

# ASAP PLAN

● OTHELLO JR.NBA LEAGUE ● ADAMS COUNTY ● OTHELLO, WA 99344

## SAFETY ACTION PLAN REQUIREMENTS

1. League Coordinator: **Valerie Hernandez** Assistant League Coordinator: **Elena Mendoza**
2. Othello Parks & Recreation will distribute an electronic copy or a paper copy of this Safety Manual to all Managers/ coaches, and league Volunteers.
3. An Emergency Action plan has been developed and we will hand out the plan to all coaches.

As for COVID-19 we will follow the CDC “How to protect yourself and others” during our season.

### How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

#### Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » COVID-19 may be spread by people who are not showing symptoms.

#### Everyone should

##### Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

##### Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

##### Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
  - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The mask is not a substitute for social distancing.

##### Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

##### Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here.](#)



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## CITY OF OTHELLO Parks & Recreation 2024 EMERGENCY PLAN

### Emergency Phone List

DEPARTMENT	PHONE NUMBER
<b>EMERGENCY SITUATIONS</b>	
OTHELLO POLICE/FIRE/EMT	911
<b>NON-EMERGENCY SITUATIONS</b>	
OTHELLO POLICE	509-488-3314
OTHELLO FIRE DEPARTMENT	509-488-2951
OTHELLO COMMUNITY HOSPITAL	509-488-2636
<b>CITY OF OTHELLO BOARD OF DIRECTORS</b>	
PRESIDENT – VALERIE HERNANDEZ	509-331-2770 X131
VICE PRESIDENT- ELENA MENDOZA	509-331-2770 X130
LEAGUE SECRETARY-JEZLENN VALDEZ	509-331-6469
LEAGUE TREASURER- SPENCER WILLIAMS	509-488-5686 X108
CITY OF OTHELLO PUBLIC WORKS DIRECTOR- CURT CARPENTER	509-331-6997 / 509-750-6901

# ASAP PLAN

## Emergency Contact Procedures

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 phone. Be sure that you or another caller follow 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:**

**School 1: McFarland Middle School - 790 S 10th Ave #1699, Othello, WA 99344**

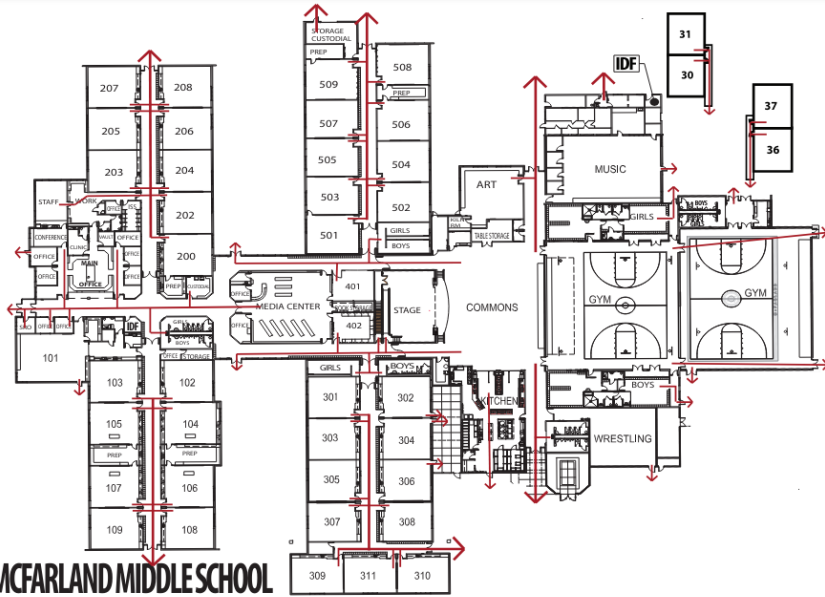
**School 2: Scootney Springs Elementary- 695 S 14th Ave, Othello, WA 99344**

