

**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?