



# Cardiac Emergency Plan Checklist

**9 IN 10 CARDIAC ARREST VICTIMS WHO RECEIVE A SHOCK FROM AN AED IN THE FIRST MINUTE LIVE. DURING CARDIAC ARREST, CPR CAN DOUBLE OR TRIPLE A PERSON'S CHANCE OF SURVIVAL.**

That's why it's critical for sports teams and facilities to establish a Cardiac Emergency Response Plan (CERP), which can significantly increase survival beyond the typical <10%. Equally important is to regularly drill your plan and share your team's response protocol throughout your sports community so all are empowered to take action in a cardiac emergency. Use this checklist to activate your plan.

---

## TEAM

*Use AEDs & The Law and Get to Know Your AED PDFs*

- ☐ Establish a CERP Team to lead the implementation of the plan across the organization
- ☐ CPR/AED certify this Team and all coaches
- ☐ Designate a position in your organization to follow AED owner compliance
- ☐ Share list of CPR/AED training opportunities to encourage voluntary certification

## PLAN

*Use Cardiac Emergency Action Plan for Venue PDF*

- ☐ Create a CERP for each practice and match venue and share the plan with local EMS
- ☐ Update plans as needed so people onsite have accurate instructions

## SHARE

*Use Share Your CERP PDF*

- ☐ Schedule seasonal CERP orientation for all staff & coaches
- ☐ Review CERP at parent meetings and with team manager
- ☐ Post CERP by venue on your website and text/email link to your sports community
- ☐ Prior to athletic activity, announce location of AED and mark with visible signage.

## DRILL

*Use Cardiac Emergency Drill & Evaluation PDF*


- ☐ Schedule time annually to conduct a drill (considering staging at one of above meetings)
- ☐ Watch the drill video to help you plan and execute your drill and orient participants
- ☐ Request a local EMS/Fire Dept. representative to help conduct your drill

Familiar yourself with state and federal laws that govern your responsibility as an AED owner. Below is an overview of California law.





View the full version in the [Health & Safety Code 1797.196](#).

---




## INSTALLATION

-  Comply with all regulations governing the placement of an AED; as per American Disabilities Act wall-mounted no higher than 48"; accessible (not locked away) with signage to easily locate

## NOTIFICATION

-  Notify an agent of the local EMS agency of the existence, location, and type of AED acquired
-  At least once a year, notify the facility users of the location of the AED/s and provide information about who they can contact if they want to voluntarily take CPR/AED training
-  Post instructions in 14-point type on how to use the AED
-  Register AED with manufacturer and with [PulsePoint AED Registry](#)

## MAINTENANCE

-  Ensure the AED is maintained and tested according to the manufacturer's operation and maintenance guidelines
-  Inspect your AED/s at least every 90 days to detect operational issues
-  Keep records of the dates and outcomes for the required maintenance and testing that you do (as well as device warranty and battery and/or pad expiration dates)

It's vital to understand how to keep your AED ready to rescue. California law requires an AED manufacturer or retailer to provide all information governing the use, installation, operation, training, and maintenance of the AED. Here's a look at what you need to know.

---

## STORAGE

AEDs should be housed in a climate-controlled environment, avoiding extreme heat or cold, which can affect the device's functionality—that means NOT in metal sports containers. If permanently outside, locate in a weather-proof, temperature-controlled cabinet; if temporarily outside, in shaded areas.



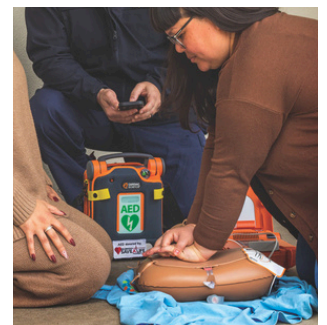
## MAINTENANCE

AEDs are either charged via an electrical outlet, or they have time-stamped batteries that expire every few years. AEDs also have pads that have expiration dates. It's important to track these dates and budget for replacement parts, as well as calendar when you should conduct regular "green light" safety checks.



## TRAINING

While all AEDs have audio-visual directions designed for anyone to follow, it's important for you and your sports community to familiarize yourself with your specific AED's operations. Manufacturers often produce training videos for each product. You can also view training videos for many AED brands at [SaveStation](#) or get specific training for [Avive](#) AEDs.



## COMPLIANCE

Federal and state laws govern the responsibilities an AED owner has. Use the AED & The Law flyer to familiarize your organization with what's required.



