



# **2025 Emergency Action Plan**

"Smokey" Joe Williams Field  
950 S. Austin St. Seguin Tx. 78155

Texas District 31  
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**Texas East**



## **Southwest Region Participants:**

**New Mexico**

**Texas West**

**Texas East**

**Arkansas**

**Louisiana**

**Texas District 31 Host League**

## **Emergency Action Plan**

Participation in Little League can promote health, competition, and teamwork. With all of the good intentions and safety precautions in sports, there still exists a potential of an emergency. The purpose of this Emergency Action Plan (EAP) is to facilitate a prompt, efficient, coordinated response in the case of an emergency. All coaches, staff and administrators should be familiar with this document and their role and responsibility in an emergency. Planning, preparation, and practice are the



keys to achieving success in the case of an actual emergency. All questions concerning the implementation of this plan should be answered before the actual emergency.

A medical emergency and situation where an ill or injured person needs advanced medical care above basic first aid and where the injured person needs to be transported to the hospital. It is important in these situations that coordination between the medical staff, coaches, administrators, and others involved be organized and effective. This EAP is intended to delineate roles and outline the protocol to be followed should an emergency occur.

Situations when 911 should be called are:

- an athlete is suffering from cardiac arrest
- an athlete is not breathing
- severe allergic reaction
- an athlete has lost consciousness
- it is suspected that an athlete may have a severe neck or back injury
- severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped
- any condition where person in charge does not feel comfortable in treating
- Fire located on the property
- active shooter(s) or any suspicious person(s) or thing(s) that may pose a threat to the safety of others

**Chain of Command**  
**Tournament** Director or Staff  
Assistant Director  
Tournament Coordinator  
Umpire(s)  
Manager  
Assistant Coach(s)

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the victim until EMS arrives.



Once it has been decided that EMS should be called, the following protocol should be followed:

- 1.) The highest person on the chain of command will be deemed the leader and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The Regional Director or staff should be notified that there is an emergency situation.
- 2.) The highest person on the chain of command will make the call to EMS or will designate another person to make the call 911 from a cell phone or office phone. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is located. Also, tell EMS that someone will meet them at the entrance to the complex to aid in directing the ambulance. **DO NOT HANG UP UNTIL THE 911 OPERATOR HANGS UP FIRST.**
- 3.) Cell phones will need to be used at fields since no land lines are available.
- 4.) The Tournament Director or Staff will send runner(s) to assist in directing EMS from their arrival or meeting position to the venue where the athlete is located. The runner(s) should stay in their positions and direct the ambulance through the proper turns to get to the athlete. Remember that many times the Fire Department will be dispatched as a first responder along with the ambulance.
- 5.) The Tournament Director or Staff will designate another person to attempt contact with the athlete's parents and/or coach. **Emergency contact information should be with the head coach of the athlete's team.** If a parent is not present, the player's coach or team representative should accompany the athlete to the hospital.
- 6.) If transport is deemed necessary by EMS, the athlete will be taken to the nearest medical center, unless the parent requests otherwise.

**Communication will be through:**

Cellular phones



The Assistant Tournament Director will be in possession of the following equipment:

- 1) First Aid Kit
- 2) Taping Supplies
- 3) Various other Medical Supplies

#### Temperature Plans for Heat/Cold Weather

The Tournament Director and Staff will closely monitor weather conditions leading up to the event. The Heat Index will be measured, and dictate the appropriate response. A Heat Plan will be communicated to the event Staff prior to the event. Regardless of the weather situation, various methods will be considered to help with the safety and comfort of the athletes.

#### Excessive Heat Plan

Heat Stress is a function of both event day temperature and humidity. If either (or both) is elevated, it becomes more difficult to cool during exercise. The following Heat Plan will be instituted in the event of abnormal conditions.

