

# **2026 Burlington Harwinton Little League (BHLL) Emergency Action Plan (EAP)**

## **Purpose**

The purpose of this Emergency Action Plan is to provide clear procedures for responding to medical emergencies or safety incidents at BHLL Little League fields and/or visitor fields. The goal is to ensure a rapid, organized response that prioritizes player, spectator, and volunteer safety.

## **1. Emergency Roles**

When an emergency occurs, the nearest responsible adult should assume the following roles and/or assign individuals to assume the following roles:

### **a. Incident Leader**

- Takes charge of the situation
- Assesses the injured person
- Directs others

### **b. Call 911**

- Assigned adult calls emergency services by calling 911
- Provides field location and situation details

### **c. Crowd Control**

- Keeps players and spectators away
- Maintains clear access for emergency responders

### **d. Meet Emergency Responders**

- Designated person meets EMS at parking lot or entrance
- Directs them to the field

## **2. Emergency Situations Covered**

### **a. This plan applies to:**

- Serious injury
- Head injury or concussion
- Cardiac emergency
- Breathing emergency
- Severe allergic reaction
- Broken bones
- Severe bleeding
- Heat illness
- Lightning/weather emergencies
- Missing child

## **3. Emergency Procedures**

### **a. Step 1: Stop Play**

- Stop the game or practice immediately.
- Secure the area.

### **b. Step 2: Assess the Situation**

Determine:

- Is the person conscious?
- Are they breathing?
- Is there severe bleeding?

- c. **Step 3: Call 911 Immediately For:**
  - Unconscious person
  - Suspected neck or spinal injury
  - Severe bleeding
  - Cardiac or breathing emergency
  - Severe allergic reaction
  - Broken bones with visual deformity
  - Any situation where safety is uncertain
- d. **Information to Provide 911:**
  - Your name
  - Field name/location
  - Nature of the injury
  - Age of injured person
  - Condition of the person
  - **Do not hang up until instructed**

#### **4. AED and First Aid**

- a. **AED (Automated External Defibrillator)**
  - Retrieve immediately for cardiac emergencies.
  - Turn on the AED and follow the voice instructions.
- b. **First Aid Kit**
  - Every head coach is provided with their own first aid bag for their team.
  - If further supplies are needed, please contact BHLL Safety Officer to restock items.
- c. There is a first aid kit in the Snack Shack at Library Field.
- d. First aid supplies in the bag include:
  - Ice packs
  - Gloves
  - Gauze
  - Band-Aids
  - Towels

#### **5. Parent/Guardian Notification**

- a. Notify the parent or guardian immediately.
- b. If a parent is not present, use the contact information from the player safety form.
- c. No player should leave with anyone other than a verified parent/guardian unless emergency services transport them.

#### **6. Lightning and Severe Weather**

- a. If thunder is heard or lightning is seen, immediate actions include:
  - Stop playing immediately
  - Clear fields
  - Move players and spectators to vehicles or buildings. No one should take shelter in the dugout during a thunderstorm. Dugouts are not safe from a lightning strike.
- b. 30-Minute Rule
  - Play may resume 30 minutes after the last thunder or lightning strike.

## **7. Concussion Protocol- Please refer to BHLL Concussion Protocol**

### **a. Monitor players for signs of a possible concussion:**

- Headache
- Dizziness
- Confusion
- Nausea
- Sensitivity to light
- Balance issues

### **b. Call 911 if you see any of the following symptoms**

- a. Brief or sustained loss of consciousness
- b. Worsening or severe headache
- c. Displays confusion
- d. Seizures
- e. Unequal pupil size
- f. Slurred Speech
- g. Clear or bloody fluid draining from the nose and/or ear(s)
- h. Vomiting

### **c. Action**

- Remove the player immediately from the game and contact parent(s)/guardian(s).
- Do not allow player to return to play for the remainder of the game.
- Player must be evaluated by a healthcare professional before returning and have a note from a medical provider to return to play.

## **8. Missing Child Procedure**

### **a. If a child cannot be located:**

1. Stop all activity
2. Alert coaches immediately
3. Search fields, dugouts, restrooms, and parking areas
4. If not located within 5 minutes, call 911

## **9. Incident Reporting**

- a. All serious incidents must be reported to the BHLL Safety Officer within 24 hours after occurring.
- b. The head coach must complete the **BHLL Accident Report** form and submit it to the BHLL Safety Officer.
- c. The form must include:
  - Date/time
  - Location
  - Description of incident
  - Actions taken

## 10. Emergency Contacts within BHLL

- a. Emergency Services: 911
- b. Parent(s) and/or Guardian(s) of child
- b. League Contacts
  - Alisen Harrison, BHLL League President
  - Kristy Stinger, BHLL Safety Officer
  - Jesse Camp, BHLL League Coaching Coordinator

## 11. Coach Requirements

- a. All coaches must:
  - Review the BHLL Emergency Action Plan
  - Review the BHLL Concussion Protocol
  - Review the location of AEDs at each BHLL field
  - Maintain the first aid kit supplied to them by BHLL and contact the BHLL Safety Officer if further supplies are needed.
  - Always carry the team roster and **Little League Medical Release** forms to practice and games.
  - Complete the required Little League safety training that prioritizes player, spectator, and volunteer safety:
    - Little League Abuse Training
    - CDC HEADS Up Concussion Training
    - American Heart Association (AHA) CPR, First Aid and AED Training- mandatory for all head coaches, highly encouraged for assistant coaches

Approved: March 2026