

Project ADAM Heart Safe Community Site Program Checklist

A comprehensive program of sudden cardiac arrest preparedness in communities.

This tool will serve as a roadmap through the Heart Safe Community Site 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 community site 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 community site's files.*

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

Name of community site: _____

CPR-AED Site Coordinator: _____

Email: _____ Phone: _____

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)	YES	NO	NEED HELP	COMMENTS
AED equipment location(s) makes it possible to retrieve and apply AED pads 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. The recommendation is at least 10% staff, volunteers, or those who regularly utilize this community site. There should be at least one member of the Cardiac Emergency Response Team present when the site is being utilized.				

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.				
Local emergency medical services have been notified of our CPR-AED program.				
Our community site's written Cardiac Emergency Response Plan, including location of 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 staff and volunteers have annual awareness education on sudden cardiac arrest (warning signs, recognition, communication procedures, other staff roles, etc.) and the site's Cardiac Emergency Response Plan.				
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.