### **Using the Heat Index to Protect Athletes, Fans and Workers**

The heat index can be used to help determine the risk of heat-related illness for outdoor events, what actions are needed to protect peoples, and when those actions are triggered. Depending on the heat index value, the risk for heat-related illness can range from lower to very high to extreme. As the heat index value goes up, more preventive measures are needed to protect the participants. Heat index values are divided into four bands associated with four risk levels. These bands differ from those appearing in the NOAA Heat Index chart, which was developed for the public. The NOAA bands have been modified for use at gamesites:

Heat Index	Risk Level	Protective Measures
Less than 91°F	Lower (Caution)	Basic heat safety and planning
91°F to 103°F	Moderate	Implement precautions and heighten awareness
103°F to 115°F	High	Additional precautions to protect workers
Greater than 115°F	Very High to Extreme	Triggers even more aggressive protective measures



**Important consideration:** NOAA devised the heat index values for shaded conditions and light winds. **Full sunshine can increase heat index values by up to 15° Fahrenheit.** Strenuous exercise and the use of protective padding also have an additive effect. As a result, the risk at a specific heat index could be higher than that listed in the table above if the athlete is in direct sunlight without a light breeze, or if the sport involves strenuous tasks or the use of heavy or specialized protective equipment. Extra measures, including implementing precautions at the next risk level, are necessary under these circumstances.

## Using the Heat Index as a Guide for Athletic Activities

Heat Index*	Risk Level	Protective Measures
<91°F	Lower (Caution)	Provide drinking water Ensure that adequate medical services are available Plan ahead for times when heat index is higher, including worker heat safety training Encourage athletes and worker to wear sunscreen Acclimatize athletes and workers
91°F to 103°F	Moderate	In addition to the steps above: Remind athletes to drink water often (about 4 cups/hour) ** Review heat-related illness topics with workers and staff: how to recognize heat-related illness, how to prevent it, and what to do if someone is sick Schedule frequent breaks in cool, shaded area acclimatize athletes and workers Set up system for coaches and workers to watch for signs of heat-related illness



103°F to 115°F	High	<p>In addition to the steps above:</p> <p>Alert coaches and workers of the high-risk conditions</p> <p>Actively encourage athletes and workers to drink plenty of water (about 4 cups/hour)</p> <p>Limit physical exertion when possible</p> <p>Have a knowledgeable person at the games who is trained in dealing with heat-related illness</p> <p>Use cooling techniques</p> <p>Watch/communicate with athletes, coaches, officials and workers at all times</p> <p>Pause games after 4th inning to give everyone a 10 minute water break</p>
>115°F	Very High to Extreme	<p>In addition to the steps above:</p> <p>Reschedule non-essential activities such as practice sessions</p> <p>Alert workers of extreme heat hazards</p> <p>Establish water drinking schedule</p> <p>Develop and enforce protective work/rest schedules</p> <p>Conduct physical monitoring if needed</p> <p>Stop games if essential control methods are inadequate or unavailable</p> <p>Tournament Director Call Tournament Hot-line and ask for direction</p>

## Protective Measures to Take at Each Risk Level

Use the protective measures described for each risk level to help you plan ahead, and schedule and train your coaches so that everyone is prepared to compete safely as the heat index rises.

\*The heat index is a simple tool and a useful guide for coaches and administrators to use in making decisions about protecting athletes in hot weather. It does not account for certain conditions that contribute additional risk, such as physical exertion or protective equipment.



Consider taking the steps at the next highest risk level to protect staff, participants, and volunteers from the added risks posed by:

- Working in the direct sun (can add up to 15°F to the heat index value)
- Wearing protective padding in the direct sun

Under most circumstances, fluid intake should not exceed 6 cups per hour or 12 quarts per day. This makes it particularly important to reduce exercise rates, reschedule games, or enforce game/rest schedules.

Resource for information on heat illness:

<https://www.osha.gov/heat/index.html>

<https://www.cdc.gov/disasters/extremeheat/index.html>

[https://www.osha.gov/SLTC/heatillness/heat\\_index/](https://www.osha.gov/SLTC/heatillness/heat_index/)

## **SUDDEN CARDIAC ARREST**

Sudden Cardiac Arrest can happen to anyone at any time. The threat is highest for adults, but children of any age are at risk, too. It is vital to have a plan when there is an adult or student with a known cardiac condition since this puts them at an increased risk for sudden cardiac arrest.

- 1.) A staff member or volunteer may witness a SCA (sudden cardiac arrest). Therefore, it is crucial they know how to recognize the event, call 911 and start CPR immediately. Sudden witnessed unresponsiveness, or finding someone unresponsive, is the first sign for all staff to recognize. During an event, a person may not have purposeful breathing or chest movement.

Treat the person as if he has a SCA until proven otherwise. Call 911 and start CPR.

It is also important to know that:

If the victim is not breathing normally (or just gasping), start CPR immediately.

