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Section 1: Introduction to CPR

Cardiopulmonary Resuscitation (CPR)

What is a mass training?

A mass training event is a community level program in response to a need expressed by a certain target audience.

The goal is to bring the community together to learn a skill in a local and familiar environment with sensitivity to that particular target group.

(Women; lower literacy; teens; seniors groups; lower income; knowingly at risk; rural; multicultural)

The objectives are:

- ♥ to increase awareness of heart disease and the risk factors for cardiovascular diseases
- ♥ to learn the signs and symptoms of someone in distress due to a heart attack, stroke or due to choking, and the appropriate response to that emergency situation

What is CPR?

Cardiopulmonary resuscitation is the emergency response for someone who does not have a pulse and is not breathing. CPR keeps the blood and oxygen flowing to the heart and brain, until medical help arrives. This is the most important link in the chain of survival, because without recognizing the signs and symptoms, and responding to the emergency situation, emergency medical services (EMS) will not be initiated, and chance of survival is limited.

Why CPR?

- ♥ Heart attacks and strokes kill more Canadians than any other disease. In fact, cardiovascular disease kills more people than all forms of cancer, plus AIDS and car collisions combined. Every year more than 75,000 people die in Canada as a result of cardiovascular disease.
- ♥ These deaths are split almost evenly between men and women.
- ♥ In Ottawa, approximately 1600 people die every year due to heart attacks.
- ♥ According to recent studies, no more than 40% of the Ontario population aged 45 and over could name any of the main signs of a heart attack.
- ♥ Learning about CPR gives individuals the knowledge to recognize the signs of a heart attack and stroke as well as the knowledge to take action in an emergency.

- ♥ Over 70% of heart attacks occur in the home.
- ♥ Thousands of people suffering from heart attacks die before they ever reach the hospital.
- ♥ The odds of beating a heart attack or stroke improve with early recognition, action and medical help. (**The Chain of Survival**)

The Chain of Survival

The Chain of Survival™ is a series of steps that increase the chance of someone surviving a heart attack or stroke. Survival rates increase the sooner the Chain is initiated.



These are the steps or links that result in the best chance of survival (without disability).

1. Make **healthy choices** to reduce the personal risk for injury or for developing heart disease and stroke.
2. **Early recognition** of the warning signs for heart disease and stroke, and early recognition of serious illness in infants and children can reduce delays to treatment.
3. **Early access** to the Emergency Medical Services (EMS) system brings trained medical help to the scene. In an emergency, call 911 or your local emergency number to activate the EMS system.
4. **Early CPR** must be started when the victim is not breathing and has no pulse.
5. When a heart is not beating normally, **early defibrillation** resets the heart to a normal rhythm. Defibrillation is rarely needed in infants and children.

6. **Early advanced care** is provided by trained health care professionals and can include drugs and equipment.
7. Following a critical event, heart and stroke survivors, their caregivers and family may face new challenges. **Early rehabilitation** assists with return to the community.

The Chain of Survival™ is only as strong as its weakest link. If any link is weak or missing, the chances of survival are lessened.

You are an important link in the chain!

By promoting CPR in the community, you are helping to strengthen the Chain of Survival in the City of Ottawa.

You become a link in the Chain of Survival by:

- ♥ Increasing awareness of signs of a heart attack or stroke and the appropriate interventions.
- ♥ Increasing the number of people in the community exposed and/or trained in CPR thereby strengthening the Chain of Survival.
- ♥ Forming partnerships – a CPR event is most successful when committee members know their specific area of responsibility. Your first committee meeting should provide an overview of the main areas of responsibility involved with putting on an event and discussion of some key issues in structuring your event.

Section 2: Getting Started

Committee Development and Orientation

Establishing a committee

Local community groups whose goals include health care, public safety and education are usually willing to participate in a local CPR event.

Look for potential committee members:

- ♥ Regional Heart Saver Committee (RHSC)
- ♥ Community program leaders
- ♥ Ambulance service
- ♥ Fire departments
- ♥ Police services
- ♥ Colleges and universities
- ♥ Area hospitals
- ♥ Service groups like Rotary Clubs, Optimist Clubs, etc...

Overview of main areas of responsibility:

Registration:

Facilitate the registration of participants prior to the event.

