

# Developing an Emergency Plan

## Requirement 3

*When an emergency occurs, you may not have time to think about everything you need to know. So prepare ahead of time for the worst, and your league will be able to handle it no matter what happens.*

*The examples on pages 9 through 11 provide you some of the best practices for Point 3 of a qualified safety program.* The requirement only says you must publish or post key emergency numbers such as those of key league officials.

However, these extended ideas come from some of the best safety programs in the country, and using these as guides will enhance the safety of your players and volunteers. At a minimum the list of numbers of page 9 should be used in your coaches' and managers' safety manual and posted near league phones.

But if you take all three pages of ideas and implement them in your league, you will be better prepared for any emergency. In the coming months, we will publish all the elements that make up a quality and qualified safety plan, using examples from the safety plans which have won awards.

### List Emergency Numbers

One of the most important pieces of your safety plan, an emergency phone numbers list must be placed where anyone can find it in an emergency. Make sure you include local numbers for the fire department, hospital and/or ambulance service, police and even poison control.

If you have utilities such as electrical, gas or water services, include the local and emergency numbers to call if you were to discover a problem with any of these, as well. Describe or illustrate where the main disconnects for these services are located also, so trained personnel can shut off the utility in question as quickly as possible.

Give a copy of this list to each manager and coach in their Safety Manual. Keep a copy by every indoor phone as well (concession stand, press box, etc.) and laminate copies for exterior structures like the equipment storage shed or batting cages, where emergency help could be sought quickly. (See page 9.)

### Give Emergency Procedures

When someone is upset and desperate for assistance, they need all the help they

can get. If you develop a list of procedures to follow when an accident or injury occurs, you give the person summoning aid a big helping hand. Just reading over the list during a training session will help them calm down and give good information if the time ever comes when they have to make a call for emergency aid. See example on page 10.

### Finish with a Site Map

When an emergency occurs, a site map can locate all the important places for anyone needing to know something in a hurry. Make this available at all phones and submit it to your local 9-1-1 Center in case of an emergency, so the caller can quickly locate the field name, access points (gates or openings in the fences) and closest roads. Include in it:

- Fields, correctly named and placed with nearest roads, access gates, and any unique features (ex: large first aid station, score booth, equipment shed/box, fire extinguishers, water hoses, etc.);
- First aid stations, whether part of a larger area or a stand-alone facility;
- Restrooms, mark handicap access, as well as water shut-off valves;
- Concession stands, with shut-off valves for gas, propane, water, electric main, etc. clearly marked and labeled;
- Telephone locations;
- Parking areas; label no-parking areas;
- Walkways for pedestrian crossing of roads, parking areas, etc.
- Warm-up and practice sites, including bull pens, batting cages, practice fields. (See page 11 for a site plan example.)

For emergencies such as concession stand fire, gas leak, or earthquake, locate a place at your facility where teams and spectators should gather away from structures, like in the middle of an outfield or in a parking lot.

For weather emergencies such as lightning or tornadoes, designate a safe indoor structure or outdoor procedure. (See pages 4-5 for lightning information.)

# Emergency Phone List

## For Hometown Little League

### EMERGENCY

**Hometown Police/Fire/EMT:** ..... 911  
**Hometown Hospital Ambulance:** ..... 555-3333  
**AAPCC Poison Control Center:** ..... (800) 222-1222

### Non-Emergency Contact Numbers

Hometown Police - Non-Emergency .....555-0000  
 Hometown Fire Dept. - Non-Emergency .....555-1111  
 Our County Sheriff - Non-Emergency .....555-2222

### UTILITIES - EMERGENCY

**Tri-County Gas Dept.** ..... (800) 555-0001  
**Metro-Area Electric Co.** ..... (800) 555-0002  
**Hometown Water Dept.** ..... (800) 555-0003

### UTILITIES - Non-Emergency

Tri-County Gas Dept. .... 555-0011  
 Metro-Area Electric Co. .... 555-0022  
 Hometown Water Dept. .... 555-0033  
 Hometown Waste/Sewer ..... 555-0044

### Area Hospitals (see attached driving directions)

Our County General Hospital ..... 555-3333  
 100 100<sup>th</sup> Avenue  
 Hometown, State, ZIP

Hometown Sport Clinic ..... 555-4444  
 200 200<sup>th</sup> Street  
 Hometown, State, ZIP

Hometown Medical Center ..... 555-5555  
 300 300<sup>th</sup> Road  
 Hometown, State, ZIP

### HOMETOWN Little League

Hometown Park and Recreation Dept. .... 555-4321  
 123 Main Street  
 Hometown, State, ZIP

Main Little League Complex Office ..... 555-1234  
 100 Little League Drive  
 Hometown, State, ZIP

Snack Bar Phone ..... 555-6789  
 Rain-Outs Automated Message ..... 555-9876

### Safety Committee

Safety Officer, John Doe ..... 555-0001  
 Co-Safety Officer, Jennie Brown ..... 555-0002  
 • Facilities Chair, Ed Fields ..... 555-0003  
 • Equipment Chair, Sue Bats ..... 555-0004  
 • Activities Chair, Jeff Games ..... 555-0005  
 • Training Chair, Pam Clinic ..... 555-0006

### Hometown LLB Board of Directors Officers

President ..... 555-0007  
 Vice President ..... 555-0008  
 Player Agent ..... 555-0009  
 Treasurer ..... 555-1000  
 Secretary ..... 555-2000  
 Chief Umpire ..... 555-3000  
 Information Officer ..... 555-4000

### District Staff

District Administrator ..... (555) 123-4567  
 1234 Maple Drive  
 Yourtown, State, ZIP  
 District Safety Officer ..... (555) 123-9876

### Little League Support Numbers

LL Regional Office ..... (555) 123-4567  
 FAX - LL Regional Office ..... (317) 897-6158  
 1234 E. Little League Drive  
 Regiontown, State ZIP

LL International Office ..... (570) 326-1921  
 FAX - LL International Office ..... (570) 322-2376  
 PO Box 3485 or 539 Route 15 Hwy.  
 Williamsport, PA 17701 S. Williamsport, PA 17702

# Emergency Contact Procedures

## For Hometown Little League



**Police**



**Fire**



**Rescue**



**Sheriff**

The most important help you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these steps.

