Dear [name],

I am writing to encourage [organization name] to prioritize the safety and wellbeing of our employees by providing naloxone and making it accessible to employees as part of our workplace emergency preparedness program. Overdoses at work reach across all industries and jobs and have significantly increased over the past decade. In fact, overdoses now cause nearly 10% of employee deaths on the job. *[Use this space to highlight data that is specific to your organization, industry and/or geographic area.]*

Naloxone is an opioid overdose reversal medication that quickly pauses the symptoms of an overdose and is safe, effective and easy-to-use. Anyone can administer naloxone and it will not harm a person who is not having an opioid overdose. As of March 2023, the first naloxone product was approved by the FDA for over-the-counter use which gives [organization name] the ability to be prepared and save lives.

Making naloxone available at [organization name] is a straightforward process. The first step is to obtain naloxone to include in first aid kits or other accessible locations. Naloxone is relatively inexpensive and widely available to purchase. The next step is to train staff on how to recognize an overdose and administer naloxone. The National Safety Council has a free eLearning that could be quickly integrated into our training program to achieve this. *[Add any information on specific costs and/or current programs where naloxone could be incorporated (emergency preparedness, first aid].* The costs of this program are worth the lives it could save.

Anyone can overdose anywhere and at any time. Naloxone availability and training can **save lives**. Let’s be prepared and utilize this life-saving tool.

*[The next sentence will vary based on organization, but we suggest ending the memo with next steps to continue the conversation and begin the process.]*

I will follow up shortly to schedule a meeting to discuss next steps on implementing an opioid overdose response program at [organization name].

Sincerely,

[Insert name or team]