



CANYON COUNTRY LITTLE LEAGUE

Emergency Action Plan

2026

Emergency Procedures

In the event of an accident or incident resulting in an emergency or injury, Managers, Coaches and Team Parents have been instructed to call 911, provide appropriate first aid, and summon the CCLL Board Member on Duty immediately. These individuals have been asked to convey these instructions to players and parents who are empowered to follow the same emergency notification procedures.

Injury Reporting

Rapid reporting of injuries is essential to a proactive safety program. To expedite this process, CCLL has included the Little League International Tracking Form (Appendix A) at the end of this plan and on the league's website. This form is to be completed and submitted to the CCLL Safety Officer within 24 hours of any incident or injury. If the injury requires professional medical care by a licensed care provider, e.g., EMT, nurse, doctor, etc., the CCLL Safety Officer should be notified immediately by the Manager or Coach. Managers and Coaches are required to have a copy of each players Medical Release form immediately available to them during all practices and games.

Manager / Coaches Responsibilities

Managers and Coaches are requested to assist CCLL in enforcing appropriate safe behavior from all players and spectators. We ask all Managers to hold a team meeting prior to the start of game season and review the Parent Code of Conduct found on our website. We also ask that you assist in requesting all participants and attendees observe these same rules. If, after making a polite request to attendees who are not observing safety requirements, request assistance from the Board Member on Duty.

Preventing injuries is crucial in any organized sporting activity. There are many things that you as a Manager or Coach can do to make your playing fields, practices and games safe for the kids.

- Check your fields before every game. Make sure there are no sharp or dangerous objects (i.e., glass, metal, rocks, etc.) on the ground near the playing fields.
- Managers and Coaches **must** use “L-screens” when conducting batting practice from the mound or using a pitching machine.
- If weather is stormy, especially if there is lightning, get the players off the field.
- Identify an area within the CCLL complex with good cell reception before needed.
- Be familiar with the medical conditions listed on each player’s Medical Release form.

League Procedure for Reporting Injuries

All Managers, Coaches, Parents, Umpires, and Volunteers should carry cell phones and use the following procedures for reporting injuries.

- Call 9-1-1 in any emergency or for urgent medical assistance. Be prepared to provide information requested by the dispatcher including the location of the field.
- For non-emergency calls, contact:

Police Department:	(661) 260-4000
Fire Department:	(323) 881-2411
Henry Mayo Hospital:	(661) 200-2000
Field Address:	16054 Sierra Highway, Santa Clarita, CA 91390

Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the CCLL Safety Officer. The terms “medical treatment and/or first aid” include any injury sustained at the CCLL complex that (a) causes a player to miss any practice or game time; or (b) that has the potential to require the assistance of a medical professional for evaluation, diagnosis, and treatment.

All such incidents described above must be reported to Marc Botello, CCLL Safety Officer, within 24 hours of the incident. Contact information:

Safety Officer:	Marc Botello
Cell phone:	(661) 388-8917
Email:	marc.botello@ccll.org
League President:	Ken Gurwell
Cell phone:	(661) 673-3808
Email:	ken.gurwell@ccll.org

First Aid Kits & AED

First Aid Kits are provided to each Manager and should be available at every practice and game. First Aid Kits are also located in the score booth at each field, in the snack bar and in the Board room. CCLL will be purchasing an AED for the 2026 Spring season, which will be maintained in the Board room.

Decision Making

Injuries to players can range from almost insignificant to very serious. Knowing how to assess the situation and what to do once you have assessed is extremely important.

- A. It is always best to have a parent of the injured player make decisions on treatment.
- B. If you believe the player is injured more seriously than the parent seems to believe, always encourage the parent to seek further medical care.
- C. If no parent is available, the Manager or Coach should make the decision in the best interest of the player.
- D. Notify the parent immediately of the injury and where the child has been transported.

When to Call 9-1-1:

The suggestions provided below are by no means meant to be absolute but instead are meant to be used as a guide to help those at the field make the best decision possible.

Always call 9-1-1 for:

- * For any life-threatening injury
- * Any player who has no pulse and/or is not breathing
- * Any player with a head or neck injury that includes a loss of consciousness.
- * Any wound or broken bone that has excessive bleeding
- * Any player with respiratory difficulties, i.e., asthma without relief, allergic reaction.
- * Any serious injury, i.e., protruding bone, or significant eye injury.

Only minor injuries should be treated at the field by the Manager or Coach. If a parent feels the player needs further care, they can transport their child to receive care. If a parent believes their child should be transported by ambulance, you should not interfere in that decision.

Remain calm and take charge of the situation. If 9-1-1 is called, send an adult to the front gate to direct EMS workers to the appropriate field where the injured player is located.

Incident Reports

The Manager or Coach is to complete an Incident Report every time a player is injured while participating in any CCLL event.

- Review the form and fill in as completely as possible. Over time you can forget the details of an incident and the report will be the only document to help you recall the event.
- Special attention should be taken when describing the incident. This should be written objectively and never accusatory or biased.
- The parent contact area needs to be filled in completely. Use quotations if necessary, providing direct statements from the parent, such as “I do not want you to call an ambulance.”
- If you as the Manager or Coach feel a player should be seen by a doctor and verbalized this to the parent who did not agree, document this on the Incident Report form.
- All Incident Report forms need to be provided, either verbally or by email, to the CCLL Safety Officer within 24 hours of the incident. Any incident involving a response by police, fire, or emergency medical services should be reported to the CCLL Safety Officer or to another Board member immediately or as soon as possible.

Emergency Evacuation Plan

In planning for emergencies, there may be a need for all players, managers, coaches, umpires, and spectators to evacuate the CCLL Complex.

- > The decision to evacuate the complex will be made by the Director on Duty or, in their absence, any member of the board.
- > In the event of a fire, earthquake, or other natural disaster, the decision to evacuate the complex will be announced to the umpire at each field or to the manager of each team, if the game has not started.
- > Managers and coaches should be prepared to assist the players on their teams with uniting with their parents **prior** to evacuating the complex, if possible.
- > In the event players and families are separated during the evacuation, the designated point for reunification will be at the bus transit parking lot located at the intersection of Sierra Highway and Vasquez Canyon Road.
- > If the decision is made to evacuate the CCLL Complex, vehicle traffic will be directed to exit out the North and South Gates and on to Sierra Highway (see Emergency Evacuation Map attached as Appendix “B”).

APPENDIX “A”

For Local League Use Only**Activities/Reporting****A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
- B.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)
- ☐ Junior ☐ Senior ☐ Big League
- C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
- ☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
- ☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
- ☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)**Type of incident and location:**

- A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field
- ☐ Base Path: ☐ Running or ☐ Sliding ☐ Seating Area ☐ Travel:
- ☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted ☐ Parking Area ☐ Car or ☐ Bike or
- ☐ Collision with: ☐ Player or ☐ Structure C.) Concession Area ☐ Walking
- ☐ Grounds Defect ☐ Volunteer Worker ☐ League Activity
- ☐ Other: _____ ☐ Customer/Bystander ☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: (____) _____

Signature: _____ Date: _____

APPENDIX “B”

Emergency Evacuation - Map

