



Collapse on the Floor — Cardiac Emergency Response

The poster by the AED, the four steps every instructor knows, and the drill log that proves it works in under three minutes

COLLAPSE?

Check • Call • Compress • Defibrillate

1	CHECK	Shout and shake. Not responding? Not breathing normally? — treat as cardiac arrest.
2	CALL	Call _____ (emergency). Send someone for the AED — it is at _____.
3	COMPRESS	Centre of the chest, hard and fast, 100–120 per minute, 5–6 cm deep. Do not stop except to shock.
4	DEFIBRILLATE	Turn the AED on. Follow the voice. Pads on bare chest. Stand clear. Shock if told. Continue compressions.

AED monthly check		Date	Ready light ☐	Pads in date (expiry)	Battery	Checked by
			☐			
			☐			
			☐			
Quarterly drill	Date	Scenario	Time to CPR started	Time to first shock	Staff present (certified ☐)	Lessons

Standard: every instructor and front-desk staff member holds a current CPR/AED certificate (renewed every 2 years); the AED is reachable within 90 seconds from any training area; the drill achieves a first shock within 3 minutes. Register of certificates kept by the manager.

ASF standards: Fitness & Wellness Standard 3 — emergency readiness (means of verification: AED log, certificate register, drill times)