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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. Through our cooperative efforts with Project ADAM Sacramento at UC Davis Children’s Hospital and <<names of community contributors, funders, etc.>>, we have schools throughout the state of California and beyond in preparing our school for a life-threatening cardiac 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 /health care facility>>.

To call 911 during school hours (describe the process). To call 911 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,

(AED Program Coordinator)