Logistics:

Select an appropriate site for the event and oversee operational details up to and including the day of event.

Volunteers & Volunteer Instructors:

Recruit and orient volunteers and volunteer instructors for your event.

Promoting Your Event:

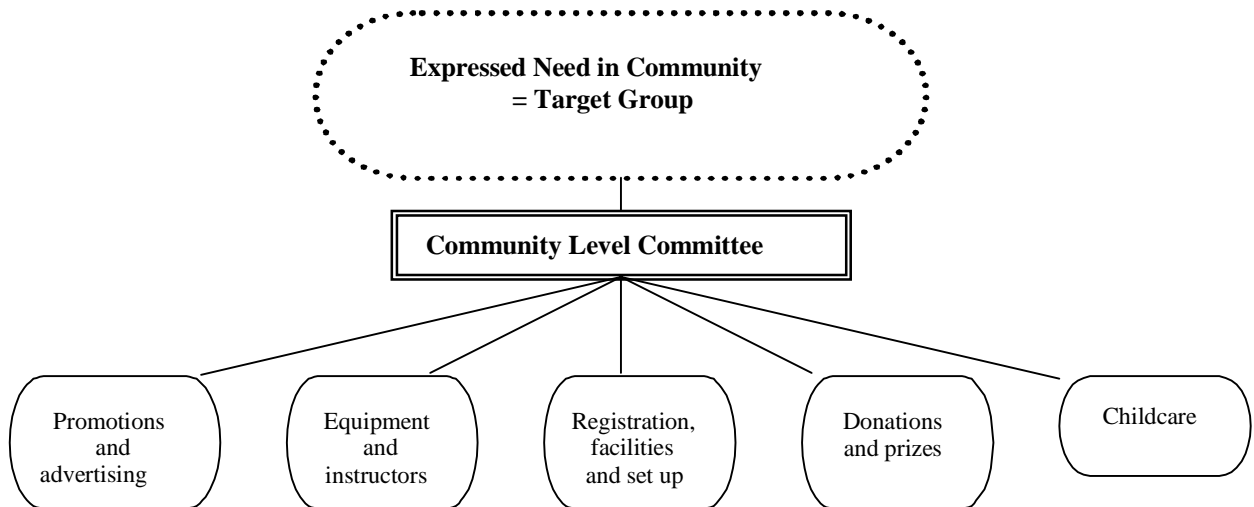
Create awareness of the event.

Equipment and Supplies:

Ensure manikins and cleaning supplies are available for the event (if needed).

Financial Considerations:

There will be costs associated with the event that may be covered through the creation of community partnerships.



Key Issues in Structuring Your Event

Naming your event:

Keep the name of your event simple and clear.

Who is our target audience?

- ♥ Primary: “Knowingly at Risk” and their caregiver(s).

The “Knowingly at Risk” are people who are over 45 years and exhibit one or more of the following characteristics:

- ♥ Have had a heart attack or stroke;
 - ♥ Have known risk factors and have been told by their doctor that they need to change their lifestyle;
 - ♥ Know they are at risk but have not had a medical diagnosis and
 - ♥ Believe they are at risk because of their age or lifestyle.
- ♥ Secondary: General public.
 - ♥ When planning an event, it is important to assess the community and their needs. This will help the committee decide who to target, when to host the event, and what type of event to deliver, i.e. demonstration only, Adult CPR Day, or a display featuring the warning signs of heart attack and stroke.

What level of support can you get from the community?

- ♥ A CPR event is an excellent opportunity to develop partnerships with community organizations and local businesses.
- ♥ Your community partners can add value to your event by providing additional resources (both human and financial), i.e. assist in the promotional activities and/or supply a facility or meeting room for your event.

Types of CPR courses or events

- ♥ The events may range from demonstrations to full training sessions. The Regional Heart Saver Committee (RHSC) can help you determine which event best suits the needs of your community.

Sample events:

1) CPR Event Demonstration/Awareness Blitz (E):

Target: General public.

Timing: 1 - 1.5 hours

Number of participants: Only limited by the size of the facility

Content: This event is designed to meet specific needs of a group or event demonstration, i.e., mall demonstration; 1 hour CPR demonstration as part of a special event; awareness session focusing on the signals and actions of heart attack and stroke; choking seminar; and risk factor awareness. This is a good introduction to the risk factors for heart disease; signs and symptoms of a heart attack and stroke and the skills of CPR. This is an excellent way to break down the barriers and hesitations that some people have in taking a CPR course.