The victim may have some jerking movements that look like a seizure.

A blow to the chest can cause sudden cardiac arrest.





If there is any doubt, it is best to start CPR--you will not hurt the victim.

2.) When you recognize these signs:

Start CPR. Compressions should be:

Hard and fast

To the middle of the chest (on the lower half of the breastbone)

2 inches deep

At a rate of at least 100 compressions per minute

Instruct a staff member to call 911.

Send another person to the parking lot to direct EMS and/or Fire Dept. when they arrive.

If no one else is around, call 911 before starting compressions.

3.) According to the American Heart Association guidelines

Give CPR

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You cannot hurt the victim with CPR.

Effective CPR buys you time. It produces circulation and protects heart and brain cells until an AED can be used to jumpstart the heart's natural beat.

4.) As soon as a cardiac emergency is recognized, the Little League Regional Staff should be notified as soon as possible and they will:



Notify any medical staff on site along with the Tournament Director.

Call 911

Send someone to the parking lot to direct EMS when they arrive

CPR should be started as soon as possible.

The victim's survival decreases by 10% with each minute of delay.

5.) Other important parts of a comprehensive emergency plan are:

Staff members with current training in CPR should be on site for all events.

If no AED is present or available, first responders must provide continuous, effective CPR and change rescuers every 2 minutes. This is critical to keeping the victim's heart and brain protected until EMS arrives.

When this plan is in place and has been practiced, it can be used as a template for any other medical emergency.

## **CONCUSSION**

### **IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:**

- 1.) Remove the athlete from play.
- 2.) Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion.
- 3.) Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.



4.) Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

## **CONCUSSION SIGNS AND SYMPTOMS**

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### **SYMPTOMS REPORTED BY ATHLETE:**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

### **SIGNS OBSERVED BY COACHING STAFF:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall



## Hazardous Conditions Game Stoppage Plan

The event has Standard Operating Procedures to follow, in the unfortunate event of a disaster at or near this event. As soon as reasonably possible following a tragic event, NO ONE other than the Tournament Director or an assigned designee will make ANY public statements on behalf of the event.

The following hazardous conditions must be considered when determining if a field is safe for participants, volunteers, and staff. These conditions are listed below, along with appropriate courses of actions.

### Inclement Weather:

There is a possibility that severe weather could affect the games. With the safety of the participants, workers and fans as the top priority, the staff will monitor the weather throughout the tournament and take appropriate actions as the weather changes.

**All decisions about the weather will come from the Tournament Director and the Little League Tournament Committee.**

Weather alerts will be broken down into the following 3 categories:

- Advisory: 30-mile radius
- Caution: 15-mile radius
- Warning: 10-mile radius

### Lightning/Rain/Severe Weather delay:

If lightning is detected with the 10-mile radius, the game will be delayed until the field area has been cleared for 30 minutes after the last recorded lightning strike. The Tournament Director and/or Game Officials may decide that the field is not safe and the game(s) may be delayed or canceled.

Participants & Spectators will be directed to return to their vehicles in the event of lightning in the area.

The main focus for weather monitoring will be at the "Smokey" Joe Williams Field. The weather will be monitored by computer, phone app and weather observers coordinated through the Tournament Director.

All major decisions about the safety of the participants in the tournament will go through the Tournament Director and Game Officials. The Tournament Director or designee will monitor weather or any other event that might arise concerning the games.



- Tournament Director:
  - Responsibilities:
    - 1.) Communicate to State Coordinator, Regional Director, & Little League International of any stoppage due to lightning.
    - 2.) Ensure Tournament staff are implementing proper lightning delay protocol.
    - 3.) Communicate with Assistant Tournament Director to coordinate all participants & spectators return to their vehicles or the Dance Pavilion during the delay.
  
- Assistant Tournament Director:
  - Responsibilities:
    - 1.) Communicate with the Grounds Crew of the stoppage and resumption times. Constant communication will be critical, as things can and will change by the minute.
    - 2.) Communicate with Umpires and Team Manager via routine updates on resumption time, as necessary.
    - 3.) Communicate with Team Managers whose teams play in the following game(s), with any updates of schedule changes.
    - 4.) Provide routine updates to the UIC, PA Announcer, and official scorer of stoppage and resumption times.
    - 5.) Communicate with Tournament Director of any updates occurring at the field of play.
    - 6.) Ensure UIC escorts on-field umpires to the Umpire meeting room and provide UIC with routine updates on resumption time.
  
