



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.