2) Heart Saver (A):

Target: General audience with emphasis on the knowingly at risk
(- 45 plus.....)

Timing: 4 - 6 hours

Number of participants: limited by the number of Instructors (ratio of 1:6 is optimum depending on literacy etc.) and size of the facility.

Content: Signs, symptoms and actions of a heart attack and stroke, appropriate actions to take in a heart attack, stroke or respiratory emergency, adult CPR skills, management of adult choking, and prevention of heart disease and stroke.

3) Adult-Child: (B):

Target: General audience, families, and childcare workers.

Timing: 4 - 6 hours.

Number of participants: Limited by the number of Instructors (ratio of 1:6 is optimum depending on literacy etc.) and size of the facility.

Content: Adult and child CPR, adult and child choking, childhood injury prevention, prevention of heart disease and stroke. Warning signals of heart attack and stroke and the appropriate actions to take.

4) Infant-Child: (D):

Target: Families, grandparents, and childcare workers.

Timing: 4 - 6 hours.

Number of participants: Limited by the number of instructors (ratio of 1:6 is optimum depending on literacy etc.) and size of the facility.

Content: Infant and child CPR, infant and child choking, childhood injury prevention, prevention of heart disease and stroke. Warning signals of heart attack and stroke and the appropriate actions to take.

Section 3: Organizing A CPR Event

Key Areas of Responsibility:

Financial Considerations

Training Materials and Supplies:

- ♥ Although you may secure sufficient manikins from your volunteer instructors and/or local teaching agencies, it may still be necessary to rent more. In addition to costs associated with shipping rental manikins, you may need to purchase disposable lungs (for manikins) and cleaning supplies. Please discuss this with your committee members and RHSC.

Facility:

- ♥ Although some community centres and schools allow charitable groups to use their facilities free of charge, you may have to cover the cost of renting a room for your event.

Refreshments:

- ♥ CPR training is a physical activity; your clientele and volunteers would appreciate water. Heart healthy refreshment choices complement the message that is portrayed in the introductory lecture.

Promotional Material:

- ♥ You may choose to develop brochures and registration forms to help promote your event. Try piggybacking your mailings to keep your expenses down.

CPR Training Material:

- ♥ There is a cost associated with the CPR training materials distributed to the participants. You will have to include these costs in your budget. Call your local Heart and Stroke Foundation, St. John Ambulance or Red Cross for material costs.

Volunteer Recognition:

- ♥ Following the event, certificates of appreciation or letters of appreciation should be sent to volunteers, volunteer instructors, agencies who made manikins available for the event, businesses that donated goods for the event, etc.

Recovering Costs:

- ♥ Seek some form of sponsorship. For example, local businesses may be interested in contributing a gift item in exchange for being mentioned at your event or having their logo on the promotional materials such as the registration form or T-shirts.
- ♥ Ask local businesses for donations of goods, including refreshments and printing, in exchange for advertising their support.

Guidelines for Charging a Fee

- ♥ Your CPR event should be used as a tool to help communities increase their awareness of the warning signs for heart attack and stroke, and to increase the number of people trained in CPR; as well as to encourage community participation.
- ♥ You may choose to charge a nominal registration fee to cover the cost of the event.

Registration

- ♥ If you are conducting a training session with a limited space, or with limited volunteers, you should have pre-registration in advance of the event for there is a need to predict the number of instructors required, the number of manikins required and the number of sessions.
- ♥ Always consider over enrolment due to the cancellation rate. Cancellations can be up to 10% of your registrations. Consider factoring that amount into your registration goal.
- ♥ Be flexible with registration – accommodate registration in person, by mail, by phone and at several locations, whenever possible.
- ♥ A sample registration sheet is in the appendix. The registration process is easy when individuals answering the phone have access to all the pertinent information relating to the event – i.e. time, location, directions, cost.
- ♥ Use the registration process as a method to evaluate your promotional plan – ask the registrant how he or she heard about the event. This will help determine future promotional strategies for all your events.

Logistics:

How to choose a site?

