

**RISK AND RESPONSIBILITY TRIPS
EMERGENCY INFORMATION CALL SHEET**

To Caller: Please have as much of this information available and relay it to the dispatcher. Hope College Campus Safety can be reached 24 hours per day at

616-395-7770 or 616-395-7000.

International Call - 8-011+Country code+City+code+phone number

To Dispatcher: Collect as much information as possible from the caller. Keep on the line, **DO NOT HANG UP** until necessary. Reference available information on Terra Dotta or R&R Moodle site. Contact Jeff Hertel and Dean Richard Frost immediately.

STAY ON THE LINE – MORE DETAILS ARE ALWAYS BETTER

Date _____ Time _____

Who is calling? _____

Contact Information (call back number) _____

Cell Phone or Land Line Phone?

Current Location (is it safe?) _____

Include Country/State, City, and Address or nearest intersection (if possible), Building, Room numbers.

Exact Nature of the Situation/Incident _____

Account for people in group – Is the group together? Separated? People missing?

Who is missing? _____

If missing unknown, who is there? _____

Any injuries? Other problems?

Immediate needs? _____

PLAN- Future Contact Information (phone number, location) _____

When will you make contact again? _____

INCLUDE ANY OTHER NECESSARY INFORMATION ON THE BACK OF THE SHEET

When you have all the necessary information call, Richard Frost, Carol DeJong. Scan this document and forward with summary including trip name to the same two, and cc Lali Brunink.