



Heart Safe School (HSS) Checklist Toolkit

There are many program components to think about when building a school CPR-AED program. The toolkit will help you fulfill each checkpoint on the Heart Safe School Checklist. It may take anywhere from six to 12 months (or longer) to get your program up and running. You can choose to set a goal to complete one/two requirements each month and work on it throughout the year. All up-to-date implementation documents are located on the Project ADAM national website, www.projectadam.com/Heartsafeschools. Templates can be customized for your program.

Automated External Defibrillators (AEDs)

HSS Checkpoint: AED equipment location(s) on a school campus makes it possible to retrieve an AED, apply pads and deliver a shock (if needed) to an unresponsive victim in under three minutes.

The AED should be accessible and the AED pads applied to a victim within a three minute brisk walk from any point in the school. Local Fire and/or EMS organizations are often willing to help conduct the assessment.

If your school does not have an AED, you will need to acquire rough estimates for the unit(s) and related equipment. If you need assistance with this process, please contact your local Project ADAM affiliate for support.

Relevant templates are listed below and located under the Automated External Defibrillators section: www.projectadam.com/Heartsafeschools

- ✓ AED Placement Assessment
- ✓ Choosing an AED
- ✓ AED Comparison Chart

HSS Checkpoint: AED(s) have clear signage.

In addition to the proper placement of the AED(s), adequate signage is also important to improving the chance of survival for victims who experience SCA. When you're posting the signs, think as if you were a visitor who has never been to your school. Could you follow the signage down the hallways to locate the AED(s) in your school in the event of an emergency? Signage that directs a person to the location of an AED is something that should be planned and consistent from floor to floor or building to building. For example, if your school is in a three story building and there is only one AED, signage should be placed on every floor to direct people easily to the AED's location. Preferably, the signs should be located by an elevator and/or staircase stating which floor and/or room the AED is located. Signs with directional arrows, three dimensional wall signs, as well as location specific signs are available. These can be purchased from AED vendors. We also have posters that you can print from the template section of the website. If you do print signage, we recommend that you laminate them.

Relevant templates are listed below and located under the [Cardiac Emergency Response Plan](#) section:
www.projectadam.com/Heartsafeschools

- ✓ CERP Poster
- ✓ AED Arrow Signs

HSS Checkpoint: The AED(s) is checked for performance readiness at least monthly or per manufacturer’s directions and documented each time.

Develop a plan/utilize the AED Maintenance document below if you don’t already have a system in place to track and document maintenance checks. Complete the below School Incident Form and turn it into your local Project ADAM Coordinator anytime the AED is used in an emergency.

Relevant templates are listed below and located under the [Automated External Defibrillators](#) and [If you use your AED](#) sections: www.projectadam.com/Heartsafeschools

- ✓ AED Maintenance Log
- ✓ Project ADAM AED Report Form

HSS Checkpoint: We keep a first responder kit near or attached to the AED which includes: CPR barrier device, scissors, gloves, razor and towel.

Check your AED(s) to make sure they have all the above materials in them and replace any articles that you don’t have to ensure you’re properly equipped for emergencies.

Cardiac Emergency Response Team

HSS Checkpoint: A CPR-AED Site Coordinator is identified who oversees the CPR-AED program activities and training.

Selecting a dedicated point person to lead organizational efforts is an instrumental step in creating and maintaining a functional and sustainable program. Typically the school nurse is the coordinator, but when there’s not a full time nurse available on campus, appoint someone who is there full time that can organize and lead the annual AED drill and CPR/AED all staff training. Some examples of other appointed coordinators are principals, athletic trainers, health teachers, etc.

The template listed below is located under the [Cardiac Emergency Response Team](#) section:
www.projectadam.com/Heartsafeschools

- ✓ Site Coordinator Annual Cycle

HSS Checkpoint: There is a designated Cardiac Emergency Response Team comprised of at least 10% of staff or five to 10 people.

This team is comprised of at least 10% of school staff and is expected to keep up-to-date CPR-AED training. Members will also participate in at least one cardiac emergency response drill per year. Project ADAM strongly recommends conducting two drills annually.

If you already have a Medical Response/Emergency Response Team in place at your school, start by asking these staff members. You can also ask your principal if he/she has suggestions/ideas for who to

ask to be on the team. Project ADAM recommends that your team members are scattered throughout the school so you have full coverage and are prepared wherever the emergency occurs.

The template listed below is located under the *Cardiac Emergency Response Team* section:

www.projectadam.com/Heartsafeschools

- ✓ Creating a Team

Cardiac Emergency Response Plan

***HSS Checkpoint:* We have a written Cardiac Emergency Response Plan that is reviewed annually.**

A Cardiac Emergency Response Plan (CERP) is a written document that establishes specific steps to take action in a cardiac emergency in a school setting. In 2015, Project ADAM partnered with the American Heart Association and other invested organizations to create a response plan template based on best practices.