One of the most critical aspects of a successful cardiac emergency response plan is that everyone in your sports community knows what the plan is. Below is a sample message you can post on your social channels & website and link via text or email so everyone's prepared.

---

## OUR CARDIAC EMERGENCY RESPONSE PLAN

NAME OF YOUR ORGANIZATION is committed to protecting young hearts from sudden cardiac arrest, which has less than a 10% survival rate when emergency action is not taken by people who witness the event. We have implemented cardiac emergency response plans at each venue where we practice and play. Each plan is a Call•Push•Shock call to action that should be initiated within minutes of a victim's sudden collapse. Please take a few moments to review the plan for the facility where your youth plays.

NAME FACILITIES AND LINK TO SPECIFIC CERP FOR EACH

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Each plan notes where the AEDs are located at each venue. Please make time to watch these videos to see how easy it is to follow the audio-visual prompts to operate an AED—no certification is necessary. When used in the first minutes of collapse, sudden cardiac arrest survival can be 90%!

INSERT LOCATION OF AED/s WITH LINKS TO BRAND TRAINING VIDEOS

## CPR

CPR is a bridge to life while a sudden cardiac arrest victim awaits a shock from an AED. You do not need to be certified to perform hands-only CPR. When a bystander delivers CPR in the first minutes after collapse, it can double or even triple a victim's chances! Check out this video.

[WATCH Recognize & Respond to Sudden Cardiac Arrest](#)



# Cardiac Emergency Drill

## What You Will Need:

- AED & AED Trainer
  - Cardiac Emergency Plan
  - AED Signage
  - Training Manikin
  - Phone
  - Drill Evaluation Sheet
  - Stopwatch
- 

## Who Is Involved:

- Administrator
  - Coach
  - Referee
  - Parents
  - Players
  - Recording Observer
  - Spectators
  - EMS Representative
- 

## Set Up:

- Personalize Cardiac Emergency Action Plan to drill location
  - Assign code for cardiac emergency, e.g. Code AED
  - Set in-person meeting to review action plan with all involved
  - Watch drill video
  - Conduct hands-on demos to use hands-only CPR and an AED
  - Assign a Drill Leader and give them clipboard with action plan
  - Position AED/Trainer and AED Signage on one end of drill location
  - Position training manikin with team shirt on opposite end
  - Position participants in the middle
  - Give Recording Observer the Drill Evaluation sheet and stopwatch
- 

## Drill: Goal to complete within 5 minutes

- Recording Observer calls "Code Blue!" and starts stopwatch
- Drill Leader points to SCA victim (manikin) and calls Code AED
- Drill Leader assigns 1 person to get the AED and run to manikin
- Drill leader assigns 2 people to start hands-only CPR on manikin
- CPR team removes manikin shirt; takes turns giving compressions
- Drill leader mock calls 911 & uses Action Plan to note field location
- Drill leader sends 1 person to meet EMS at location access point
- When AED arrives set it up on manikin and follow prompts
- When first shock delivered, Recording Observer stops watch

# Drill Evaluation

Location: \_\_\_\_\_

Date: \_\_\_\_\_

## RECORDING OBSERVER EVALUATES:

- |  |        |
|--|--------|
| 1. AED location identified with signage                  | Yes/No |
| 2. Team members responsive when Code AED called          | Yes/No |
| 3. 911 called within 1 minute                            | Yes/No |
| a. Detailed location relayed                             | Yes/No |
| b. Bystander positioned at EMS entry location            | Yes/No |
| 4. Hands-only CPR started on SCA victim within 2 minutes | Yes/No |
| 5. Quality CPR delivered:                                |        |
| a. Victim on ground on their back with shirt removed     | Yes/No |
| b. Bystander on knees, leaning over victim               | Yes/No |
| c. With straight arms, hand over hand                    | Yes/No |
| d. Pushing about 2" down at rate of 100 - 120/minute     | Yes/No |
| e. Letting the chest recoil before pushing down again    | Yes/No |
| f. Bystanders took turns delivering compressions         | Yes/No |
| 6. AED was retrieved and activated within 5 minutes      | Yes/No |
| 7. AED prompts followed and shock delivered              | Yes/No |
| 8. Follow-up CPR delivered as per AED prompts            | Yes/No |

## TOTAL DRILL TIME:

\_\_\_\_\_

List strengths during drill:

List areas for improvement for more effective response:

Who Was Present

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____