

**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?