

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Event Organizer's Name]
[Event Organization]
[Event Address]
[City, State, Zip Code]

Dear [Event Organizer's Name],

Subject: Epipen Safety Protocol for [Event Name]

I hope this message finds you well. As we prepare for the upcoming [Event Name] on [Event Date], I want to ensure that we have the necessary safety precautions in place for attendees who may require an Epipen due to severe allergic reactions.

To enhance safety during the event, I recommend the following protocols:

1. ****Epipen Availability:**** Ensure that there are designated first aid stations equipped with Epipens and that staff is trained to administer them if necessary.
2. ****Training for Staff:**** Provide training for all event staff on recognizing signs of anaphylaxis and the proper use of an Epipen.
3. ****Emergency Contact Information:**** Display emergency contact numbers prominently throughout the event venue and ensure staff know how to reach emergency services quickly.
4. ****Attendee Awareness:**** Consider including information in the event program or announcements about the availability of Epipens and the location of first aid stations.
5. ****Designated Safe Zones:**** Identify and mark areas where individuals with allergies can seek assistance if needed, free from allergens if possible.

I believe that these measures will create a safer environment for all attendees. Please let me know if you would like to schedule a meeting to discuss this further.

Thank you for your attention to this important matter.

Best regards,

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Contact Information]