- ♥ Locations that are well known to the community and easily accessible are prime choices. Consider public and private transportation, parking facilities and handicap facilities.
- ♥ Community centres, schools, church basements, arenas, stadiums, hotels, office buildings, corporate health fairs, malls, or food court areas. Insurance coverage is requested through the local Heart and Stroke Foundation Area Office, the local district St. John Ambulance office or the local Red Cross office. (This depends on which agency is issuing the certificates.)
- ♥ A clean up crew will be required.
- ♥ Mats should be available or ask participants to bring towels.
- ♥ Consider that custodian fees may be applicable.

What is important in a facility?

- ♥ Size will depend on the number of estimated participants. You want to create a comfortable environment for your participants. Work with the RHSC to determine the amount of space necessary.
- ♥ Registration area.
- ♥ Presentation and demonstration area. You may want additional break out rooms for manikin practice or bilingual groups.
- ♥ Area for general health promotion displays and pamphlets.
- ♥ Area for storage, cleaning and set-up of manikins (this may be performed off-site).
- ♥ Area for refreshments and breaks (optional).
- ♥ Washrooms.
- ♥ Possible childcare facilities.
- ♥ Consider the need for adequate ventilation and access to temperature control.

Manikins

- ♥ The most frequently asked question once a committee has decided to plan a CPR training event vs. a demonstration awareness event, is “*Where do we get manikins?*”
 - ♥ Reserve manikins as soon as possible to ensure their availability at your event.
 - ♥ There are two organizations in Ontario that have CPR training manikins available for not-for profit events. No rental fee is charged, however you will be responsible for shipping the manikins to and from your facility.
1. Laerdal Medical Inc., 70 Ironside Cres., Unit #2, Scarborough, Ontario M1X 1G4
1-888-(LAERDAL)523-7325
 2. Royal Life Saving Society, 322 Consumer Road, North York, Ontario, M2J 1P8
416-490-8844
- ♥ Please note that there are many new up-and-coming companies that are providing this type of service to the community. Feel free to investigate their services.
 - ♥ Another source of manikins rests with your volunteer instructors and local teaching agencies. Many have their own supplies and may be able to bring them to the event. It is extremely important that these manikins are handled with care. **Each of the three main pieces of the manikin (head, chest plate and piston)** must be marked as to its origin, and returned to the proper carrying bag (colored tape works well).

Ensuring Hygiene:

- ♥ Manikins should be cleaned after each session. If a manikin is being used by more than one participant (not recommended if using manikins without a one way valve), the surface area should be wiped with alcohol and left to dry for 30 seconds after each participant comes into contact with the manikin.
- ♥ Training participants should be told in advance that CPR training sessions involve close physical contact with other participants.

Cleaning Manikins:

- ♥ To avoid drying contaminants on the manikins, cleaning should occur as soon as possible at the end of each class.
- ♥ When disassembling and decontaminating the manikins, individuals should wear latex gloves and wash their hands when finished.
- ♥ The manufacturer should provide directions on disassembly.
- ♥ Warm soapy water and a brush should be used to thoroughly wash all external and internal surfaces as well as the reusable protective face shields.
- ♥ Rinse all surfaces with fresh water.

- ♥ Moisten all surfaces with a sodium hypochlorite solution for 10 minutes, having at least 500 ppm (parts per million) free available chlorine (i.e.: 1/4 cup of liquid household bleach per gallon of cold tap water).
- ♥ The solution must be made fresh for each class.
- ♥ Rinse all external and internal surfaces with fresh water and dry immediately.
- ♥ Alcohol will aid drying of internal surfaces, thereby preventing the survival and growth of bacterial or fungal pathogens when the manikins are stored for longer periods than the day of cleaning.

Reference: (Journal of American Medical Association, 1992, 268 (16): 2195-2196.)

Tasks:

- ♥ Organize pick up and return.
- ♥ Volunteers to clean, and mark each piece of the Actar and the corresponding bag with the origin of donation.
- ♥ Assembly.
- ♥ Disassembly.
- ♥ Cleaning supplies: alcohol wipes, 4 x 4 gauze wipes, bleach, disposable gloves, bottle style brushes, measuring cups, dish detergent, basins, small garbage bags, paper towels.
- ♥ Volunteers to clean.

Participant Materials

Is it mandatory that all participants receive a CPR guide?

