

Emergency Call Post/Box

Dispatcher's Response

1. Obtain caller's name and location.
2. Obtain the reason for the call.
3. Respond according to the emergency.
4. Advise the officer.
5. If it is a life threatening emergency call 9-911 or RPD Dispatch (9-787-7911).
6. Notify the SOC and the chief if RPD is called.
7. Do a Safety Check every three minutes until all officers are CODE 4 and/or 10-98. *(Do the safety check according to the emergency.)*
8. Log an incident report number.

Officer's Response

1. Respond to the scene.
2. Act according to the emergency.
3. If RPD is called meet at the designated location.
4. Do an incident report.

The Call Posts/Boxes are located in the following places:

- L-Lot (Located rear of Ambs Hall)
- Sierra Vista Apartments (Located in the parking lot area)

Dispatchers use the following example to communicate with RPD or Emergency Services:

“My name is _____ I’m calling from La Sierra University Security Department. There has been _____ involving _____ (give number of parties involved) on our campus. (If an injury) There are some injured individuals and an ambulance is needed _____ (describe the type of injury). Can you please send aid to _____ (give the exact location)? (Request an RPD unit and AMR).”

***Note: Emergencies will vary. Please respond accordingly.**