



# How to make a call during an emergency?

**\*To receive the quickest response and best service dial "911"**

The dispatcher who answers the phone will automatically know where you are calling from & the address only if you are calling from a land line.

**\*You need to be able to give them information:**

1. **Victim's location** - tell what building the emergency is in & describe where it is on campus, so they can get to the exact spot quicker. If possible have somebody stand on lookout so they can direct the help to the right spot.
2. **What happened** - give a description of the emergency (example: "A tree fell onto 2 people, 1 has a broke leg & the other is unconscious & trapped under it)

This way they will know if we need a fire truck, ambulance..., how many were hurt,& so they will know what to expect & the supplies needed.

**\*Explain how to use the radios,**  
so if the supervisor is the one who gets hurt.

Emergency concerning maintenance or utilities call  
Facilities Management at 325-5830