



## Ossining JCYS Little League Emergency Action Plan (EAP)



**Scope:** This Plan is applicable to all divisions, teams, programs and functions sanctioned by and associated with JCYS Little League Baseball and Softball

**Purpose:** To provide clear, consistent procedures to follow in the event of an emergency to ensure the safety of players, coaches, volunteers, officials, and spectators; and reporting requirements following an injury, potential injury, or property damage that may occur due to an emergency or accident.

### Definitions:

**Emergency:** any unexpected event or condition that poses an immediate or potential threat to the health, safety, or well-being of a player, coach, official, volunteer, spectator, or facility; requiring immediate prompt action - beyond normal practice or procedure

Emergencies include, but are not limited to:

- Life-threatening medical conditions (i.e. cardiac arrest, severe bleeding, head or neck injuries, loss of consciousness, heat illness)
- Serious injuries requiring professional medical evaluation, or transport
- Weather-related threats (lightning, severe storms, extreme heat)
- Fire, explosion, or hazardous material exposure
- Missing, lost, or abducted child situations
- Unsafe field or facility conditions that could or have caused an injury
- Any situation requiring Emergency Medical Services (EMS) or Law Enforcement response

***When in doubt, treat the situation as an Emergency, stop all play, and activate this EAP***

**Accident:** an unplanned, unexpected event or incident that results in, or has the potential to result in injury, illness, or property damage during any league activity; including games, practices, warm-ups, or other league-sponsored event.

Accidents include but are not limited to:

- A player tripping and falling
- A collision between players
- A ball or bat striking a person
- Equipment failure
- Slip, trip, or fall by a coach, spectator, or volunteer

*Not all accidents result in an injury, but all accidents should be reported to the manager/ coach for submission to the league*

**Injury:** physical harm or bodily damage sustained by a player, coach, official, volunteer, or spectator as a result on an accident, activity, or exposure during league participation.

**Incident:** An unplanned, unexpected event or occurrence taking place during league activity; giving rise to a situation requiring additional action/ and or response by the league



# Ossining JCYS Little League

## Emergency Action Plan (EAP)



### 1. Emergency Contacts:

- **Emergency Services:** 911
- **League President:** Aidan Venuto | Phone: (914) 893-7995
- **Vice President:** Charlie Shafer | Phone: (914) 494-3236
- **Safety Officer:** Rich Lepore | Phone: (914) 552-2996

### 2. Roles & Responsibilities

#### League Safety Officer

- Maintains and updates the EAP annually
- Ensures all coaches receive EAP training
- Maintains a record of Incident/ Accident reports, reporting to Board of Directors of such
- Conducts annual and subsequent periodic inspections of fields and facilities

#### Managers/ Coaches

- Receive, maintains, and comply with this EAP and its requirements
- Inspects fields, facilities, and equipment prior to practices and games
- Identifies and directs a responsible adult to call 911 when necessary
- Performs first aid as necessary
- Notifies affected player(s)' parents/ guardians if not present
- Maintains crowd control until first responders arrive
- Notify League President and Safety Officer of an Emergency as soon as practical
- Complete and submit Incident/ Accident Report to League President and Safety Officer with 24 hours

#### Umpires

- Stop play immediately in an emergency
- Assists Managers and Coaches with securing the field

#### Volunteers / Parents

- Follow coach instructions and assist in securing the area
- Keep access roads clear for emergency vehicles
- Assist Managers/ Coaches with providing report information and follow up

### 3. Emergency Equipment

The following should be available and readily accessible at every practice, game, event:

- First Aid Kit (bleeding control, gloves, ice packs)
- EAP/ Emergency contact list
- Ice / cold packs



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**AED Location(s):** AEDs are located within all OPD patrol vehicles, OVAC response vehicle, OFD apparatuses, and within all OUFSD buildings

