



American
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CERP DIY Toolkit

Resources to help you and your organization build, implement, and maintain a CERP.

READ ME FIRST

OVERVIEW

The following resources are provided to help you with building a CERP. Individual state or local requirements may vary, where CERPs are mandated, so defer to your state's laws where applicable.

This document serves as a resource map. The resources have been laid out in sections to make referencing and accessing them easier, and each resource has a brief description written for its purpose and contents. The resources themselves can be found alongside this document in the brandfolder gallery you accessed.

PRIMARY DOCUMENTS

CERP IMPLEMENTATION GUIDE

Purpose:

This document provides context for what a CERP is and high-level guidance for the overall workflow involved in taking a CERP from planning to initial implementation to ongoing maintenance. It primarily serves to help you understand what blocks of work lie ahead.

CERP EDITABLE TEMPLATE GUIDE

Purpose:

The editable template guide is your primary resource that will walk you through the CERP creation process. In it, each section of the CERP receives an explanation and recommendations for how to best fill it out. Reference documents are alluded to in the Resources sections and editable appendices are referenced in the Appendix sections. Both the reference documents and editable appendices will be listed below and explained in their own sections.

2025 CERP EDITABLE TEMPLATE

Purpose:

The word document provides the foundation you will personalize and built upon, while referencing the CERP Editable Template Guide and/or the CERP Emergency Response Plan and Protocol.

CERP EMERGENCY RESPONSE PLAN AND PROTOCOL

Purpose:

This document provides similar information to the CERP Editable Template Guide, but lacks the resource and appendix sections. It can be used as a guide in place of the CERP Editable Template Guide, if desired.



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TRACKING DOCUMENTS

CERP PLANNING CHECKLIST

Purpose:

This is one of two possible checklists that you can use to track your overall progress on creating, implementing, and maintaining a CERP. This option breaks the tasks down into more granular steps.

CERP CHECKLIST

Purpose:

This is one of two possible checklists that you can use to track your overall progress on creating, implementing, and maintaining a CERP. This option is higher level and more brief.

SIMPLE TIMELINE FOR CERP ACTION STEPS

Purpose:

The Excel document provides a means of planning and tracking the steps listed in either of the CERP checklists, along with the more specific action steps listed out in the CERP Editable Template Guide.

MAINTENANCE DOCUMENTS

ANNUAL REVIEW OF CERP DRILLS

Purpose:

This editable word document is intended to be used to help with assessing the effectiveness of CERP drills conducted throughout the year, after the CERP has been built and implemented.

ANNUAL CERP EVALUATION

Purpose:

This editable word document is intended to be used as an end of year review template, for assessing strengths and areas for improvement. It relies on the Annual Review of CERP Drills document to have already been completed.



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EDITABLE APPENDICES

BUILDING AED LOCATION FORM

Purpose:

This editable document is intended to serve as a quick reference sheet as to the locations of AEDs for people in your building(s).

CERP ROSTER

Purpose:

The CERP Roster is used to track the current members of your Cardiac Emergency Response Team (CERT), and ensure team coverage is sufficient for your organization's needs.

AED MONTHLY MONITORING CHECKLIST

Purpose:

This document is intended to be used as a modifiable checklist that is referenced during monthly AED checks, ensuring that AEDs are functional and ready for use during emergencies.

CERP DRILL AND EVALUATION

Purpose:

The document provides instructions for planning, running and evaluating CERP drills. These drill evaluations will be used at the end of the year when filling out the Annual Review of CERP Drills.

CERP POST EVENT DEBRIEF FORM

Purpose:

This document is intended for use in the unfortunate instance where a real emergency occurs and a CERP is put to action. At some point after the emergency, the CERT team will review the incident and assess how well the CERP was implemented and if there are any areas where changes can be made.



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REFERENCE DOCUMENTS

DEVELOPING A CARDIAC EMERGENCY RESPONSE TEAM

Purpose:

This document provides an overview of what a cardiac emergency response team (CERT) does, and which roles would make good candidates for members of the team.

AED GUIDE COMBINED

Purpose:

The document covers considerations that should be addressed when purchasing and implementing AEDs in your building(s). It continues on to outline high level instructions for maintenance.

AED PROGRAM CHECKLIST

Purpose:

This document provides a companion checklist to the AED Guide Combined document. It contains the various tasks, organized step-wise, to increase the convenience and ease of tracking progress.

CPR GUIDE

Purpose:

This infographic is designed to clarify the difference between hands-only CPR and CPR technique taught through CPR training. There are references to both techniques in the CERP Editable Template Guide.

SIMPLIFIED BLS POSTER

Purpose:

This document provides a visual overview of the steps when assessing if CPR is required and administering CPR. It is referenced in the CERP Editable Template Guide and can be found within that document as well.