When planning your event, you will have to take into consideration what, if any, course material you will make available to your participants.

Do participants receive a course/event completion card?

CPR course completion cards are given to participants who have successfully completed a course. They are not mandatory but can be considered as “an added” benefit for participating in an event. This completion card does not certify individuals to perform CPR, it simply acknowledges that they have completed a CPR course.

Volunteers & Volunteer Instructors

You will require volunteers to fulfil the following event day tasks:

- ♥ Registration
- ♥ Set up
- ♥ Refreshments
- ♥ Audio visual equipment
- ♥ CPR instruction
- ♥ CPR evaluation
- ♥ Manikin assembly, cleaning
- ♥ General clean up

Recruiting Volunteer Instructors:

- ♥ Refer to your local CPR instructor lists from the Heart and Stroke Foundation, St. John Ambulance and Red Cross.
- ♥ Contact the RHSC for additional contacts and volunteers.
- ♥ Contact your community partners who have a vested interest in being involved in your event.
- ♥ Identify a head instructor to help champion your event.
- ♥ Calculate the number of instructors needed. The instructor/student ratio should be no more than 1:10.
- ♥ Follow-up with phone calls to confirm their participation.
- ♥ To ensure a smooth running event, consider organizing a pre-event meeting to review event day procedures.
- ♥ Develop package for CPR instructors to give participants.

Promoting the Event

- ♥ You may choose to develop promotional materials for your event; a brochure for registration, a poster and a flyer.
- ♥ Finding a successful distribution system for your brochure will include creating a list of local businesses, recreation centres, libraries, schools, hospitals, and civic organizations who may be willing to display your brochures or posters.
- ♥ Develop a series of interest stories to run in the local community newspaper.
- ♥ Use cable TV, corporate newsletters and church bulletins to advertise your event.
- ♥ Once you have decided who your target market is, develop a media plan accordingly.
- ♥ You should start promoting the event 6 to 8 weeks prior to the event.

How do we promote a CPR event in our community?

- ♥ Keep your message clear and simple. When possible try to meet personally with the media to convey your enthusiasm about the event and of course to offer them free CPR training.
- ♥ Try and get a local radio station as a media sponsor. They can pre-tape a promo spot and play it to promote the event. Ideally you want to start your promotion 3 or 4 weeks prior to the event. Ask for at least 3 spots per day – plus on-air liners (when the DJ's are bantering during a show) and mentions during their community update. If it is possible ask for a *remote* (when the station sends someone to broadcast live from your event).

Newspaper:

- ♥ Contact all relevant newspapers in your community well in advance of the event (at least 3 or 4 weeks) to ensure their presence at the event and determine how many interest stories they will print.
- ♥ If you are able to partner with a local service club or business to cover the cost, consider an ad in the local newspaper.

Television:

- ♥ To obtain live television coverage, contact your local television station's public affairs or promotions director well in advance of the event.
- ♥ Ask a local TV celebrity to be spokesperson for your event.
- ♥ Identify a CPR recipient survivor to champion your event.

Radio:

- ♥ Public Service Announcements (PSAs) are news releases specifically written for verbal broadcasting, but they are an excellent source of information for any type of media. Always hand deliver your PSA to the appropriate person at the station, otherwise your PSA may not be aired.
- ♥ **Follow-up!!** When you are calling your local media contacts say: "I'm following up on the press release I sent you regarding our upcoming *name of event*. If you like I can provide you with our local medical advisor/physician/event coordinator or public health nurse for more in-depth comments."

How to get a Photo Op (photo opportunity):

- ♥ Recruit a local high profile person to agree to participate in a CPR demonstration; ie. someone who has actually saved a life, etc.
- ♥ Send out the media alert a few days prior to the event – reminding all your local media to attend.
- ♥ Emphasize the attendance numbers you expect – the media love a crowd of participants.

Event Checklist

Mass Event Timeline

6-12 months before event:

- Establish a committee;
- Hold first meeting;
- Identify tasks and assign;
- Select name, target group, date, and location of event;
- Schedule a facility;
- Establish a budget.

4-6 months before event:

- Plan volunteer recruitment, who to target;
- Arrange for training manikins;
- Develop promotional items, brochures, posters etc.;
- Print promotional materials, registration lists, certificates etc.;
- Develop list for sponsorships, cash, donations of goods and services.