- Grounds Crew:
  - Responsibilities:
    - 1.) Cover field of play with tarp at the discretion of On-Site Tournament Director.
    - 2.) Prepare field of play and dugouts for resumption after a rain delay.
    - 3.) Provide Tournament staff with a game resumption time after rain and/or severe weather has left the area.



List of Medical Facilities in the area:

**Hospital/Medical Center : Guadalupe Regional Medical Center**

**1215 E. Court St., Seguin, TX 78155**

**830-379-2411**

**Directions:**

- \*Turn left on Business 123
- \*Continue for just under a mile
- \*Turn right on Court St.
- \*Continue on E. Court St. for just over a mile.
- \*Turn right into Guadalupe Regional Medical Center.

**Urgent care: CareNow**

**1347 E. Court Street, Seguin, TX 78155**

**830-433-9778**

- \*Turn left on Business 123
- \*Continue for just under a mile
- \*Turn right on Court St.
- \*Continue on E. Court St. for just over a mile.
- \*Turn right into CareNow Urgent Care Facility (past Hospital).



#### Points of Emphasis:

- At no time should unauthorized personnel enter the field of play unless otherwise directed to do so by the Tournament Director or a member of the Tournament staff.
- During the event of an emergency (the scenarios outlined below, or otherwise a situation that unfolds not detailed in this plan), any volunteer who is wanting to assist should first get direction from a member of the Tournament staff.
- Communication is key. Cell phones can be utilized as needed.
- Announcements to the spectators/public should only be made by the PA announcer via the PA address system. No announcements should be made unless otherwise directed to do so by Tournament staff.
- Copies of this Emergency Action Plan (EAP) will be located in the following locations: Score Booth, Midway Hall, Kitchen area across the parking lot from "Smokey" Joe Field.

#### Emergency Equipment:

- First Aid kit will be located with the Assistant Tournament Director.
- The Assistant Tournament Director will be located under the canopies along the First-Based side of the field past the grand stands.

#### Instructions for EMS (Emergency Medical Services) Arrival:

- In the event of an emergency at "Smokey" Joe Field and surrounding area, emergency personnel should arrive from Business 123 and enter through the gate between Midway Hall and the field. A member of the Regional Tournament staff and/or a designated

