**Memo to Employees About Availability of First Responders**

TO: All Employees

FROM: Safety Coordinator, Human Resource Director, or Agency Head

SUBJECT: First responders for medical emergencies

 Several individuals within our organization have volunteered as “first responders” for medical emergencies that occur at work. They have been trained in First Aid and CPR, and in some cases in the use of AED equipment.

 The list of individuals, their room numbers and telephone numbers are provided on the attachment. Please familiarize yourself with this list in the event that an employee working near you needs assistance for a medical emergency, or post the list near phones or First Aid Kits. Please note that even when first responders are called, the appropriate emergency number [insert number] should be called immediately for professional outside medical assistance.

 This is also a good time to remind you to verify that your emergency contact information is up to date. Emergency contact information can be maintained directly in SAP if you have computer access or by contacting your Human Resource Office at [contact].

 If you are interested in serving as a volunteer in the event that one of these responders transfers or separates employment from our organization, please contact the Safety Coordinator at [insert contact information].