Club Sport Emergency Contacts

Financial Arrangements:
Ramon Downes, Assistant Director for Student Activities and Finance
Office: 617-253-0194
rdownes@mit.edu

Questions Regarding

Rental Vehicles:
Budget: 617-677-7806
Avis: 617-534-1430

Motor Vehicle Incident
If injury to travelers and/or significant damage to vehicle
1. Contact Local Police: Call 911 if off campus
   Call MIT Police if on campus 617-253-1212 or 100
2. Contact Nick Jewell, Manager of Club Sports
   Cell: 864-979-8687 Office: 617-324-7376
   If Nick doesn’t pick up, leave voicemail and call
   2a. Dan Martin, DAPER Assistant Department Head
      If Dan doesn’t pick up, leave voicemail and call
   2b. Anthony Grant, DAPER Department Head
      Cell: 319-331-1302 Office: 617-253-4499

Within 24 hours, contact MIT’s Office of Insurance if you were driving a rental vehicle:
Sarah Brown
Office: 617-324-5031
se_brown@mit.edu

Personal Injury
Non Life Threatening
Within 24 hours, submit club sports injury report form to Nick Jewell:
njewell2@mit.edu
*Available on club sports website

Serious Personal Injury – Transfer to Hospital and/or Life Threatening Incident
Make sure scene is safe. Designate someone to stay with and assist injured person(s)
1. Contact Local Police: Call 911 if off campus
   Call MIT Police if on campus 617-253-1212 or 100
2. Contact Nick Jewell, Manager of Club Sports
   Cell: 864-979-8687 Office: 617-324-7376
   If Nick doesn’t pick up, leave voicemail and call
   2a. Dan Martin, DAPER Assistant Department Head
      If Dan doesn’t pick up, leave voicemail and call
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      Cell: 319-331-1302 Office: 617-253-4499

Care for the injured person by doing the following:
1. Make sure the scene is safe.
2. Designate someone to stay with and assist injured person(s).
3. Determine if medical attention is needed. If yes, call emergency services:
   - Call 911 if off campus
   - Call MIT Police if on campus 617-253-1212 or 100
4. If injured person is conscious and able to speak:
   a. Ask them if they need medical attention.
   b. If they do, do not move them without assistance.
   c. If they do not, continue with care.

   If injured person is unconscious:
   a. Do not move them without assistance.
   b. Open their airway, check for breathing, and provide CPR if necessary.
   c. Do not leave them unattended.
   d. Call emergency services:
      - Call 911 if off campus
      - Call MIT Police if on campus 617-253-1212 or 100

   If you are the injured person:
   a. Remain calm.
   b. Ask someone to remain with you.
   c. Follow directions from emergency services.

   If you are a bystander:
   a. Stay calm.
   b. Ask someone to remain with the injured person.
   c. Follow directions from emergency services.

   If you are the driver:
   a. Do not move the vehicle unless it is necessary.
   b. Contact emergency services:
      - Call 911 if off campus
      - Call MIT Police if on campus 617-253-1212 or 100

   If you are a passenger:
   a. Ask the driver to contact emergency services:
      - Call 911 if off campus
      - Call MIT Police if on campus 617-253-1212 or 100
   b. Stay calm and remain with the injured person.
   c. Follow directions from emergency services.

Within 24 hours, contact MIT’s Office of Insurance if you were driving a rental vehicle:
Sarah Brown
Office: 617-324-5031
se_brown@mit.edu

Questions you will be asked:
1. Your name
2. Event/accident description
3. Name(s) of injured
4. Hospital name(s)/location(s)
5. Cell #s for two contacts
6. Questions from caller
7. What are next steps on site