8 weeks before the event:

- Start promotional campaign;
- Start pre-registration process;
- Post signs and distribute promotional items;
- Arrange for food, cleaning materials, tables, chairs etc.

4- 6 weeks before event:

- ❑ Volunteers recruited;
- ❑ Assign volunteer tasks;
- ❑ Media releases;
- ❑ Confirm audio visual equipment, etc.;
- ❑ Distribution system for promotional pieces;
- ❑ Enlist the support of local dignitaries to help promote the event.

3 weeks before event:

- ❑ Prepare directional signs;
- ❑ Establish pre-registration phone system and in person registration sites;
- ❑ Develop evaluation forms;
- ❑ Order participant materials;
- ❑ Re-visit facilities to ensure smooth execution of event: parking, exits, entrances, chairs, tables, storage, layout for cleaning manikins, food service area, volunteer check-in.

1 week before the event:

- ❑ Print registration lists;
- ❑ Confirm the availability of manikins.

Immediately before:

- ❑ On site volunteer orientation with instructors;
- ❑ Assemble manikins if necessary.

On the day of:

- Registration;
- Set up;
- Parking and traffic control;
- Refreshments;
- Audio visual equipment;
- CPR Instruction;
- CPR evaluation;
- Manikin assembly, cleaning;
- Acknowledgments;
- General clean up.

Registration Checklist

Before the event:

- Arrange phone registration system;
- Arrange pre-registration site;
- Train registration volunteers;
- Prepare process for collecting fees, if applicable;
- Prepare registration forms;
- Mail confirmation forms to pre-registrants or telephone;
- Prepare a list of pre-registrants for day of.

On the day of:

- Check off pre-registrants;
- Register new participants, collect all relevant data;
-

Organizing Volunteers Checklist

Before the event:

- Determine the number of volunteers needed. One instructor for every 4 to 6 participants. Instructor/student ratio should not exceed 1:10. Allow for 25 to 30% no show of participants;
- Recruit volunteer instructors from RHSC CPR referral list, local ambulance and fire departments;
- Recruit volunteers for other aspects of the event. Consider asking service groups, churches, schools, businesses and other community groups;
- Arrange for volunteers to help with pre-registration;
- Volunteers will be needed for manikin assembly the day before your event;
- Schedule shifts for the event including breaks;
- Schedule a volunteer training and Instructor orientation night before or on the day of the event.

On the day of:

- Volunteers should check-in as they arrive for their shift; 1 hour before the session start;
- Instructor orientation 1.5 hours before the session, unless performed the night before;
- Be clear about volunteer tasks.

After the event:

- Obtain event feedback from volunteers (clarity of their role, etc.).
- Give thank you notes to all volunteers.

Budget Checklist

Before the event:

- Identify potential expenses/revenue;
- Determine whether a registration fee will be charged;
- Identify opportunities for sponsorship, cash donations, donations of goods and services from the community;
- Establish a budget.

On the day of:

- Ensure recognition of supporters.

After the event

- Recognize supporters through thank you letters, certificates of appreciation, plaques, etc.

Promotion Checklist

Before the event:

- Prepare advertisements, promotional pieces and brochures;
- Develop a plan for recognition of supporters: through media, on promotional materials, etc.;
- Prepare media releases for radio, TV, newspaper;
- Provide CPR training to media;
- Arrange for local TV coverage.

On the day of:

- Facilitate media coverage if there is any.

After the event:

- Give recognition to all contributors and volunteers through thank you letters, certificate of appreciation, plaques etc.

Equipment & Supplies Checklist

Before the event:

- ❑ Determine the number of volunteers needed;
- ❑ Arrange for appropriate number of training manikins and supplies;
- ❑ Obtain cleaning supplies;
- ❑ Make arrangements for appropriate space for manikin layout, cleaning and storage.

On the day of:

- ❑ Set up manikins;
- ❑ Distribute training and cleaning supplies;
- ❑ Train volunteers on cleaning and maintenance procedures;
- ❑ Supervise manikin cleaning.

After the event:

- ❑ Clean manikins;
- ❑ Organize return of manikins.