**School 3: Hiawatha Elementary- 506 N 7th Ave, Othello, WA 99344**

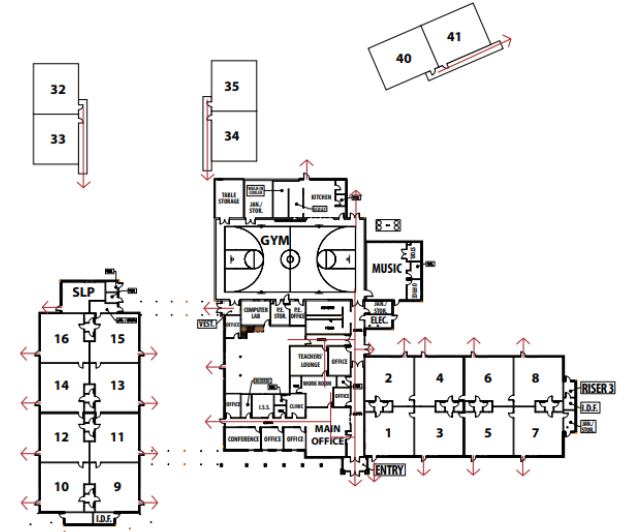
- 3. The telephone number from which the call is being made.**
- 4. The Caller name?**
- 5. What Happened?**
  - i.e., a baseball-related accident, fire, fall, etc.?
- 6. How many people are involved?**
- 7. The condition of the injured person**
  - i.e., unconscious, chest pain, or severe bleeding?
- 8. What help is being given (first aid, CPR, etc.)?**
- 9. Do not hang up until the dispatcher hangs up.**
- 10. Continue to care for the victim until professional help arrives.**
- 11. 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.**

# ASAP PLAN

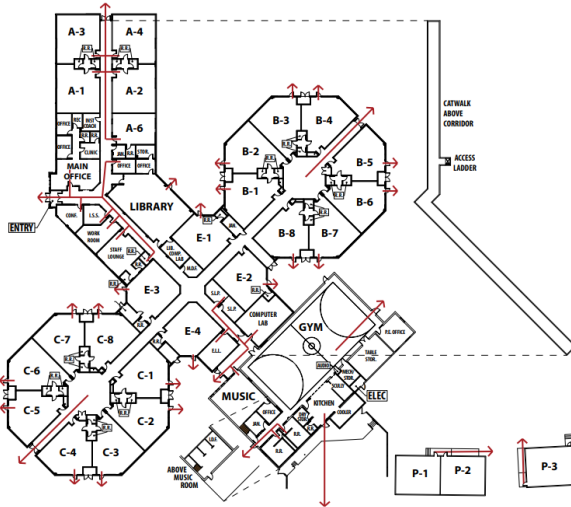
## Emergency Routes



**McFARLAND MIDDLE SCHOOL**  
790 South 10th Ave



**HIAWATHA ELEMENTARY SCHOOL**  
506 North 7th Avenue  
Othello, WA 99344

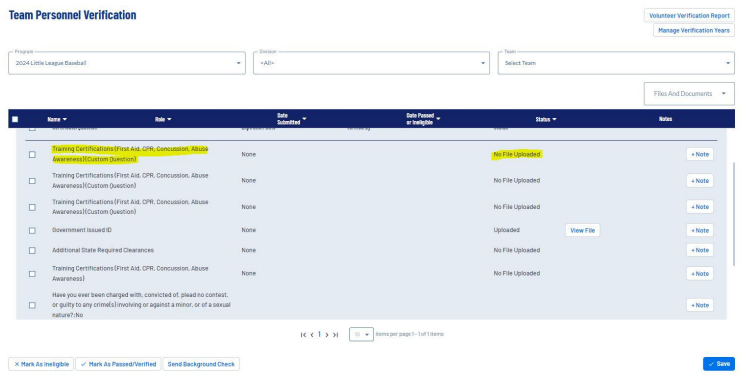


**SCOOTNEY SPRINGS ELEMENTARY SCHOOL**  
695 South 14th Avenue, Othello, WA 99344

# ASAP PLAN

4. Volunteers/Coaches will use Sports Connect to **register, where they will be asked screening questions and enter personal information that will be used to perform JDP background checks.**

Volunteer Health & Safety – Certificates of Completion can be uploaded to the Coaches profile (Custom Question) and verified by our Staff. A copy will also be placed in the volunteer’s profile at the Parks and Recreation office.



- Concussions Management (CDC)
- Sudden Cardiac Awareness (Review symptoms, given a flyer)
- Abuse Awareness video

## ASAP PLAN

5. **Coach Training:** Provided two weeks before each season's start date.  
At least one coach from each team must attend the training. A Coach will attend this training to review rules and coach handbooks. The training will be held at the Parks and REC Building, conducted by Valerie Hernandez, and invited high school coaches if available.
6. **Basic Heart Saver First Aid Training:** <https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online>  
Othello Parks & Recreation will require a coach from each team to hold a current first-aid training card.
7. The maintenance of facilities will be overseen by the Othello School District's Maintenance Department and janitorial staff.

## ASAP PLAN

**8. CONCESSION STAND SAFETY-** We currently do not have a concession stand but if we do in the future, we will follow the same procedures as Lions Park. At this time vendors on the property must have permits to sell and have met with the health department for proper permits.

