



# ASAP PLAN

LITTLE LEAGUE ● OTHELLO LITTLE LEAGUE ● ADAMS COUNTY ● OTHELLO, WA 99344

## QUALIFIED SAFETY PLAN REQUIREMENTS

1. League Safety Officer: **Valerie Hernandez** is on file with Little League Headquarters.
2. Othello LL will distribute an electronic copy or a paper copy of this Safety Manual to all Managers/ coaches, league Volunteers, and the **District Administrator**.
3. An Emergency Action plan has been developed, and we will distribute it to all parents and 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 LL 2025 EMERGENCY 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:
3. **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.

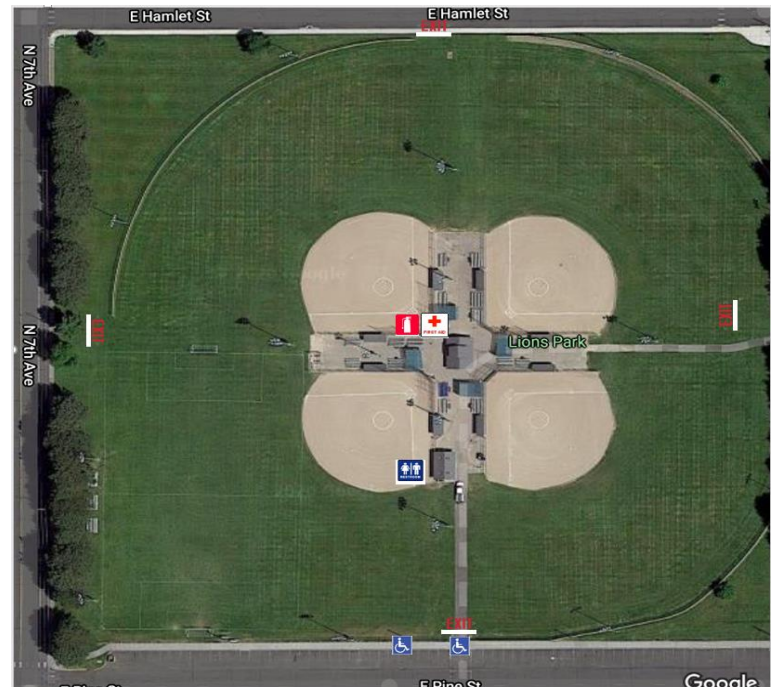
Our address is: **815 E Pine St. Othello WA 99344**

4. **The telephone number from which the call is being made.**
5. **The Caller name?**
6. **What Happened?**
  - i.e., a baseball-related accident, fire, fall, etc.?
7. **How many people are involved?**
8. **The condition of the injured person**
  - i.e., unconscious, chest pain, or severe bleeding?
9. **What help is being given (first aid, CPR, etc.)?**
10. **Do not hang up until the dispatcher hangs up.**
11. **Continue to care for the victim until professional help arrives.**
12. **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.**

Emergency Phone List	
DEPARTMENT	PHONE NUMBER
<b>EMERGENCY SITUATIONS</b>	
<b>OTHELLO POLICE/FIRE/EMT</b>	<b>911</b>
<b>NON-EMERGENCY SITUATIONS</b>	
<b>OTHELLO POLICE</b>	<b>509-488-3314</b>
<b>OTHELLO FIRE DEPARTMENT</b>	<b>509-488-2951</b>
<b>OTHELLO COMMUNITY HOSPITAL</b>	<b>509-488-2636</b>

CITY OF OTHELLO L.L. BOARD OF DIRECTORS	
<b>PRESIDENT – VALERIE HERNANDEZ</b>	<b>509-331-2770 X131</b>
<b>VICE PRESIDENT- ELENA MENDOZA</b>	<b>509-331-2770 X130</b>
<b>LEAGUE SECRETARY-JEZLENN VALDEZ</b>	<b>509-331-6469</b>
<b>LEAGUE TREASURER- SPENCER WILLIAMS</b>	<b>509-488-5686 X108</b>
<b>CITY OF OTHELLO PUBLIC WORKS DIRECTOR- Robin Adolphsen</b>	<b>509-488-6997</b>

