



**Karate Hillhurst, Karate Cranston**  
Under the Direction of Richard D. Fossey, 8<sup>th</sup> Degree Black Belt  
[www.ldkfoundation.com](http://www.ldkfoundation.com)

## EMERGENCY ACTION PLAN: KARATE HILLHURST

Emergency: **911**

### Charge Person

- Richard Fossey
  - 403-615-6583
  - [richard@rftfgroup.com](mailto:richard@rftfgroup.com)

### Backup 1

- Trudy Fossey
  - 403-874-1550
  - [trudy@rftfgroup.com](mailto:trudy@rftfgroup.com)

### Backup 2

- Chris Moland
  - (403) 669-5283
  - [chris.moland@gmail.com](mailto:chris.moland@gmail.com)

### Call Person

- Trudy Fossey
  - 403-874-1550
  - [trudy@rftfgroup.com](mailto:trudy@rftfgroup.com)

### Backup 1

- Chris Moland
  - (403) 669-5283
  - [chris.moland@gmail.com](mailto:chris.moland@gmail.com)

### Backup 2

- Jeff Schwab
  - (403) 771-0649
  - [jeffschwab007@hotmail.com](mailto:jeffschwab007@hotmail.com)

### Location Address

- Karate Hillhurst
  - Hillhurst-Sunnyside Community Association
  - 1320 - 5 Ave NW Calgary AB T2N 0S2
  - Note: Hillhurst-Sunnyside is distinct and different from West Hillhurst

### Nearest Hospital

- Foothills Hospital
- 1403 29 Street NW, Calgary, Alberta Switchboard 403-944-1110

### Checklist

- Location of phones are identified
- Emergency phone numbers are listed
- Cellphone battery is charged
- Change is available for pay phone calls

## Emergency Services on-site

- There is an on-site Defibrillator located in the Caretakers office on the north side of the main hall
- The caretaker's office is in the main hall on the north side of the hall directly across from the main entrance. The caretaker on shift posts their phone number on the whiteboard located on the door to the caretaker's office.

## Facility Manager

- Karl Kingsley: 403-283-0554 ext. 223 during office hours
- After Hours: Contact the Caretaker through the Caretaker's office

## Directions to Hillhurst-Sunnyside Community Association (HSCA)

- Hillhurst-Sunnyside Community Association (HSCA) is located on 5th Ave NW just East of 14 St NW. Access to the parking lot is found on 12 St NW. HSCA is not to be confused with West Hillhurst. HSCA is south of SAIT Polytechnic at the bottom of the hill south of SAIT Polytechnic. The main entrance to HSCA is found on the east side of the south end of the building. Entrance to HSCA can also be made through a centrally located entrance on the north side of the building. Karate Hillhurst classes are conducted in the South and North Halls of the HSCA facility. The South Hall and North hall are adjacent to each other and located on the west side of the building. If entering through the main entrance (south side of the building), the South Hall and North Hall can be accessed by turning directly left after entering the main building (after passing through the mudroom/anteroom). There is also an outside, east facing, entrance to the South Hall slightly south of the main entrance. Both halls can be accessed from either hall.

## Charge Person Responsibilities

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using the Incident Report Form.

## Call Person Responsibilities

1. Call for emergency help (911).
2. Provide all necessary information to dispatch.
  - a. The facility location
  - b. The closest access door to the injured participant
  - c. The nature of the injury
  - d. A description of first aid that has been performed
  - e. Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.