**Below are the rules of the OTHELLO JR.NBA LEAGUE Concession Stand Safety Procedures**

- **All Concession Staff must wash their hands before handling any food.**
- **All Concession Staff must use vinyl gloves when handling raw or cooked food.**
- **Any Concession Staff with open wounds or cuts must have them covered up with appropriate bandages. No one is allowed to work in the concession, stand with open or seeping wounds, or untreated rashes.**
- **Monitor any warming tray so that temperature is maintained above 165 degrees Fahrenheit.**
- **Label any food that is prepared and properly cooled with the date of cooking.**
- **Discard any food older than 96 hours old in the refrigerator.**
- **Keep all frozen foods frozen until cooking time.**
- **Do not sell any drinks that are opened.**



# ASAP PLAN

## Concession Stand Tips SAFETY FIRST

### Requirement 9

#### 12 Steps to Safe and Sanitary

*Food Service Events: The following information is intended to help you run a healthful concession stand.*

*Following these simple guidelines will help minimize the risk of foodborne illness.*

*This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Alien County, Ind., Department of Health.*

#### 1. Menu

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

#### 2. Cooking

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

#### 3. Reheating

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over stereo units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

#### 4. Cooling and Cold Storage

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

#### 5. Hand Washing

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

#### 6. Health and Hygiene

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

#### 7. Food Handling

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

#### 8. Dishwashing

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

#### 9. Ice

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

#### 10. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

#### 11. Insect Control and Waste

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

#### 12. Food Storage and Cleanliness

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

#### 13. Set a Minimum Worker Age

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*

## Volunteers Must Wash Hands

### HOW



### WHEN

**Wash your hands before you prepare food or as often as needed.**

#### Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils. Remove all jewelry, nail polish or fake nails unless you wear gloves.

#### Wear gloves.

when you have a cut or sore on your hand  
when you can't remove your jewelry

#### If you wear gloves:

- ▶ wash your hands before you put on new gloves

#### Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by the Mass. Prevention and Promotion Programs with support from the U.S. Food & Drug Administration in cooperation with the Indiana State Dept. of Health Services. Revised 11/01. Department of Agricultural, Experimental, & Home Extension provides equal opportunity in programs and employment.





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10. The Parks & Recreation department will inspect all equipment in the pre-season.

- Managers/ Coaches will inspect equipment before each game.
- Refs will be required to inspect equipment before each game.

11. Implement Prompt Accident Reporting.

The coaches will use the provided incident tracking form from and will provide completed Accident forms to the Parks & Recreation department within 24-48 hours of the incident. Please see the copy of the Accident Reporting form.

12. All Managers/Coaches will be briefed on the procedures for contacting help in major emergencies.

13. Othello Parks & Recreation department will require ALL TEAMS to enforce **ALL OTHELLO JR.NBA LEAGUE Rules**. Rules will be distributed to each coach.

14. League Player Registration Data or Player Roster Data and Coach and Manager Data.

- League Player Registration Data or Player Roster Data and Coach and Manager Data may be submitted via Sports Connect and submitted to the RCX Sports Valet Matrix.



**City of Othello – ACCIDENT/INCIDENT REPORT FORM**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM DAY: MON TUES WED THURS FRI SAT SUN

**STAFF INFORMATION**

Staff name who provided care: \_\_\_\_\_ Staff Position/Title: \_\_\_\_\_

Name(s) of person or staff involved in incident: \_\_\_\_\_

**WITNESSES (Attach witness descriptions of the incident)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area in the facility where the incident occurred: \_\_\_\_\_

**PERSONAL DATA OF THE INJURED PARTY:**

Patron Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

**ACCIDENT/INCIDENT DATA:**

- Location of where the accident occurred (be specific) \_\_\_\_\_
- When did the accident occur (indicate date & time)? \_\_\_\_\_
- What were the weather conditions at the time of the incident? \_\_\_\_\_

In what program was the injured party participating? \_\_\_\_\_

Did the patron disregard rules? • Yes • No

Was there supervision? • Yes • No If Yes, Who was supervising? \_\_\_\_\_

What type of injury was incurred? \_\_\_\_\_

Describe, in detail, how the accident/incident occurred: (Describe what happened and include any contributing factors, such as unawareness of depth, medical reasons, etc.) Please use an additional sheet if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CARE PROVIDED:**

Was first aid administered? • Yes • No

What kind of first aid was administered? \_\_\_\_\_

Was the injured party referred to medical assistance? • Yes • No

Name of the person who accompanied the injured to medical assistance: \_\_\_\_\_

**REPORT PREPARED BY:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

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