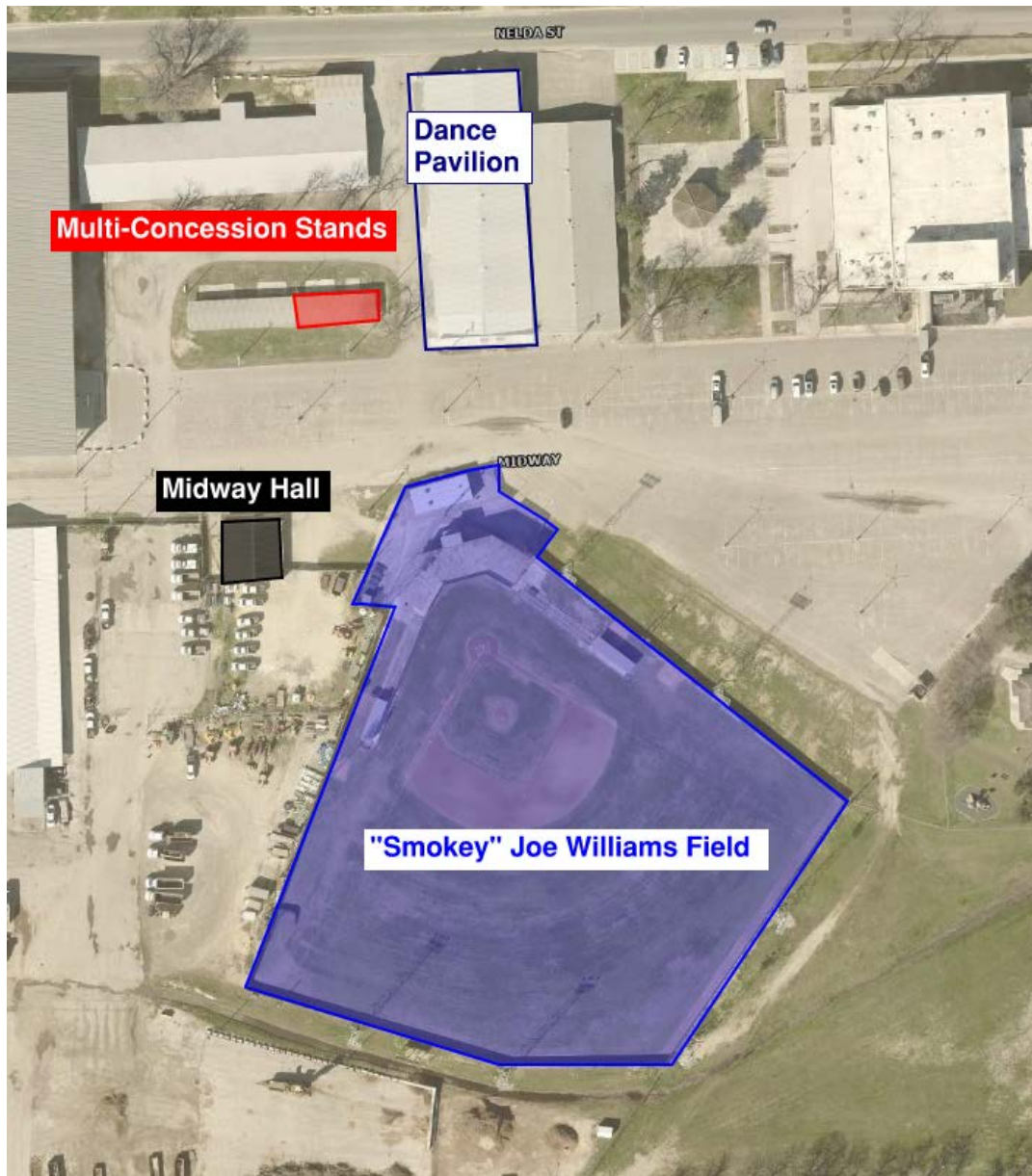




volunteer will work with any law enforcement and/or fire personnel onsite to ensure a pathway is cleared of pedestrians for emergency personnel to enter safely.

- Assistant Tournament Director:
  - Responsibilities:
    - 1.) Escort EMS to the scene of the emergency.

#### Overhead View of Complex Area:







## "Smokey" Joe Williams Complex

### Locations:

- 1.) Field is located at the Fairgrounds
- 2.) Midway Hall (Tournament Headquarters) is to the west of "Smokey" Joe Williams Field
- 3.) The Kitchen/Food Preparation area is across the parking lot in the Multi-Concession Stands building directly across from Midway Hall.
- 4.) Food will be served in the Dance Pavilion directly across the parking lot.
- 5.) Restrooms are located at the ball field and at the Dance Pavilion.

### Injuries on the Field:

- In the event of an injury to a participant, coach, or umpire during a game, the following individuals listed below, should be involved. **At no time should any other volunteer be on the field unless otherwise requested to do so.**
  - Assistant Tournament Director:
    - Responsibilities:
      - 1.) Provide any assistance needed.
      - 2.) Call for EMS at the discretion of the Tournament Director.
      - 3.) Assist the Tournament Director with responsibilities
      - 4.) Oversee and provide guidance and updates to the Game Operations volunteers (PA Announcer & UIC).
      - 5.) Crowd control as needed.
      - 6.) Obtain any needed supplies or equipment .
      - 7.) Escort EMS to the scene when they arrive.
  - Tournament Director:
    - Responsibilities:
      - 1.) Oversee the implementation of this plan and staff/volunteer coordination.
      - 2.) Provide routine updates to the Regional Director and Little League International.
      - 3.) Take over communication with EMS from the Assistant Tournament Director, once the scene is under control.
      - 4.) Work with the Assistant Tournament Director to find the parents of the player, if appropriate, to provide them with routine updates.



### Active Shooter:

- In the event of an active shooter, the Tournament staff will immediately contact 911 for First Responders (law enforcement, Fire, & EMS personnel).
  - Once the First Responders arrive, they will assume command of the situation.
  - It should be noted that in the event of an active shooter, the Tournament Staff & volunteers should follow the direction and guidance from any on-site certified law enforcement official.
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- Tournament Director:
    - Responsibilities:
      - 1.) Communicate with law enforcement on-site, for direction & guidance.
      - 2.) Communicate updates to Regional Director & Little League International.
  - Assistant Tournament Director:
    - Responsibilities:
      - 1.) Provide updates to Team Managers, when appropriate.
      - 2.) Ensure safe evacuation/movement of teams & coaches to areas of the complex, if directed by law enforcement and/or Tournament Staff.



