

## Project ADAM Heart Safe School Designation Checklist.

A comprehensive school program for prevention of sudden cardiac death.

*This tool will serve as a roadmap through the Heart Safe School designation process. Program quality criteria reflect recommendations outlined in the [Cardiac Emergency Response Planning for Schools: A Policy Statement](#).*

### Instructions:

- 1) Please fill out one checklist per school as an initial assessment of your school's cardiac emergency preparedness.
- 2) Collaborate with your local Project ADAM program site and utilize our customizable resources: [www.projectadam.com/heartsafeschools](http://www.projectadam.com/heartsafeschools).
- 3) Once all criteria are met, submit one checklist per school to your local Project ADAM representative to attain designation. 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
1	The placement of the AED(s) makes it accessible from any part of the building or campus within 2-3 minutes.				
2	AED(s) have clear signage.				
3	The AED(s) is checked for performance readiness at least monthly, or per manufacturer's directions and documented each time.				
4	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
5	A CPR-AED site coordinator is identified, who oversees the CPR-AED program activities and training.				
6	There is a designated cardiac emergency response team comprised of at least 10% of staff or 5-10 people.				

CARDIAC EMERGENCY RESPONSE PLAN		YES	NO	NEED HELP	COMMENTS
7	We have a written cardiac emergency response plan that is reviewed annually.				
8	We have a cardiac emergency communication code (overhead page or other) to notify responders and others in the area that an incident is occurring. Staff outside always carry a communication device.				
9	Local emergency medical services have been notified of our CPR-AED program.				
10	Our school's written cardiac emergency response plan, including location of school AED(s), has been shared with extracurricular activities, community groups and summer programs who utilize our school campus.				
TRAINING		YES	NO	NEED HELP	COMMENTS
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.				
12	All faculty and staff know where the AED(s) are located and how to access them.				
13	All faculty and staff have annual awareness training on sudden cardiac arrest (warning signs, recognition, communication procedures, other staff roles, etc.) and the school's cardiac emergency response plan.				
CARDIAC EMERGENCY RESPONSE DRILLS		YES	NO	NEED HELP	COMMENTS
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.				
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.
- The School Incident form should be completed and returned to your Project ADAM Program Coordinator. You will find the School Incident form at [www.projectadam.com/heartsafeschools](http://www.projectadam.com/heartsafeschools).