Logistics Checklist

Before the event:

- Arrange for facility;
- Obtain insurance coverage through certifying agency (i.e.: St. John Ambulance, HSFO or Red Cross);
- Set up procedures for security, parking, communications;
- Arrange for audio equipment, extension cords, tables, chairs, display stands, seating in lecture area;
- Set up registration area;
- Set up manikin, cleaning, storage and shipping areas;
- Set up staging areas for instructor orientation and breaks;
- Set up refreshment area;
- Set up family change area, if applicable.

On the day of:

- Coordinate event operations;
- Post directional signs;
- Operate audiovisual equipment.

After the event:

- Return all equipment;
- Remove all signs;
- Coordinate general clean up.

Section 4: References

Sample Forms

Participant Evaluation Form

Evaluation of the workshop on Cardiopulmonary Resuscitation

Presentation of the material was clear:

Strongly Agree	Agree	Agree somewhat	Disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The most interesting thing I learned in this workshop was:

I'd like to learn more

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

About: _____

I'd recommend this workshop to a friend

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

If no, why not? _____

I heard about this course through:

<input type="checkbox"/>	<i>a friend</i>
<input type="checkbox"/>	<i>the newspaper</i>
<input type="checkbox"/>	<i>other:</i> _____

We really appreciate you taking the time to fill out his evaluation.
Your feedback is important to us and will help us keep our programming in line with the needs
and requests of the community.

Please feel free to add any additional comments and/or suggestions below or on the back.

Thank You!



Participant Evaluation Form

*We really appreciate you taking the time to fill out this evaluation.
Your feedback is important to us and will ensure the quality of future programs.*

Please describe how comfortable you feel with the following topics:

Please circle one

	NOT SURE		←		→		CONFIDENT
Emergency Scene Management	♥	♥	♥	♥	♥	♥	♥
Risk Factors for Heart Disease	♥	♥	♥	♥	♥	♥	♥
Heart Healthy Living	♥	♥	♥	♥	♥	♥	♥
Basic Heart Anatomy	♥	♥	♥	♥	♥	♥	♥
Signs and Symptoms of Heart Attack	♥	♥	♥	♥	♥	♥	♥
Signs and Symptoms of Stroke	♥	♥	♥	♥	♥	♥	♥
CPR skills	♥	♥	♥	♥	♥	♥	♥
The Heimlich Maneuver for Choking	♥	♥	♥	♥	♥	♥	♥
Barrier Devices	♥	♥	♥	♥	♥	♥	♥
Stroke	♥	♥	♥	♥	♥	♥	♥
Community resources	♥	♥	♥	♥	♥	♥	♥

NOT SURE ← → CONFIDENT

Other topics I'd like to learn more about _____

I'd recommend this training to a friend Yes No
If no, why? _____

What did you like *the most* about your training: _____
the least: _____

What would have made it more enjoyable? _____

Please feel free to add any additional comments and/or suggestions below or on the back.

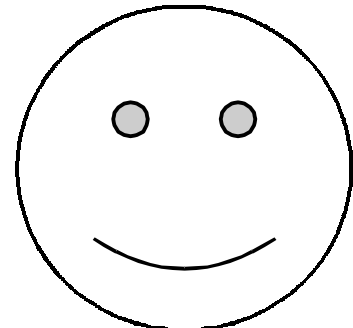
Thank You!



Participant Evaluation Form

What I thought about the course:

Circle as many as you feel apply



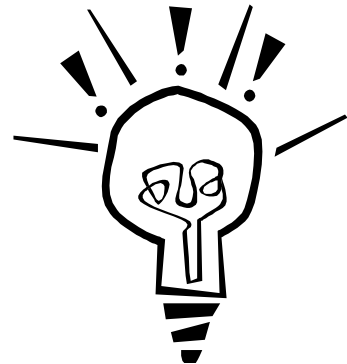
I'm happy with what I learned



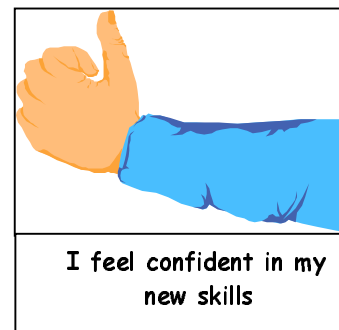
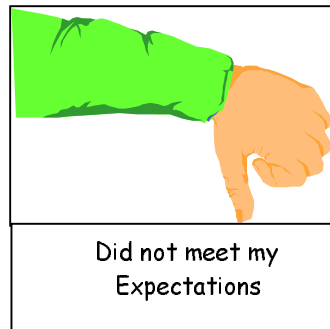
I still have a lot of questions



Will I remember?



