

Project S.A.V.E. Heart-Safe School Practice Drills

Introduction:

Doing a practice drill for your cardiac emergency response is the best way to find out if your plan works, to test your communication system and your response team's readiness. The checklist allows you to obtain objective data, and the scenarios provide a realistic framework for your team to work from.

Planning the Practice Drill

When: It may be best to do the drill on a day or time when students are not around—early release, teacher workday, after school, etc. You might tell your team that you will be doing a practice drill in the next couple of weeks, so that they have a chance to review the plan, etc. ahead of time. Then do not tell them exactly when you will do the drill. Drills held during school hours are also not difficult and probably more realistic.

Who: The drill will involve your first responder team, your front office staff, and an objective observer (recording the times different things happened on the checklist). You will want to tell the person designated to make the 911 call that this is a drill only. We've found that it usually works best to use the nurse as the witness, and not have her participate in the rescue—to see better how the rest of the staff does. The nurse could also be the recorder of the checklist.

What: Choose a scenario from the ones provided, or make one up that fits your school. You will need a manikin with at least a T shirt on, AED trainer, and the checklist on a clipboard. Your AED should be in its usual location.

The Day of the Drill

Place the manikin on the floor, then make a call to the front office and tell them you have an unresponsive victim in the _____. At this time your plan should go into effect, with the first responders being notified, using the communication plan you have in place (i.e. intercom, walkie-talkie, etc.). Your observer will then begin to record the times each event happens: the call to alert first responders, arrival of first rescuer, time CPR started, how many rescuers came, time AED arrived, time AED placed, time of first shock, etc. When the first rescuer comes in, give him the short scenario (or just say "We have someone down, can you help them?"), as if you were the witness. When your school AED arrives, hand them the trainer to use, and just encourage them to carry on as if this were a real arrest situation. You might even want to test your all-staff awareness, and have the first person coming into the room (who is not a first responder) react as if the witness, and initiate the first call.

After the Drill

Congratulate everyone, then take a few minutes to go over the checklist together, checking the times that different stages of the response took. Ask everyone how they felt about it, and discuss any concerns anyone had. Evaluate the checklist and staff response to see if there are any action steps that need to be taken. Were there any communication problems? If the drill indicates any needed changes, discuss these with your response team and administrator, make the changes and communicate them clearly to your team, then plan to have another drill soon to test the new plan. If the drill indicates that everything went well, the staff gets a great feeling of confidence in their ability to work as a team and actually save a life. Often the staff will agree that this was very helpful and should be practiced regularly.

**SCHOOL-BASED AED PROGRAM
AED SKILL DRILL CHECKLIST**

SCHOOL: _____ **DATE:** _____
TIME DRILL STARTED: _____ **TIME DRILL TERMINATED:** _____

1. Time victim discovered by school staff member (Witness finds victim and calls office) _____
2. Staff member's (Witness) response: ☐ Called for help (voice/intercom/phone)
☐ Started CPR assessment, then called for help
☐ Ran for help
☐ Other _____
3. Time "Code" announcement made by Front Office Staff _____
4. Time Rescuer 1 arrived on scene _____
5. Time Rescuer 2 arrived on scene _____ How many people responded to scene? _____
6. Time CPR started _____
CPR started by Rescuer 1, first on scene? ☐ Yes
☐ No, CPR performed by _____
7. Time AED sent/called for _____ Time school AED arrived at scene _____
Time practice AED attached to victim _____ Time first shock given _____
Person who performed AED functions _____
8. School's Resource Officer/Administrator notified? ☐ Yes, Time _____
☐ No
9. Time administrator/resource officer arrived on the scene _____
10. Staff member sent to front of school to await EMS? ☐ Yes, Time _____
☐ No

QUESTIONS

What did the rescuers do right (Did they help/coach each other, offer to take over for first rescuer after 2 min?) _____

Did the communication plan work? _____

What was hard to remember to do? _____

What could have made the rescue better? _____

COMMENTS
