

CPR EMERGENCY CHECKLIST

Workplace Reference Poster — Keep Near First Aid Station / AED

Emergency Number: _____

Nearest AED Location: _____

Step-by-Step CPR Checklist

- ☐ Check the scene for safety before approaching (traffic, fire, wires, fumes).
- ☐ Tap the person's shoulders and shout loudly to check responsiveness.
- ☐ If unresponsive, call Emergency Services immediately (or direct a bystander to call).
- ☐ Send someone to locate and bring the nearest AED.
- ☐ Open the airway using the head-tilt / chin-lift technique.
- ☐ Check for normal breathing for no more than 10 seconds.
- ☐ If not breathing normally, begin chest compressions immediately.
- ☐ Push hard and fast: 2 inches deep, 100–120 compressions per minute.
- ☐ Give 2 breaths after every 30 compressions (30:2 ratio); watch for chest rise.
- ☐ Continue 30:2 cycles without stopping until AED arrives or help takes over.
- ☐ Turn on the AED as soon as it arrives and follow its voice prompts.
- ☐ Ensure no one touches the person during AED rhythm analysis or shock delivery.
- ☐ Resume chest compressions immediately after a shock is delivered.
- ☐ Continue until emergency medical personnel arrive and take over care.

Quick Reference by Age Group

Age Group	Compression Depth	Hand Placement	Compression Rate
Adult	At least 2 in (5 cm)	Both hands, center of chest	100–120/min
Child (1–8 yrs)	About 2 in (5 cm)	One or two hands	100–120/min
Infant (under 1 yr)	About 1.5 in (4 cm)	Two fingers or two thumbs	100–120/min

When to Perform CPR

- Person is unresponsive and does not react to voice or touch.
- Person is not breathing, or only gasping abnormally.
- No pulse can be detected.
- Collapse due to suspected cardiac arrest, drowning, choking, or electric shock.

Important Notes

- Untrained bystanders should use Hands-Only CPR (compressions only, no breaths).
- Do not stop compressions except to allow AED analysis or when help takes over.
- Rotate rescuers every 2 minutes if possible to maintain compression quality.
- This checklist is a quick reference only — it does not replace certified CPR/AED training.