

# Drill Checklist

**Directions:** Utilize this checklist to ensure your team implements the core elements of a drill.

**Goal:** The AED is applied and used within 3 minutes.

**Date/Time:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Drill Location:** \_\_\_\_\_

The drill starts when the finder discovers the victim. The recorder starts the timer once this happens. Document times for each of these response actions:

	TIME
> DISCOVERY OF THE VICTIM TO OVERHEAD DRILL ANNOUNCEMENT	
> CPR STARTED	
> AED ARRIVED AT THE SCENE	
> AED SHOCK DELIVERED	

RESPONSE ACTION	YES	NO
Victim unresponsiveness was determined	Yes	No
Office was notified	Yes	No
Cardiac Emergency Response Team was notified	Yes	No
EMS/911 was called	Yes	No
Cardiac Emergency Response Team arrived	Yes	No
Possible SCA identified and CPR was started immediately	Yes	No
AED arrived at the scene	Yes	No
AED pads were placed appropriately and immediately on the victim's bare chest	Yes	No
Team followed all prompts from the AED	Yes	No
Team used proper CPR body mechanics throughout response	Yes	No
Use of school's chosen CPR barrier device	Yes	No
Someone met and directed EMS	Yes	No
Crowd control took place	Yes	No
Office obtained necessary information for EMS call	Yes	No
<b>Drill was completed in our goal time of under 3 minutes</b> "Completed" meaning AED was applied and used within 3 minutes. Drill can continue through cycles of AED use & compressions to practice switching roles.	Yes	No
<b>If drill was not completed within the goal time of under 3 minutes, please document completion time.</b>		

## CARDIAC EMERGENCY RESPONSE TEAM MEMBERS WHO ATTENDED THE DRILL:

## Post-Drill Review:

- What went well during the drill?
- What could have gone better? How can these issues be addressed by the team or the school?
- Were some aspects easier to remember?
- Were some aspects harder to remember?
- Discuss with staff how the time from delivery of the AED to delivery of first shock may be shortened.
- Does the Team feel prepared to respond in an actual cardiac emergency?
- If the Team does not feel prepared, what do we need to practice or go over?
- What remaining questions do you want to discuss?