

## Heart Safe School (HSS) Checklist Tool Kit

There are many requirements to think about when building a school CPR-AED program. The following describes the documentation and/or training needed to fulfill those requirements listed on the Heart Safe School Checklist. It may take anywhere from 6-12 months (or longer) to get your program up and running, so many find it helpful to focus on one requirement at a time, 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 found and downloaded on the Project ADAM national website, [www.projectadam.com/Heartsafeschools](http://www.projectadam.com/Heartsafeschools).

### **HSS Requirement 1: The placement of the AED(s) makes it accessible from any part of the building or campus within 2-3 minutes.**

- The AED should be accessible to a victim within a 2 – 3 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 documents:*

[AED Site Assessment](#)

[Choosing an AED](#)

### **HSS Requirement 2: 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 Documents:*

[CERP Poster](#)

[AED Arrow Sign \(right\)](#)

[AED Arrow Sign \(left\)](#)

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**HSS Requirement 3:** 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 documents:*

[AED Maintenance Log](#)

[School Incident Form](#)

**HSS Requirement 4:** 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.

**HSS Requirement 5:** 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 AED/CPR program. The budget will help track equipment, training, maintenance costs of the program and should be shared with administration.

➤ *Relevant documents:*

[Budget Template](#)

[Fundraising Tools](#)

**HSS Requirement 6:** There is a designated cardiac emergency response team comprised of at least 10% of staff or 5-10 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

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scattered throughout the school so you have full coverage and are prepared wherever the emergency occurs.

**HSS Requirement 7: We have a written Cardiac Emergency Response Plan (CERP) 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 Coordinator for additional examples.

*\*Relevant documents:*

[Cardiac Emergency Response Plan \(CERP\) - Full version, appropriate for a school policy and procedure manual](#)

**Cardiac Emergency Response Plan (CERP) - Abbreviated versions, for quick reference or visually posting your response plan:**

[Abbreviated CERP example 1](#)

[Abbreviated CERP example 2](#)

[Abbreviated CERP example 3](#)

[Abbreviated CERP example 4](#)

**HSS Requirement 8: We have a cardiac emergency communication code (overhead page or other) to notify 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 Requirement 9: Local Emergency Medical Services (EMS) have been notified of our CPR-AED program.**

- Many schools have questions regarding Heart Safe School Requirement 13: 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.

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- 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 this [Sample EMS notification letter](#) with your school's information and share with your local EMS chief, usually based at the fire department for your county.
- Complete this [AED Site Information for EMS](#) form and contact your local Fire department, EMS, hospital or Project ADAM affiliate to help identify the appropriate individual to receive this information.

\* *Relevant documents:* [Sample EMS Notification Letter](#)  
[AED Site information for EMS](#)

**HSS Requirement 10:** Our school's written cardiac emergency response plan has been shared with extracurricular activities and community groups who utilize our campus.

- Refer to the below relevant documents for details instructions on how to meet this requirement.

\**Relevant documents:* [Extracurricular and community groups](#)  
[Sample letter to facility users](#)  
[CERP Poster](#)

**HSS Requirement 11:** CPR/AED training for the Cardiac Emergency Response Team is updated annually (or every 2 years) and there is a system in place to track retraining.

- 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 observed 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 documents:* [CPR Training Log](#)  
[CPR/AED Training Tips](#)

**HSS Requirement 12:** 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 training on Sudden Cardiac Arrest (HSS Requirement 7).

**HSS Requirement 13:** All faculty and staff have annual awareness training on sudden cardiac arrest (warning signs, recognition, communication procedures, other staff roles, etc.) and our school's Cardiac Emergency Response Plan.

- Utilize the Annual School Staff Orientation document if you don't already have a script/content in mind to meet this requirement. You aren't required to use this script to meet this requirement. 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 documents:* [Annual School Staff Orientation](#)

**HSS Requirement 14:** 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 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 documents:* [Cardiac Emergency Response Drills](#)  
[School-based Drill Scenarios](#)  
[AED Drill Checklist I](#)  
[AED Drill Checklist II](#)