



Staff Awareness Plan – Verified CPR/First Aid

This template is intended to help programs outline how staff are informed of CPR/First Aid procedures, trained individuals, and emergency protocols.

1. Name of CPR/First Aid Trained Individual(s):

2. Method for Communicating CPR/First Aid Designation to Staff:

(e.g., posted sign, staff meeting, handbook note)

3. Emergency Response Instructions Provided to Staff:

(Describe what staff should do in the event of a medical emergency)

4. First Aid Kit Location(s):

5. Emergency Contact List Location(s):

6. Frequency of Review or Refresher with Staff:

(e.g., Quarterly team review, Annual safety meeting)
