

**Policy Title:** Emergency Medical Procedure  
**Policy Number:** HMKTKD-P12  
**Revision:** 1.0  
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### **Objective:**

The intention of this document is to describe the steps taken in the event of a medical emergency in the dojang or supplemental training/warm-up areas (where personnel outside the Club have access, such as the lobby of B163).

### **Background:**

Han Moo Kwan Tae Kwon Do is taught as a martial art comprised of combative techniques used for self-defense and self-protection. The techniques practiced in the Club are inherently dangerous. Injuries do occur from time to time and the Club will take steps to ensure medical attention is received as necessary.

### **Policy:**

The Club will maintain a first aid kit and ice pack readily available during practice. Minor cuts and bruises will be handled internally within the Club by a Certified Instructor who has been trained in First Aid and CPR. In the event of injuries such as fractures, sprains, major cuts/bruise that require blood borne pathogen procedures, or anything that will require plant protection (due to a security or safety issue that can not be handled internally to the Club) the Employee Connection will be notified. They will then follow their procedures to handle emergencies, including calling 911 from a Lockheed Martin internal phone to contact Plant Protection if necessary.

If there is any uncertainty over whether an incident should be reported, the staff at the Employee Connection shall be notified. Since the incident occurred in an Employee Connection building, the Employee Connection is ultimately responsible for all injuries and documentation of reports.

In the event of a medical emergency occurring while the Employee Connection personnel are not available, the Chief Instructor (or most senior Certified Instructor if the Chief Instructor is not present) will use his or her best judgment and call 911 from a Lockheed Martin internal phone to contact Plant Protection if necessary.

### **Summary (optional):**

The Chief Instructor (or most senior Certified Instructor if the Chief Instructor is not present) will use his or her best judgment to determine whether an injury can be handled internally to the Club. In the event of uncertainty or major injuries, the Employee Connection will be notified and they will follow through with their medical procedures to provide assistance to the injured member.

**Verified:**

The Chief Instructor (or most senior Certified Instructor if the Chief Instructor is not present) is responsible for ensuring the members with injuries are properly cared for and that they follow the intent of this policy

**Enforcement:**

If the Club fails to follow this policy, it may be considered for disaffiliation as an official Lockheed Martin Club.