You can modify the below pre-existing CERPs and adapt for your school or create your own, based on others criteria. There is no right or wrong CERP, as long as the necessary steps are covered. See below for some examples and/or contact your local Project ADAM Program Coordinator for additional examples.

Relevant templates are listed below and located under the *Cardiac Emergency Response Plan* section:

www.projectadam.com/Heartsafeschools

- ✓ CERP Full Version
- ✓ Abbreviated Plan Example 1
- ✓ Abbreviated Plan Example 2
- ✓ Abbreviated Plan Example 3
- ✓ Abbreviated Plan Example 4

***HSS Checkpoint:* We have a cardiac emergency communication code to notify responders and others in the area that an incident is occurring. Staff outside always carry a communication device.**

Talk with your principal and your Cardiac Emergency Response Team to decide what code makes the most sense for your school. Some examples of codes are Code Blue, Code AED, etc. To satisfy the second half of this requirement, “staff outside always carry a communication device,” ensure that all staff members carry their cell phone or a walkie talkie when they go outside.

***HSS Checkpoint:* Local Emergency Medical Services (EMS) have been notified of our CPR-AED program.**

Many schools have questions regarding this checkpoint. There are several ways to accomplish this requirement, including but not limited to the following:

- Request EMS to participate in your AED drill.
- Notify EMS to let them know you have a trained team of responders and a plan in the event of a cardiac emergency.

- Look for opportunities to partner with your local EMS to help with CPR education at your school.
- Check with your local EMS/Fire Department to see if they register AEDs so when a 911 call is placed, the dispatcher will be able to provide the location of the nearest registered AED.
- Modify the **Sample letter to Emergency Medical Services (EMS)** with your school's information and share with your local EMS chief, usually based at the fire department for your county.

Relevant templates are listed below and located under the *Sharing your School CERP with additional groups* section: www.projectadam.com/Heartsafeschools

- ✓ **Sample letter to EMS**

HSS Checkpoint: Our school's written Cardiac Emergency Response Plan, including location of school AED(s), has been shared with any outside groups and organizations who utilize our facilities.

Relevant templates are listed below and located under the *Sharing your School CERP with additional groups* section: www.projectadam.com/Heartsafeschools

- ✓ **Sample letter to facility users**
- ✓ **Sample letter to parents** – if you'd like to share information about your Heart Safe efforts with families.

Training/Education

HSS Checkpoint: CPR-AED training for the Cardiac Emergency Response Team is updated at least every two years and there is a system in place to track retraining. Project ADAM recommends CPR-AED certifications are updated every two years or Hands-Only CPR-AED trainings are updated annually.

Project ADAM strongly recommends that everyone on your Cardiac Emergency Response Team is CPR certified, however, at the bare minimum, we require every member on the team to have annual Hands-Only CPR-AED training with compression practice if this not possible and they are NOT certified. For additional CPR-AED training curriculum and videos, visit our [You Tube Channel](#) or refer to the CPR-AED Training Tips document below. If you don't currently have a system in place to track training, you can use the below CPR Training Log to satisfy the second half of this requirement.

Relevant templates are listed below and located under the *Training & Education* section:

www.projectadam.com/Heartsafeschools

- ✓ **Staff CPR/AED Training Log**
- ✓ **CPR/AED Training Tips**

HSS Checkpoint: All faculty and staff know where the AED(s) are located and how to access them.

This can be covered at a staff meeting or as part of the annual education on sudden cardiac arrest discussed in the next checkpoint.

***HSS Checkpoint:* All faculty and staff have annual education on sudden cardiac arrest (SCA) awareness, signs and how to recognize SCA (sudden collapse and unresponsive; victim may have initial seizure-like or continued respiratory movements). Communication procedures and the site's Cardiac Emergency Response Plan are also shared during this education.**

You can use the Project ADAM Staff Presentation to meet this checkpoint. As long as you cover the above criteria in your education, you're free to create/modify the presentation below to meet your school's needs.

Relevant templates are listed below and located under the *Training & Education* section:

www.projectadam.com/Heartsafeschools

- ✓ Project ADAM Staff Presentation – Power Point format
- ✓ Project ADAM Staff Presentation Script – Word doc format

Cardiac Emergency Response Drills

***HSS Checkpoint:* We conduct at least one annual cardiac emergency response drill (AED drill) to test our emergency plan and communication. A drill summary checklist is utilized for planning purposes and post-drill review.**

It's normal to feel nervous about conducting your first drill. Project ADAM has step by step instructions to guide you through the process. You will need to secure or borrow a CPR training manikin and an AED training unit to conduct your AED drill. If you have questions or concerns about your drill, please reach out to your local Project ADAM Coordinator.

Relevant templates are listed below and located under the *Cardiac Emergency Response Drills* section:

www.projectadam.com/Heartsafeschools

- ✓ How to Conduct a Drill
- ✓ Drill Checklist