



COMMUNITY PARK LITTLE LEAGUE 2026 MINOR INVITATIONAL TOURNAMENT EMERGENCY RESPONSE PLAN



1. TOURNAMENT INFORMATION:

Tournament Name:

CPLL Minor Invitational Tournament

Host Organization:

Community Park Little League

Tournament Dates:

May 21–24, 2026

Primary Facility Name:

Kirkness Park Diamonds

Facility Address:

3241 151 Ave NW, Edmonton, AB

Tournament Directors:

Keith Rowe: 780-264-4973, keithrowe@piratesbaseball.ca

Ryan Batchelor: 403-991-1035, ryan@piratesbaseball.ca

2. EMERGENCY CONTACTS:

Position	Name	Phone Number
Tournament Director	Keith Rowe	780-264-4973
Safety Officer	Amanda Hansen	780-953-5683
Concession Lead	Amy Zawicki	587-920-7055
Umpire in Chief	Frank Edgington	587-937-2472
Local Hospital	Northeast Community Health Centre	780-342-4000
Police non-emergency	EPS	780-423-4567 or #377
Fire Department	EFD	#311

3. NEAREST EMERGENCY MEDICAL FACILITY

Hospital Name:

Northeast Community Health Centre

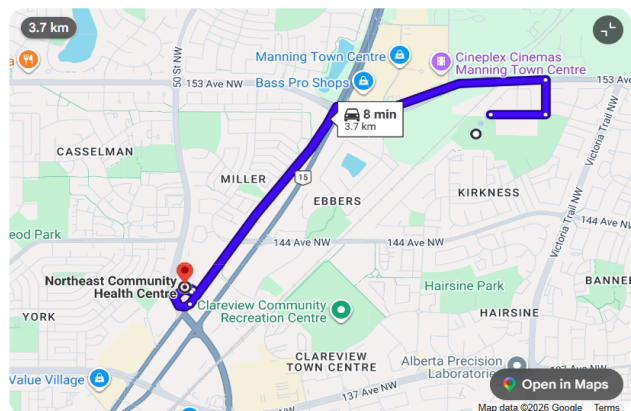
Address:

14007 50 Street, Edmonton, Alberta T5A 5E4

Phone Number:

780-342-4000

Map to Closest Hospital:



8min (3.7 km)
via 153 Ave NW and Manning Dr NW/AB-15 S

[Directions](#)



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4. EMERGENCY SITE INFORMATION:

AED Location(s)

NA

First Aid Kit Location(s)

In each of the coaches' bags and in the concession trailer

Fire Extinguisher Location(s)

Concession Trailer

5. EMERGENCY ROLES AND RESPONSIBILITIES:

TOURNAMENT DIRECTOR:

- Overall control of emergency response
- Lead emergency scene management
- Coordinate with EMS and emergency services
- Suspend or cancel games if required
- Communicate with league officials and families

SAFETY OFFICER:

- Ensure emergency equipment is available
- Coordinate incident documentation

COACHES AND TEAM STAFF:

- Account for all senior managers and spectators
- Maintain calm and control
- Follow direction from Safety Officer

VOLUNTEERS:

- Assist with crowd control
- Direct EMS to incident location
- Support evacuation if required

6. COMMUNICATION PLAN:

Emergency Communication Method

- Cell Phone
- Air Horn

Emergency Announcement Location

In front of the concession trailer

Parent / Guardian Notification Procedure

Through RAMP or coaches calling personal cell phones



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7. MEDICAL EMERGENCY PROCEDURES:

In the Event of an Injury or Medical Emergency

1. Stop play immediately
2. Assess scene safety
3. Contact First Aid Attendant
4. Call 911 if required
5. Assign someone to meet EMS at entrance
6. Keep area clear for responders
7. Notify Tournament Director
8. Complete incident documentation

911 Information to Provide

- Nature of emergency
- Exact field location
- Address of facility
- Access point for EMS
- Callback number
- Number of injured persons

8. SEVERE WEATHER PROCEDURES:

Weather Monitoring Responsibility

Assigned To: Frank Edgington

Suspension of Play Criteria

- Lightning observed
- Thunder heard
- High winds
- Heavy rain
- Air quality concerns
- Other: _____

Lightning Procedure

Use the 30/30 rule:

- When lightning is observed, play stops, and the time between the lightning and thunder is counted.
- When you count 30 seconds or fewer between lightning and thunder, leave the field and take the appropriate shelter IMMEDIATELY.
- Remain sheltered for 30 minutes after the last peal (or sound) of thunder.
- Safe shelter is considered to be inside a substantial building, away from doorways and windows. Baseball/Softball dugouts are not appropriate. The shelter should be able to keep players and fans comfortable for up to 1 hour or more. While less than ideal, an enclosed motor vehicle will suffice. Avoid contact with the steering wheel, ignition, keys and/or radio.
- Play may continue if the time between the lightning and the thunder is greater than 30 seconds.
- Only the umpires are allowed to end a game due to inclement weather.



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Safety Tips:

- Keep a safe distance from tall objects such as trees, hilltops, and telephone poles.
- Stay away from objects that conduct electricity, such as metal fences, bats, golf clubs, and bicycles.
- If you are in a group in the open, spread out, keeping people several meters apart.
- If caught in a field far from shelter and you feel your hair stand on end, lightning may be about to hit you. Crouch on the ground immediately, with feet together, placing your hands on your knees and bending forward. **DO NOT LIE FLAT.**

9. MISSING CHILD PROCEDURE:

1. Notify the Tournament Director immediately
2. Secure exits if possible
3. Obtain child description
4. Notify volunteers and staff
5. Contact the police if the child is not located promptly
6. Document the incident

10. FIRE OR FACILITY EMERGENCY

1. Evacuate area immediately
2. Call 911
3. Move all participants to the designated muster point
4. Account for teams and spectators
5. Do not re-enter the facility until cleared

Muster Point Location

Diamond 3

11. FIELD ADDRESS AND ACCESS INFORMATION:

FIELD 1:

Field Name: Kirkness Park Diamonds **Address:** 3241 151 Ave NW

FIELD 2:

Field Name: Castledowns Park Diamonds **Address:** 11749 157 Avenue NW

FIELD 3:

Field Name: Confederation Park **Address:** 4430 111 Street NW



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12. INJURY & INCIDENT MANAGEMENT QR CODE

Injury Reporting and Documentation

All injuries, illnesses, near misses, and medical treatment incidents must be reported as soon as possible following the incident.

Injury Management QR Code Location

QR Code Posted At:

- Main Concession
- Tournament website: <https://www.piratesbaseball.ca/2026-cpll-minor-invitational-tournament/>
- Given in the tournaments package

13. QR CODE LINK/TRACKING INFORMATION:

QR Code System or Link:

<https://forms.gle/i63ZkEFL7K3eCAzt5>

Person Responsible for Monitoring Reports

Name:

Amanda Hansen & Brian Hollett

Phone Number:

780-953-5683 & 780-243-8975

Email:

amanda@piratesbaseball.ca & brian@edmontonlittleleague.ca

Injury Reporting Procedure

1. Provide first aid or emergency response as required
2. Notify Tournament Director and Safety Officer
3. Scan Injury Management QR Code
4. Complete injury report form
5. Notify parent or guardian if applicable
6. Document corrective actions if required
7. Maintain confidentiality of all medical information