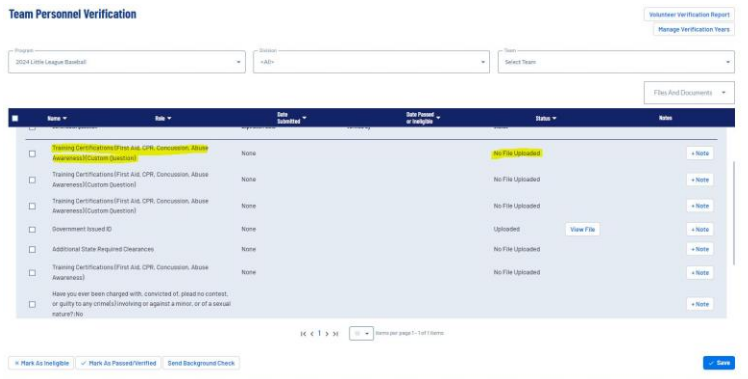




# ASAP PLAN

4. The Othello LL will use the Official Little League **Volunteer Application** form to screen all our volunteers.

Volunteer Training – 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
- Diamon Leader



# ASAP PLAN

**5. Fundamentals Training: APRIL 2025**

At least one manager/coach from each team must attend the training. Every Manager/Coach will be attending this training at least once every 3 years. Training will be held at the Parks and REC Building, conducted by Valerie Hernandez and invited high school coaches.

**6. First Aid Training: April 2025**

Othello LL will require at least one manager/coach from each team to attend this training, which must be attended once every three years. Sarah Montemayor will conduct the training at the Parks & Rec Building.

**7. Managers, a Public Works crew member, and Coaches will walk the fields daily and will be required to walk/ inspect the fields prior to practices and Games. Umpires must also walk the fields for hazards before each game.**

**Facility and Field Inspection Checklist**

Facility Name \_\_\_\_\_

Inspector \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

- Holes, damage, rough or uneven spots
- Slippery Areas, long grass
- Glass, rocks, and other debris & foreign objects
- Damage to screens, fence edges, or sharp fencing
- Unsafe conditions around backstop, pitcher's mound
- Warning Track condition
- Dugout condition before and after games
- Make sure telephones are available.
- Areas around Bleachers free of debris
- General Garbage clean-up
- The public works crew oversees emptying garbage cans.
- Conditions of restrooms and restroom supplies
- Concession Stand inspection

**NOTES/ HAZARDS**

\_\_\_\_\_

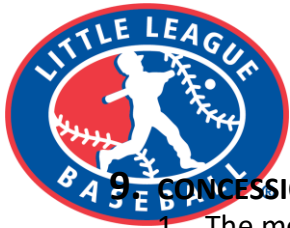
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**8. Othello LL has completed and updated our 2025 Facility Survey online & in person.**



# ASAP PLAN

## 9. CONCESSION STAND SAFETY

1. The menu has been posted & approved by the safety officer and the League President. Our Concession Safety Procedures are posted in several locations on the stand.

### **Below are the rules of the Othello LL 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-Allen 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



Wet  
warm water



Wash  
20 seconds  
Use soap



Rinse



Dry

Use single service  
paper towels



Gloves

### 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

Thankfully, the Food Service Sanitation Inspection Program is supported by the U.S. Food & Drug Administration in cooperation with the National Food Safety Inspection and Service Administration, U.S. Department of Agriculture, and the U.S. Department of Health and Human Services.





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- 10. The League Safety Officer will inspect all equipment in the pre-season.
- Managers/ Coaches will inspect equipment prior to each game.
- Umpires will be required to inspect equipment prior to each game.

## 11. Implement Prompt Accident Reporting.

The League will use the provided incident tracking form from the LL website and will provide completed Accident forms to the Safety Officer within 24-48 hours of the incident. Please see the copy of the Accident Reporting form.



- 12. Because of the layout of Othello LL, a central first aid kit/Trauma kit will be kept in the Concession stand. All Concession workers will be familiar with the location of the kits. All Managers/Coaches will be briefed on the kit location and contents during the Managers/Coaches training.

## 13. Othello LL will require ALL TEAMS to enforce ALL Little League Rules. Including Proper Equipment for catchers.

Also:

- Coaches will not warm up pitchers
- Bases will disengage on all fields
- No Swing trainers in the play area or dugouts
- No Swing practicing between innings.

## 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 the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org).

**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 (5-8)  Minor (7-12)  Major (9-12)  Junior (13-14)  
 Senior (14-18)  Big League (16-18)  
 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 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  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 Little League purposes only, to report 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 claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_