### 1) First dial 9-1-1.

### 2) Give the dispatcher the necessary information. Answer any questions that he or she might ask.

Most dispatchers will ask:

- **The exact location or address of the emergency?** Include the name of the city or town, nearby intersections, landmarks, etc. as well as the field name and location of the facility, if applicable.

Our address is:

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Cross-streets are :

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- **The telephone number from which the call is being made?**
- **The caller's name?**
- **What happened** — i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
- **How many people are involved?**
- **The condition of the injured person** — i.e., unconscious, chest pains, or severe bleeding?
- **What help is being given** (first aid, CPR, etc.)?

### 3) Do not hang up until the dispatcher hangs up.

The dispatcher may be able to tell you how to best care for the victim.

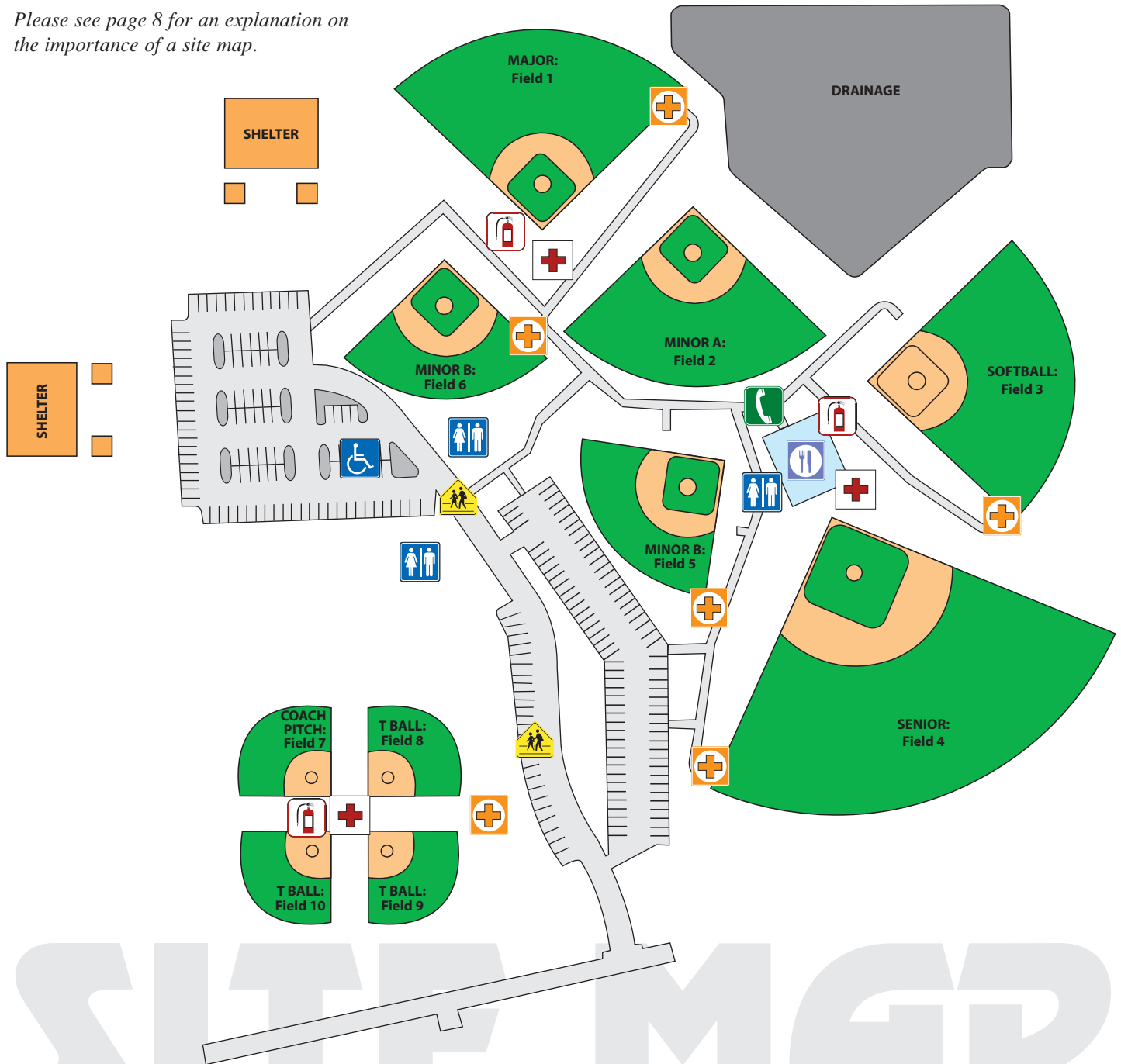
### 4) Continue to care for the victim until professional help arrives.

### 5) Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.









*(From the 2003 Unicoi County Little League, Erwin, Tenn. Safety Plan)*

# Hometown Little League Complex

Please see page 8 for an explanation on the importance of a site map.



**KEY**

	CROSSWALK		FIRST AID		FIRE EXTINGUISHER		FIELD EMERGENCY ACCESS
	PHONE		HANDICAP ACCESSIBLE		RESTROOMS		FOOD