### 4. Medical Emergencies

#### Life-Threatening Emergency

1. *Immediately Dial 911*
2. Assign additional adults to:
  - Keep the entrance clear for First Responders to enter
  - Direct First Responders to the field/ location of Emergency
3. Begin immediate first aid until First Responder or higher level of care arrives:
  - CPR / AED if trained
  - Control bleeding
  - Do NOT move injured player unless necessary to preserve life
4. Stop all play if not already done so
5. Notify League President and Safety Officer of the Emergency
6. Gather available information to compile the Incident Report (Who, What, Where, When, Why, and How?) and provide to Safety Officer as soon as practical

#### Non-Life-Threatening Injury

1. Stop play and ensure the safety of uninvolved players
2. Assess the nature and severity of the injury
3. Provide basic first aid as required
4. Notify parents/ guardians if not present
5. Gather available information to compile the Incident Report (Who, What, Where, When, Why, and How?)
6. Submit the Incident/ Accident report to the Safety Officer within 24 hours.

#### Concussion Protocol

- Should any ball player be suspected of a concussion:



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- Player is immediately removed from play and monitored for symptoms
- Parent/ Guardian must be immediately notified
- If unconscious or becomes unconscious immediately dial 911
- Parent/ Guardian ensures they receive appropriate medical care and follow up
- Written medical clearance by a Physician is required before returning to play

### Accident Insurance Claims

- Upon completion of an accident report, supplemental accident insurance claim is available through Little League International
- Claim must be received by Little League International within 20 days of the Accident/ Incident
- Form must be completed in entirety, to include other insurance and all billing information
- Claim form must include a statement from, signed, and dated by the League President

## 5. Weather-Related Emergencies

### Lightning / Severe Storms

- With inclement weather forecasted, radar information should be monitored and made available
- Play is suspended immediately when thunder and or lightning is observed
- Managers and coaches quickly clear fields and unsheltered dugouts
- Seek shelter in vehicles or buildings, Coaches are to adhere to Child Protection Program measures; encouraging players to reunite with their parents/ guardians
- Play may resume after **30 minutes** without thunder and field conditions remain playable after reinspection.

### Extreme Heat

- **Heat Indices above 90° (Caution/ Watch):** Allow water breaks every 15-20 minutes
- **Heat Indices 95° and above (Warning/ High):** Mandatory water breaks every 30 minutes, reduce activity, allow time for players to recover and slower pace of play
- **Heat Indices 100° and above (Extreme/ High):** Consider limiting/ rescheduling practices and games until later in day, frequent water breaks, unlimited water and time available for all players, especially fully equipped Catchers
- **Heat Indices 104° and above (Danger):** Cancel all outdoor activities/ reschedule to later
- All players, coaches, and spectators should be monitored for symptoms of heat illnesses and heat stroke



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### 6. Field-Specific Emergency Access

