<School PAD coordinator>>
Project ADAM®
Sample Program news release

Date:

For Release:

(School name) announces life-saving defibrillation program.

(City and date) Starting (your school’s implementation date) the students, visitors and employees of (school name) will have a better chance of surviving a cardiac arrest because of newly installed Automated External Defibrillators (AEDs). The AEDs are part of our school’s new public access defibrillation program that trains staff and students to recognize a cardiac emergency, perform CPR and use the device to administer a shock to the heart. “We want to be sure we can effectively respond to any medical emergency that occurs on our property”, says (school spokesperson).

Every year almost 350,000 people suffer cardiac arrest and only about 5 percent of them survive. Since 1999, in southeastern Wisconsin alone, 25 adolescents under the age of 18 have also suffered sudden cardiac arrest. Only 8 of those students survived. While our program will allow us to respond to anyone who collapses we certainly want to offer our young people every chance to survive, since cardiac arrest in this age group is so unexpected. Cardiac arrest is a condition in which abnormal heart rhythms cause the heart’s electrical impulses to suddenly become chaotic. When this happens, the heart stops abruptly, and the victim collapses and quickly loses consciousness. Death usually follows unless a normal heart rhythm is restored within a few minutes. Defibrillation, which delivers an electric shock to the heart, is the only known treatment to stop this chaotic electrical activity. This allows the heart to restart itself. For every minute defibrillation is delayed, the victim’s chances of survival go down by 7 to 10 percent.

When Adam Lemel collapsed and died while playing basketball in January of 1999 it spurred the efforts to establish a program to help schools across Wisconsin to place AEDs in all locations. The program, Project ADAM, was a joint effort of friends of Adam and Children’s Hospital of Wisconsin. With the help of Adam’s family, the Masonic Lodges and Children’s Hospital of Wisconsin we have been able to generate financial support and assistance to implement a safe and effective program. Project ADAM has been a resource for many schools not only in Wisconsin but also across the nation. Senator Russ Feingold introduced the Adam Act, a bill that will establish a national clearinghouse, modeled after Project ADAM, for AED programs in schools across the country. In July of 2003 President Bush signed this bill into law.

According to a school spokesperson, concern about being able to ensure quick defibrillation caused them to set up the AED program. “We have a large campus and sometimes EMS response times are delayed due to weather, traffic problems and location of the victim, so we worked with local EMS and the Project ADAM staff to set up our program…<<or insert other quote>>.”

AEDs now on the market are safe and easy to use, making it possible for non-medical personnel to be trained to provide rapid defibrillation for victims of all ages. More and more schools are taking this step since legislation supporting the Good Samaritan law was passed in this state. This allows non-medical lay rescuers to use the AED. The American Heart
Association, Project ADAM and OSHA recommend that any facility in which large groups of people congregate consider establishing a defibrillation program. It is estimated that establishing these programs could save as many as 50,000 lives per year.

For more information regarding our program you may contact (contact person). For information about Project ADAM and public access defibrillation programs in your school please call (414) 266-3889.