### Missing Child:

- In the event that a missing child is reported to a tournament volunteer, the volunteer should communicate with the Tournament Director. The volunteer should remain with the child under the canopy along the first-base line just past the grandstands until a Tournament Staff member takes over.
- In the event a missing child's parent(s)/guardian(s) cannot be located after an extended period of time, the Tournament Director may direct the PA Announcer to make an announcement and/or contact law enforcement personnel for assistance.
- In the event that missing child is reported missing from an adult, parent(s)/guardian(s) and cannot be located after an extended period of time, the Tournament Director may direct the PA Announcer to make an announcement and/or contact law enforcement personnel for assistance.
  - Tournament Director
    - Responsibilities:
      - 1.) Coordinate with the Assistant Tournament Director to remain updated on the situation.
      - 2.) If the child is escorted to canopy area (along the first-base line), a volunteer will be requested to accompany the child until parent(s)/guardian(s) or law enforcement personnel arrive.
  - Assistant Tournament Director:
    - Responsibilities:
      - 1.) Notify the Tournament Director of the situation/updates.
      - 2.) Gather information from the child: Name, age, last known location of their parent(s)/guardian(s).
      - 3.) Remain with the volunteer requested to remain with the child until parent(s)/guardian(s) are located. If the parent(s)/guardian(s) cannot be located, remain with the child until law enforcement arrives.



Suspicious Person(s)/Package(s)/Object(s) Plan:

- In the event that a suspicious person(s), package(s), and/or object(s) are noticed or reported to the Tournament staff and/or volunteers, First Responders should be contacted by dialing 911 and reporting the situation.
  - Tournament Director:
    - Responsibilities:
      - 1.) Call 911 or delegate the Assistant Tournament Director or volunteer to do so.
      - 2.) Coordinate with the Assistant Tournament Director to ensure that all participants, coaches, & spectators are in a safe location and away from any dangerous situation.
      - 3.) Communicate with First Responders once they arrive at the location.
  - Assistant Tournament Director:
    - Responsibilities:
      - 1.) Report/update the Tournament Director of the situation.
      - 2.) Coordinate with the Tournament Staff to ensure all participants, coaches, & spectators are in a safe location and away from any dangerous situation.
      - 3.) Escort the First Responders onto the complex & to the proper location.

Event Contact List:

**Joe Patterson**

State Coordinator

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**Shelli Harborth**

**Assistant (On-Site) Tournament Director - D31**

Phone: 830-305-5430

Email: [jomikenny@sbcglobal.net](mailto:jomikenny@sbcglobal.net)

**Emergency Situations: 911**

**Seguin Police Department: 830-379-2123**

**Guadalupe County Sheriff's Department: 830-379-1224**

**Ambulance: 830-401-2310**

\* Please contact the Tournament Director regarding all emergencies to coordinate the best plan possible, depending on the emergency situation.

Addendum:

**ON THE FIELD EMERGENCY PROCEDURES DURING the Regional Tournament**

1. The Assistant Tournament Director: The Assistant Tournament Director will take the field to perform the initial assessment of the injured player.



2. When it is determined additional medical assistance is needed, additional staff will take the field with the Field Director and the injured athlete(s). This role will be to facilitate additional resources if necessary.
3. If an emergency exists, the attending team will notify the Tournament Director.
4. The Tournament Director will call 911, stating: **“an athlete is down at “Smokey” Joe Williams Field, and medical transport is needed.”** If possible, the Tournament Director shall indicate the location of the injured player on the field. For example, “near second base.”
5. The EMS transport will enter the complex from Business 123 and into the field area through the gate nearest Midway Hall. EMS providers will report onto the field from the entrance next to the dugout area.
6. Tournament Director will pre-assign and review the duties (with designated staff) to facilitate First Aid.
7. The Tournament Director will be responsible for sending a text notification to Blaine Whitmire, the Southwest Region Director.
8. On the field EMS and initial medical professionals will support/secure the injured athlete. The severity of the injury will dictate the appropriate on-field care/treatment and the appropriate form of transportation off the field to the EMS unit.