#### Roosevelt School – Strang Field

**Emergency Vehicle Entrance:** Apawamis Rd/ Ramapo Rd

**Nearest Address for 911 Dispatch:** 190 Croton Avenue Ossining, NY 10562

#### Roosevelt School – Haag Memorial Field

**Emergency Vehicle Entrance:** Apawamis Rd/ Ramapo Rd

**Nearest Address for 911 Dispatch:** 190 Croton Avenue Ossining, NY 10562

#### Veterans Memorial Park – Montague Memorial Field (Lower)

**Emergency Vehicle Entrance:** Narragansett Ave/ Grandview Ave

**Nearest Address for 911 Dispatch:** 85 Narragansett Avenue Ossining, NY 10562

#### Veterans Memorial Park – Nevins Field (Middle)

**Emergency Vehicle Entrance:** Narragansett Ave/ Grandview Ave

**Nearest Address for 911 Dispatch:** 85 Narragansett Avenue Ossining, NY 10562

#### Veterans Memorial Park – Upper Field

**Emergency Vehicle Entrance:** Narragansett Ave/ Grandview Ave

**Nearest Address for 911 Dispatch:** 85 Narragansett Avenue Ossining, NY 10562

#### Veterans Memorial Park – Batting Cages

**Emergency Vehicle Entrance:** Narragansett Ave/ Grandview Ave

**Nearest Address for 911 Dispatch:** 85 Narragansett Avenue Ossining, NY 10562

#### Ryder Park – Finch Field

**Emergency Vehicle Entrance:** Dynamite Rd/ Morningside Dr

**Nearest Address for 911 Dispatch:** 43 Dynamite Road Ossining, NY 10562

#### Ryder Park – Jesse Collyer Field

**Emergency Vehicle Entrance:** Dynamite Rd/ Morningside Dr

**Nearest Address for 911 Dispatch:** 43 Dynamite Road Ossining, NY 10562

#### Ryder Park – Geoff Harter Field

**Emergency Vehicle Entrance:** Dynamite Rd/ Morningside Dr

**Nearest Address for 911 Dispatch:** 43 Dynamite Road Ossining, NY 10562

#### Ryder Park – Batting Cages

**Emergency Vehicle Entrance:** Dynamite Rd/ Morningside Dr

**Nearest Address for 911 Dispatch:** 43 Dynamite Road Ossining, NY 10562



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### Nelson Park – convertible field (46/60 and 50/70)

**Emergency Vehicle Entrance:** Lafayette Ave/ Edward St

**Nearest Address for 911 Dispatch:** 30 Lafayette Avenue Ossining, NY 10562

### Gerlach Park – convertible field (46/60 and 50/70)

**Emergency Vehicle Entrance:** Old Albany Post Rd/ Quaker Bridge Rd

**Nearest Address for 911 Dispatch:** 70 Old Albany Post Road Ossining, NY 10562

### Anne M. Dorner (AMD) Middle School – 60/90

**Emergency Vehicle Entrance:** Van Cortlandt Avenue/ Claremont Road

**Nearest Address for 911 Dispatch:** 100 Van Cortlandt Avenue Ossining, NY 10562

## 7. Missing or Abducted Child

1. Immediately stop all activity, account for and secure all remaining players
2. Call 911 and secure all entrances and exits at the field or facility
3. Notify the players parent/ guardians if not present
4. Notify the League President/ and Safety Officer
5. Conduct a coordinated search of the local area; be sure to check any adjacent structures, roadways, vehicles or areas
6. Secure, preserve, and do not disturb any belongings or artifacts of the missing player until instructed to do otherwise by local law enforcement
7. Assist and cooperate with local law enforcement, making note of any and all information pertinent to the situation that may have been witnessed

## 8. Crowd Control & Scene Management

- Managers, coaches, and umpires assess the situation and make necessary notifications (911, League Officials, Parents/Guardians)
- Managers, coaches and umpires maintain a perimeter around the incident performing necessary first aid or any actions required to de-escalate or diffuse the situation or incident
- Keep uninvolved players calm and clear of the incident
- Keep spectators calm and clear of the playing field at all times
- No video or photos of injured player

## 9. Post-Incident Procedures

- Managers complete and submit an incident/injury report within 24 hours
- Managers/ Coaches follow up with parents/ guardians of any injuries and communicate the same to the Safety Officer
- Safety Officer briefs the League President/ Board of Directors of the incident and any updates
- Board of Directors then reviews the incident, makes recommendations and communicates findings in order to improve future safety



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### 10. Training & Review

- This EAP will be reviewed annually and updated required
- In addition to the mandatory background checks- Managers, Coaches, and all volunteers are required to complete the following training:
  - Little League Abuse Awareness Training
  - Safety Awareness Training (Little League University)
  - First Aid Awareness Training (Little League University)
  - Diamond Leader Training (Little League University)
  - CPR/ AED Training (Red Cross/ OVAC)
  - Concussion Awareness Training
- Individuals will retain a record of all completed training and forward documentation as requested by the League Board or designated representative.

### 11. Acknowledgment

I acknowledge that I have reviewed and understand the Emergency Action Plan.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This Emergency Action Plan applies to all Ossining JCYS Little League Baseball and Softball activities; including but not limited to practices, games, and special events.*