

## Villa Hills Longhorns – Emergency Action Plan

Updated February 2025



Each coach and team within the Villa Hills Longhorns Athletic Association is expected to follow the steps below as part of the Emergency Action Plan

- Prior to the start of the season - Assign a person to each role for both Practices and Games. Understanding players are likely to fill roles during practices for older teams as there are less parents on site.
- Each role requires a primary and backup contact.
- Parents and players assigned to the role should be aware of their expectations and responsibilities during an emergency event
- Coaches should review the Emergency Action plan in detail with their players and parents, so everyone is familiar with the plan and knows who is responsible for which role
- Prior to the start of any games, coaches should know where an AED is located at the field they are playing at. During the coaches meeting with the umpire the Longhorns coach should let the umpire and opposing coach know where the AED is located and that we have assigned a person to call 911 in the event of an emergency
- All coaches and parents are encouraged to get CPR certified
- In the event of a medical emergency or when 911 has been called, a member of the Villa Hills Longhorns board should be contacted once the event is under control. The Longhorns Incident Form should also be completed.

### Key Roles During Emergency – Practices

Role	Name – Primary	Name – Backup
Person in Charge		
Call 911		
Retrieve AED		
Flag Down EMS		
Retrieve First Aid Kit		
Overseeing Players		

### Key Roles During Emergency – Games

Role	Name – Primary	Name – Backup
Person in Charge		
Call 911		
Retrieve AED		
Flag Down EMS		
Retrieve First Aid Kit		
Overseeing Players		

### Key Contacts

Head Coach		
Assistant Coach		
Longhorns Board - President	Steve Steinbrunner	513-235-9417
Longhorns Board	Dan Barczak	859-803-2182
Longhorns Board	Mike Pavia	859-640-7512
Longhorns Board	Pat Roesel	859-380-9156
Longhorns Board	Donnie Hatridge	859-468-0885
Longhorns Board	Carolee Vonderhaar	859-445-3030
Longhorns Board	Tim McClanahan	859-802-0139
Longhorns Board	Zach McCune	513-237-7631
Longhorns Board	Kevin Brown	859-431-2670



### **Franzen Fields Information**

- Address: 729 Rogers Rd, Villa Hills, KY 41017
- AED Location #1: Next to concession stand behind field #1
- AED Location #2: Side of shed between fields #2 and #4
- First Aid Kit Location: Inside Longhorns Trailer – On shelf just inside the door
- Storm Safety Location: Under Tommy Vogt shelter or in vehicles

### **Villa Madona Fields Information**

- Address: Villa Sports Complex, 2500 Amsterdam Road, Villa Hills, KY 41017
- AED Location #1: Under Shelter between fields #1 and #2
- First Aid Kit Location: None on site
- Storm Safety Location: Shelter between fields #1 and #2 or in vehicles

### **Role Expectation**

Person in Charge	This person is charge of the emergency situation until emergency personnel arrive (Police, EMS, Fire). This should ensure 911 has been called, the AED is being retrieved, is communicating the situation to the 911 caller and address any medical needs within their capability. Ideally this person is CPR trained or has some type of medical experience. This person will assign someone to contact family/parents of victim if they are not present.
Call 911	This person is responsible for calling 911 when required. The caller should be prepared to state: Their physical address and specific field # & location, situation, victims age, their name & phone #, what action we are taking. This person should take time to know the physical address of the field location beforehand.
Retrieve AED	This person is responsible for retrieving an AED and bringing it to the emergency location when required. This person should identify the location of the AED upon arrival to the field. If an AED does not exist, they should notify the coach and assigned 911 caller prior to the event starting.
Flag Down EMS	This person is responsible for running to the parking lot or the field's main road entrance when 911 is called. They should flag down the emergency vehicles and direct them to the appropriate location.
Retrieve First Aid Kit	This person is responsible for getting a first aid kit when required. This person should identify the location of a first aid kit upon arrival to the field. If a first aid kit does not exist, they should notify the coach and assigned 911 caller prior to the event starting.
Overseeing Players	This person is responsible for gathering all players and removing them from the emergency area so that appropriate personnel can deal with the situation. This role is often filled by the head coach or an assistant coach.

### **Common Situations to be prepared for**

- Ball to chest – player or spectator is hit in the chest with a baseball/softball either from a throw or hit.
- Ball to head – player or spectator is hit in the head with a baseball/softball either from a throw or hit.
- Parent medical situation – The most common situation to occur during a practice or game is a medical situation involving a parent or spectator. It's important for everyone to know our Emergency Action plan is to address any situation at the field even if it doesn't involve a player
- Allergic reaction – Player or spectator is having an allergic reaction (food, insect bite, etc) and requires immediate medical attention
- Active shooter – Situation where a gun has been introduced to the event. Protocol is RUN – HIDE – FIGHT