Brainstorm!!



Instructor Evaluation Form

Name:			
Address:			
City:		Province:	Postal Code:
Phone:	Home:	Business:	
E-mail:			

1) I am interested in volunteering next year: Yes____ No____

2) I am: Instructor ____ Instructor Trainer____ Volunteer____

3) I would like to be involved on a sub-committee next year, a few months before the day of the event.

Yes____ No____

4) In what way could we improve next year's event? Your constructive criticism is welcome and appreciated.

PROGRAM REGISTRATION FORM

NAME OF WORKSHOP: **CPR Mass Training Event "Heart Saver (A level)"**
(English; French; Somalian)
 DATE: Day Month Year
 TIME: 9a.m. until 2p.m. **(bring your own lunch)**
 LOCATION: Event Location
 COST: \$5.00
 NOTES: Childcare will be available (please arrive at 8:30a.m. for the childcare)
 Bring a towel or mat to kneel on
 Minimum registration is 18 people, # maximum registration is 60
 people.
 (XX registered from this location)

Training participants should be told in advance that CPR training sessions involve physical activity and physical contact with other participants. This course will cover risk factors, and the signs and symptoms of a heart attack and stroke. You will also learn the appropriate actions to take for heart attacks, strokes or respiratory emergencies (choking). These skills are applicable on an adult casualty only.

Name	Telephone Number	Language	Paid	Childcare?		
				#	Age/s	Allergies?
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Event Poster Sample

DO YOU KNOW WHAT TO DO IN AN EMERGENCY?





First Aid & CPR

2001

First Aid & CPR

2001

2001 Saturday June

North Gower Marlborough Public School
North Gower
10:00 a.m. to 2:30 p.m.

Cost: \$5.00 per person - What a deal!

Find out how to:

- ♥ Help someone who is choking
- ♥ Recognize and treat a heart attack
- ♥ Perform CPR on an adult
- ♥ Learn how you can prevent hospital costs

For more information and to register call:
Robin Buckland, Public Health Nurse, 4122 Avenue
at 724-4122 extension 23462

Anglais seulement. Veuillez lire attentivement les conditions de participation.
Renseignements en français disponibles sur demande.

Come and join us! Have fun and learn! Door Prizes! Displays!






De l'information est en français. Si vous désirez obtenir des renseignements en français sur la formation en RCR, veuillez téléphoner à Robin Buckland au 724-4122, poste 23462.

www.city.ottawa.on.ca

Typical schedule for a Heartsaver Level A course:

Time	Activity	Notes
8:30 - 9:00	Settle children into day care	<i>CPR instructors meet in separate room for briefing</i>
9:00 - 9:30	Registration & welcome	<i>Have appropriate signage in building. Central person to do introductions; day plan; acknowledge contributors, answer questions</i>
9:30 - 10:30	Slides and presentation on risk factors, signs & symptoms	<i>Can be split into groups for different languages</i>
10:30 - 10:45	Break. Return into divided groups.	<i>Divide by language or other defining factors. Can be dependant on number of volunteer Instructors</i>
10:45 - 12:00	The demonstration and practice of CPR skills	<i>Have mats available to kneel on, or make sure advertisement mentions to bring a towel or pillow.</i>
12:00 - 1:00	Collect children and break for lunch (prizes etc.)	<i>Can have games, presentations, videos, displays from Health Department.</i>
1:00 - 1:15	Return children to childcare	
1:15 - 2:30	The demonstration and practice of the Heimlich manoeuvre. Review CPR skills.	<i>Tricky after lunch, but can be done gently.</i>

Phone Numbers:

Regional Heart Saver Committee

495 Richmond Road
Ottawa, Ontario
722-BEAT (722-2328)

Laerdal Medical Inc.

70 Ironside Cres.
Scarborough, Ontario M1X 1G4
1-888-LAERDAL (523-7325)

Royal Life Saving Society

322 Consumer Road
North York, Ontario M2J 1P8
416-490-8844