1. **First Responder** is in charge. If an athletic trainer is on site, this person will act as first responder. Assess the situation and provide necessary emergency treatment for the athlete.

2. A **second person** is responsible for activating EMS by calling 911. Calmly explain the following:
   - Name of person calling and title with the U of O
   - Injured Athlete’s Name
   - Type of emergency situation
   - Type of suspected injury
   - **Exact location** of injured athlete’s
   - Present condition of athlete
   - Care being rendered

   - **After activating EMS, the security office should be notified in order to have the gate to the loading ramp opened in preparation for the ambulance.**

3. Once EMS has been notified, a **second person** should notify the **MKA Building Monitor at 541-346-8395** of the emergency and actions taken. Building monitor will contact campus safety, 911 dispatch, and will be in charge of guiding emergency personnel to appropriate location.

4. **Third person** should be available to get any necessary equipment/splints. This may include an AED. See attached map for locations of AEDs in Matthew Knight Arena.

5. If a Building Monitor is not available, then a **person must be sent to wait for officer and ambulance** to arrive at one of the designated areas mentioned above and direct them to the injured athlete. *Make sure to have any necessary keys on your person for locked doors, gates, etc....

6. If possible someone should **accompany athlete to the Hospital**.