

Project ADAM Heart Safe School Program Checklist

A comprehensive program of sudden cardiac arrest preparedness in schools.

This tool will serve as a roadmap through the Heart Safe School program implementation process. Check [here](#) to see if there is an affiliate program in your state/region and connect with them first, as Project ADAM Heart Safe designation and recognition activities vary at the local level. If an affiliate program is not available in your area, we encourage you to utilize our free Project ADAM resources.

Instructions:

- 1) Please fill out one checklist per school as an initial assessment of cardiac emergency preparedness.
- 2) Collaborate with your local Project ADAM affiliate site (if available) and utilize our customizable resources.
- 3) Once all criteria are met, contact your local Project ADAM affiliate site (if available) to submit necessary documentation to achieve local recognition. Retain a copy in your school files.

Today's date: _____ Name of person completing this form: _____

Name of school: _____ Name of district: _____

Preschool
 Elementary
 Middle
 High School
 Private
 Other

CPR-AED Site Coordinator or Contact Person: _____

Email: _____ Phone: _____ Main school phone: _____

| AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) | YES | NO | NEED HELP | COMMENTS |
|---|-----|----|-----------|----------|
| 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. | | | | |
| AED(s) have clear signage. | | | | |
| The AED(s) is checked for performance readiness at least monthly, or per manufacturer's directions and documented each time. | | | | |
| We keep a first responder kit near or attached to the AED which includes: CPR barrier device, scissors, gloves, razor, and towel. | | | | |
| CARDIAC EMERGENCY RESPONSE TEAM | YES | NO | NEED HELP | COMMENTS |
| A CPR-AED Site Coordinator is identified, who oversees the CPR-AED program activities and training. | | | | |
| There is a designated Cardiac Emergency Response Team comprised of at least 10% of staff or five to 10 people. | | | | |

| CARDIAC EMERGENCY RESPONSE PLAN | YES | NO | NEED HELP | COMMENTS |
|--|------------|-----------|------------------|-----------------|
| We have a written Cardiac Emergency Response Plan that is reviewed annually. | | | | |
| 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. | | | | |
| Local emergency medical services have been notified of our CPR-AED program. | | | | |
| 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. | | | | |
| TRAINING/EDUCATION | YES | NO | NEED HELP | COMMENTS |
| 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. | | | | |
| All faculty and staff know where the AED(s) are located and how to access them. | | | | |
| 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 school's Cardiac Emergency Response Plan are also shared during this education. | | | | |
| CARDIAC EMERGENCY RESPONSE DRILLS | YES | NO | NEED HELP | COMMENTS |
| 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. | | | | |
| Other comments about your program: | | | | |

It is recommended but not required that your program has oversight by a physician medical director. If you have questions, please let us know.

If your AED is used:

- Conduct an incident debrief meeting with the Cardiac Emergency Response Team.
- AED maintenance should occur within 24 hours.

Complete the AED Report Form

- The Project ADAM AED Report Form should be completed and returned to your local Project ADAM Program Coordinator any time the AED is retrieved and brought to the scene of a possible sudden cardiac arrest.