**Memo Seeking First Responders**

TO: Bureau Directors or All Employees and Upper Management

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

It is imperative that we work in an environment where response to emergency medical situations is swift and effective. Trained volunteers are often the “first responders” to medical emergencies that occur at work. Our agency is seeking volunteers to participate in a no-cost CPR/First-Aid training session. The training will last approximately five and a half hours and will be held at a site to be determined. Participants who demonstrate all skills correctly and who pass the final written test will receive an Adult CPR certificate valid for one year after course completion and a Standard First-Aid certificate valid for three years after course completion (American Red Cross, American Heart Association- both certificates are good for 2 years).

Please circulate a copy of this memorandum to all employees to garner interest in both the Commonwealth’s Safety Initiative and voluntary CPR/First-Aid training. Interested employees should contact the Safety Coordinatorif they wish to volunteer. Based on the response, a number of volunteers will be selected for the training. Employees currently possessing CPR/First-Aid or emergency medical technician certification may also volunteer to be a “first responder” by contacting the Safety Coordinator.

Employees who receive CPR/First-Aid training and who administer first-aid services are protected against personal liability by the Commonwealth’s Good Samaritan Act. If you have any questions or would like to volunteer, please contact the Safety Coordinator, Safety Coordinator’s Name, at e-mail or telephone.