FACILITY CARDIAC EMERGENCY RESPONSE — SITE QUICK-REFERENCE

AED Site Quick-Reference Template

This card supplements the full Cardiac Emergency Response Plan (CERP) and facility Emergency Action Plan. Applies to athletes, staff, officials, volunteers, spectators, and visitors. Click any highlighted field to fill it in; click a box to check it.

FACILITY / SITE	[FACILITY NAME]	**STREET ADDRESS**	[FULL STREET ADDRESS]
SITE CONTACT	[NAME / TITLE / PHONE]	**EMERGENCY PLAN OWNER**	[NAME / TITLE / PHONE]
LAST VERIFIED	[DATE]	**NEXT REVIEW**	[DATE]
LAST DRILL	[DATE]	NEXT DRILL	[DATE]

AED LOCATION & ACCESS

Exact AED location(s)	[BUILDING / FLOOR / ROOM / WALL / LANDMARK - be specific enough for immediate retrieval]
Access instructions	[DOOR / GATE / HOURS / OTHER ACCESS INFORMATION]. AED must be immediately accessible during all scheduled activities, including after-hours use. Do not rely on access arrangements that delay retrieval.
Backup / additional AED	[LOCATION / TEMPORARY REPLACEMENT IF PRIMARY AED IS UNAVAILABLE]
AED readiness contact	[NAME / TITLE / PHONE]
Readiness last checked	[DATE / TIME / INITIALS — ready indicator, pads, battery, supplies; detailed log maintained separately]
Pediatric capability	[PEDIATRIC PADS / MODE / LOCATION, AS APPROPRIATE FOR AGES SERVED]

SUSPECTED SUDDEN CARDIAC ARREST - ACT IMMEDIATELY

1. Recognize: If a person is unresponsive and is not breathing normally, including only gasping, suspect cardiac arrest. Sudden collapse may include brief seizure-like activity.
2. Call 911: Assign a specific person to call 911 immediately give the facility name, street address, exact patient location, suspected cardiac arrest, and best EMS entrance. Use speakerphone when possible and follow dispatcher instructions. Activate the site response team without delaying care.
3. Start CPR: Begin CPR immediately. Do not wait for a certified coach or responder. Follow dispatcher instructions. For an adult or teen, push hard and fast in the center of the chest at 100–120 compressions per minute. Trained responders provide age-appropriate CPR, including breaths as trained.
4. Get the AED: Assign another person to retrieve the nearest AED immediately. Continue CPR while the AED is retrieved and prepared.
5. Use the AED: Turn it on, expose the chest, apply pads as illustrated, and follow device prompts. Ensure no one touches the person during analysis or shock. Resume CPR immediately when instructed and minimize interruptions. Use age-appropriate pads or pediatric mode according to device instructions; follow dispatcher guidance.
6. Meet EMS / control the scene: Assign someone to open the designated entrance, meet EMS, and escort responders directly to the person. Keep access routes and the response area clear.
7. Continue care / notify: Continue CPR/AED care until EMS takes over or the person becomes responsive and breathes normally; follow dispatcher instructions. Leave AED pads attached until EMS assumes care. Once emergency response is underway, notify the parent/guardian or emergency contact and designated organization staff. Notifications must not delay 911, CPR, or AED use. Complete incident reporting after the emergency.

When multiple responders are available, 911 activation, CPR, AED retrieval, and EMS access tasks occur simultaneously. If alone, call 911 on speakerphone and follow dispatcher instructions.

EMS ACCESS INFORMATION

Patient location description	[FIELD / COURT / ROOM / AREA]	**Best EMS entrance**	[GATE / DOOR / ENTRANCE]
Meet EMS at	[LANDMARK / LOCATION]	**Access instructions**	[GATE CODE / KEY / SECURITY / OTHER]
Nearest cross street / landmark	[INSERT]	**On-site phone / security**	[INSERT OR N/A]

EVENT / SESSION RESPONSE ASSIGNMENTS

Assign available primary and backup responders before each event/session. Any bystander should alert responders and call 911 as needed; do not delay CPR while awaiting assigned personnel. Participants should follow instructions and keep the response area clear.

RESPONSE TASK	PRIMARY / BACKUP RESPONDER	COMMUNICATION / LOCATION
CPR / AED application	[NAME / ROLE; BACKUP]	[PHONE / RADIO / LOCATION]
911 call / dispatch liaison	[NAME / ROLE; BACKUP]	[PHONE / RADIO / LOCATION]
AED retrieval	[NAME / ROLE; BACKUP]	[PHONE / RADIO / LOCATION]
EMS entrance / escort	[NAME / ROLE; BACKUP]	[PHONE / RADIO / LOCATION]
Scene control / emergency-contact notification	[NAME / ROLE; BACKUP]	[PHONE / RADIO / LOCATION]

DESIGNATED STAFF TO NOTIFY

Name	Title / Role	Phone
[INSERT]	[INSERT]	[INSERT]
[INSERT]	[INSERT]	[INSERT]

READINESS, TRAINING & REVIEW

☐ Before each event/session: verify AED presence, ready status, immediate access, working phone/radio, EMS access, and primary/backup responders.

☐ Before each season/program: verify site information and contacts; review this card and the full plan with staff and facility users; inform participants of age-appropriate responsibilities.

☐ Maintain current CPR/AED training for designated responders.

☐ Conduct and document at least one successful drill annually, or more frequently when required by law or policy.

☐ Review annually and after incidents or changes in staffing, equipment, or access; document corrective actions.

PARENT/GUARDIAN COMMUNICATION: Provide the facility AED location, designated contact information, and a copy of or link to the full Cardiac Emergency Response Plan annually and as otherwise required by applicable law or organizational policy. Use electronic communication where required by law or policy.

EMERGENCY: CALL 911 • START CPR • RETRIEVE AND USE THE AED

Template Provided by U.S. Soccer Federation for use by its Member Organizations