

# Heart Safe School (HSS) Checklist Toolkit

There are many program components to think about when building a school CPR-AED program. The following describes the documentation and/or training needed to fulfill checkpoints listed on the Heart Safe School Checklist. It may take anywhere from six to 12 months (or longer) to get your program up and running. Many have found it helpful to set a goal to complete one/two requirements each month and work on it throughout the year, rather than focus on all the missing pieces at once.

All up-to-date implementation documents referenced can be located on the Project ADAM national website, [www.projectadam.com/Heartsafeschools](http://www.projectadam.com/Heartsafeschools). All templates can be downloaded and customized for your local school 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](http://www.projectadam.com/Heartsafeschools)

- ✓ AED Site Assessment
- ✓ Choosing an AED

**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](http://www.projectadam.com/Heartsafeschools)

Project ADAM National, Updated February 24<sup>th</sup>, 2022

For an up-to-date version, please visit [www.projectadam.com](http://www.projectadam.com)

- ✓ Cardiac Emergency Response Plan Poster
- ✓ AED Arrow Sign - Right
- ✓ AED Arrow Sign - Left

**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](http://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.
- It is important to create an annual budget for your school's CPR/AED program. The budget will help track equipment, training, maintenance costs of the program and should be shared with administration.

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

- ✓ Budget Template
- ✓ Fundraising Tools

**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.
- 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.

## **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](http://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 **Letter to Local 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.
- Complete the **AED Site Information Form for EMS** and contact your local Fire department, EMS, hospital or Project ADAM affiliate to help identify the appropriate individual to receive this information.

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

- ✓ **Letter to Local Emergency Medical Services (EMS)**
- ✓ **AED Site Information Form for 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 *Cardiac Emergency Response Plan* section: [www.projectadam.com/Heartsafeschools](http://www.projectadam.com/Heartsafeschools)
  - ✓ **Extracurricular and Community Groups**
  - ✓ **Letter to Facility Users**
  - ✓ **Cardiac Emergency Response Plan Poster**

## **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 <https://www.projectadam.com/ProjectADAM/CPR-Resources> 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](http://www.projectadam.com/Heartsafeschools)

- ✓ CPR 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 all staff awareness 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.

- Utilize the Annual School Staff Orientation document if you don't already have a script/content in mind to meet this checkpoint. You aren't required to use this script to meet this checkpoint. As long as you cover the above criteria in your annual all staff training, you're free to create/modify the script below to meet your school's needs.

Relevant templates are listed below and located under the [Training/Education](http://www.projectadam.com/Heartsafeschools) section:  
[www.projectadam.com/Heartsafeschools](http://www.projectadam.com/Heartsafeschools)

- ✓ Annual School Staff Orientation

## **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 and Project ADAM has step by step instructions to guide you through the process. Your local Project ADAM Program Coordinator may also be available to assist you with your drill. You will need to secure/borrow a CPR training manikin and an AED training unit for practicing your AED drill.

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

- ✓ Cardiac Emergency Response Drills
- ✓ AED Drill Checklist I (Basic)
- ✓ AED Drill Checklist II (Advanced)