



# Cardiac Emergency Response Plan

## Planning Checklist

The American Heart Association wants all people to learn First Aid, cardiopulmonary resuscitation (CPR) and how to use an Automated External Defibrillator (AED) to create a generation of people that are prepared to act in an emergency—a Nation of Lifesavers.

About 9 out of 10 cardiac arrest victims who receive a shock from an AED in the first minute live. During cardiac arrest, the use of CPR can double or triple a person's chance of survival.

All schools, workplaces, community organizations, and sports facilities should establish a Cardiac Emergency Response Plan (CERP). The following checklist contains the steps to include in your plan:

### Establish a Cardiac Emergency Response Team (CERT)

- ☐ Designate one person as the Cardiac Emergency Response Team Coordinator who oversees CPR and AED program activities, training, education, and evaluation.
- ☐ All members of the Cardiac Emergency Response Team have current CPR and AED training from a nationally recognized organization.
- ☐ Designate individuals to promptly call 9-1-1 and direct EMS to the location of the sudden cardiac arrest.

### Place and maintain the Automated External Defibrillator (AED)

- ☐ AED equipment location(s) make it possible to retrieve an AED within two minutes of being notified of a possible cardiac emergency.
- ☐ The Cardiac Emergency Response Team (CERT) Coordinator has set up a process for verifying and tracking AED equipment readiness and maintenance.
- ☐ Plan to regularly check and maintain each AED as per the operating manual, and keep a log of maintenance activities, including when the building or location is unused for extended periods of time.
- ☐ All AEDs have clear AED signage that is visible from the normal path of travel. The American Heart Association Act Now. Save a Life. (Simplified Adult Basic Life Support) infographic is near AED cabinet.

### Share the plan throughout the site

- ☐ Post the CERP protocol and the Act Now. Save a Life. (Simplified Adult Basic Life Support) infographic throughout the facility including adjacent to each AED, in occupied spaces, and outdoor areas.
- ☐ Share the CERP protocol and the Act Now. Save a Life. (Simplified Adult Basic Life Support) infographic with all staff and others that utilize the facility.

### Maintain ongoing staff training in CPR and AED use

- ☐ The CERT team and a sufficient number of staff is trained in cardiopulmonary resuscitation (CPR) and in the use of an AED.
- ☐ Plan for all staff or volunteers (if appropriate) to receive training on recognizing signs of sudden cardiac arrest, how to activate a response, location and use of AEDs, and Hands-Only CPR.

### Integrate local emergency medical services

- ☐ Coordinate the CERP with local emergency response and dispatch agencies or provide a copy of the plan.
- ☐ Inform local emergency response system of the number and location of on-site AEDs.

### Practice the cardiac emergency response plan using drills

- ☐ Plan to conduct a minimum of two cardiac emergency response drills per year to test our emergency plan and communication. A drill checklist will be utilized for planning purposes and post-drill review.

### Review and evaluate the emergency response plan

- ☐ Plan to conduct an annual internal review of the cardiac emergency response plan.
- ☐ Plan to the post-event review, documentation, and action.

### Activate the Cardiac Emergency Response Plan

- ☐ Plan to Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.