

Planning Checklist

Steps to Becoming a Cardiac Ready Community

This check-list is provided as a tool to help communities track their progress. It is not required documentation for the Cardiac Ready Communities program. It may be modified to fit the needs of the each community.

STEP 1: Community Participation

Identify a Cardiac Ready Community lead organization and Coordinator, key partners, and assess current community activities. The Lead Organization will act as a catalyst to help community members articulate and achieve the requirements to become a designated Cardiac Ready Community. Tasks include: gathering a team, organizing and planning team meetings, and delegating tasks. The lead organization and key partners will help the success of community participation. Finally, gauge where your community has already placed efforts and where additional work is needed. Many communities find there are already programs in place that achieve some of the goals; be sure to identify ways you can improve what has already been done and combine into the larger goal.

Activity/Resource	Contact	Contact Info	Project Role
Identifies local Lead Organization and Coordinator			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Secure EMS involvement			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Secure FD involvement			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Secure clinic/hosp involvement			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Secure school/local clubs: kiwanis, rotary, elks, etc			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Secure local government involvement			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Complete basic assessment of practices in your community			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role

Notes:

STEP 2: Build Your Cardiac Ready Community Team

Your team should include representatives from local EMS, a community medical facility, a survivor or family member of a cardiac arrest survivor, local law enforcement, local fire department, faith-based groups, youth organizations, service organizations, school members, and the business community. Many are included in step one. Consider the following additional team members:

Activity/Resource	Contact	Contact Info	Project Role
Select a program medical director			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Recruit a local media member			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Recruit local celebrities/leaders			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Recruit local survivors and family members			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Recruit local CPR instructors			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role

Notes:

STEP 4: Implementation

Implementation can progress in a variety of ways. Each community will determine the best possible plan for accomplishing their goals. Use the application as a tool to determine areas that can be improved upon. Even if you are able to meet the Cardiac Ready Community criteria, consider improvements that will benefit your community. Often just the process of completing the application and a well-developed publicity plan can create awareness in your community.

Activity/Resource	Lead/Info	Location/Details	Project Role
Hold a kick-off event and launch announcement			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Develop/conduct community presentations on the program			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Produce/acquire support material (print, radio, flyers, etc.) to promote program			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Develop the program - Website, Contact, Number			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Generate news coverage of events			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Develop co-branded materials with partners for community distribution			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Organize mass and/or community CPR/AED trainings			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Participate in community events - parades, carnivals, and fairs			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Develop organization 911/CPR/AED awareness programs			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Implement Enhanced 911, Dispatcher CPR or EMD			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Record numbers trained in CPR and AED			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Locate AEDs in your community, help owners register their AEDs			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Determine additional placements of AEDs in community			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
EMS services utilize high performance CPR			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Hospitals utilize high performance CPR			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
EMS dispatching services/hospital transfer protocols in place			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Document and publicize successes			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Ongoing evaluation of outcomes			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation

STEP 5: Gain Recognition

Gain recognition as a Cardiac Ready Community. Determine how to distribute / place community incentives and recognition.

Communities can use their newly gained Cardiac Ready Community recognition as an opportunity to celebrate by having the Mayor sign a Proclamation, promoting a Cardiac Ready Community celebration, and inviting local media to cover the events.

Activity/Resource	Lead/Info	Location/Details	Project Role
Plan award ceremony - city council meeting, public event or other			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Develop and share media releases regarding award ceremony			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Consider additional publicity of success - city website, notices, etc.			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Display signs - consider events and media for each posting			<input type="checkbox"/> media <input type="checkbox"/> partner participation <input type="checkbox"/> community participation
Determine continued work of the team			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role
Determine group that will continue ongoing strategies			<input type="checkbox"/> Leads effort <input type="checkbox"/> Assists <input type="checkbox"/> No role

Notes: