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**INTERNAL AND EXTERNAL COMMUNICATIONS PLAN**

Communications of the presence of an AED must include an effective means to notify ALL employees within the work unit regarding the existence of this unit and the need to call 911 as soon as possible when someone is found under medical distress or unresponsive.

Some methods of communications include using bulletin/communication boards, work unit newspaper/brochures, work unit email, work unit website, handouts, and new hire orientation.

Individual work units may have other and more appropriate means to communicate this information.

It is recommended that more than one form of communication be used to ensure that all employees are notified of this program.