‘Drop the Dummy’ Drill Instructions

Introduction
Doing a practice drill for your cardiac Emergency Action Plan (EAP) is the best way to find out if your EAP works and to test your response team’s readiness. The Drill Report Card allows you to obtain objective data, and the scenarios provide a realistic framework for your team to work from.

Planning the Practice Drill
When: Once per year. Do not tell the response team exactly when you will do the drill. You might tell them that you will be doing a ‘drop the dummy’ drill in the next couple of weeks so that they have a chance to review the EAP Protocol Worksheet ahead of time.
Who: The drill will involve your response team, the person responsible for your EAP, and an objective observer to ‘drop the dummy’ and fill out the Drill Report Card.
What: Follow the scenario on the Drill Report Card or make one up that fits your setting.

Materials Required:
- Manikin with a T-shirt
- AED trainer
- Telephone (unconnected)
- First aid kit
- Real AED in its usual location
- Drill Report Card on a clipboard

The Day of the Drill
Have the objective observer place the manikin on the floor in a visible location. That person can say, “Someone has collapsed, we need help,” or just wait until someone recognizes the manikin. At this time, your EAP should go into effect as outlined in the EAP Protocol Worksheet.

Once everyone is gathered near the victim, the objective observer should read the scenario. Your observer will fill out the Drill Report Card, recording the times at which each event occurs. When the real AED arrives, the observer gives them the AED trainer to use and encourages the rescuer to carry on as if this were a real arrest situation.

After the Drill
Congratulations everyone and then take a few minutes to go over the Drill Report Card together, checking the times for each action.

- Ask everyone how they felt about the drill and discuss any concerns.
- Evaluate the Drill Report Card and see if there are any action steps that need to be taken. Were there any communication problems?
- If the drill indicates any needed changes, discuss these with your response team and make the changes and communicate them clearly, and then plan to have another drill that same year to test the new plan.
‘Drop the Dummy’ Drill Report Card

DATE: _____________ LOCATION: ________________________________________________

PERSON RUNNING THE DRILL: __________________________________________________

SCENARIO: A man nearby complains of shortness of breath and dizziness. Suddenly, he collapses. Several people witness the event, and gather around the victim. Begin to activate the Emergency Action Plan now.

Time drill started: ______________
Time drill stopped: _____________

1. Time victim discovered: __________________________
2. Lead Rescuer’s response (check one):
   Called for help (vocal): ______________________________________________________
   Called for help (phone): ____________________________________________________
   Assessed victim first, then called for help: __________________________________________
   Ran for help: ____________________________________________________________
   Other: _______________________________________________________________

3. Time rescue team arrived on scene: _______________________________________
4. How many people responded to scene: __________________________________________
5. Who was contacted by phone: _________________________
6. Time 911 was called: _______________________________________________________
7. Time other staff/officials notified: _______________________________________________
8. Did Lead Rescuer direct others to await EMS? ______________________________________
9. Time AED sent for: __________________________________________________________
10. Time CPR started: ___________________________________________________________
11. CPR started by Lead Rescuer who discovered victim? Yes ___ No, performed by: _______
12. Is the Rescuer doing hard, fast chest compressions, 100 per minute? ___________________
13. Time AED arrived: __________________________________________________________
14. Time AED applied to victim: _________________________________________________
15. Who performed AED functions: _______________________________________________
16. Time other staff arrived: _____________________________________________________
17. Time EMS arrived on the scene: _______________________________________________

QUESTIONS:
What did the rescuers do right? ________________________________________________

What could the rescuers do better? ______________________________________________

What was easy to remember to do? ______________________________________________

What was hard to remember to do? ______________________________________________

COMMENTS: