Plan · FW-PLN-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 30.10

At a glance

- Staff are trained to recognise and respond to cardiac and other medical emergencies (HOS-FRM-013).
- The defibrillator and emergency equipment are available and checked (FW-REG-003).
- The response is rehearsed at a set interval.
- The plan names who responds and who calls for help.
- Stop and get help straight away if: a member collapses and no one knows how to use the defibrillator.

1. Purpose

To make sure staff respond to cardiac and medical emergencies during exercise (30.10).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

A member can have a heart attack or a fall during exercise. Staff who know what to do and have the equipment ready can save a life in the first minutes.

5. Responsibilities

Role	Responsibility	Competence
Fitness service lead	Owns the plan and rehearsal	Clinician or manager
Trained staff on duty	Respond to the emergency	Staff

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Train.

- Confirm trained staff are on duty for each session.

Key point: Trained.

Step 2. Equip.

- Check the defibrillator and equipment on the register.

Key point: Equipped.

Step 3. Rehearse.

- Rehearse the response at a set interval and record it.

Key point: Rehearsed.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Sessions with trained staff and a checked defibrillator	100%	Monthly	Fitness service lead	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
FW-REG-003	Defibrillator check and rehearsal register	Register
HOS-FRM-013	Resuscitation record (existing, reused)	Record

17. Evidence

Reference	Note
E-009	Based on the WHO guidance on digital health and data protection, the American College of Sports Medicine Guidelines for Exercise Testing and Prescription (11th ed., 2021), and the American Heart Association guidelines for cardiopulmonary resuscitation and emergency cardiovascular care (2020).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Emergency Preparedness & Cardiac Event Response** (FW-03)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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