

## Volunteer Check List for Emergencies in the State Park

Please use these guidelines to provide our dispatchers and first responders with the basic information listed below. Dispatch can then determine the best response and send the appropriate resources needed for these events.

For all emergencies, call **911**. This will provide the best response for the incident.

For non-emergencies, call our State Park Dispatch at **(916) 358-1300**.

Never put yourself in harm's way because you may become another victim. Be a good witness. If in doubt, call **911**.

- Identify yourself when calling 911, or State Park Dispatch (i.e. "This is John Doe and I'm a State Park Volunteer.")
- Tell them your location (i.e. "west parking lot of Bodega Head", "Fisherman's Memorial" etc.)
- Tell them what you observed, and/or what has been reported to you.
  - ✓ If you are not the reporting party, ask if the reporting party if they can remain on scene or;
  - ✓ Attempt to collect the reporting party's contact information
- Tell them the location of the incident you are reporting if it is different from your location.
- Tell them the number of people involved if known.
- Provide a brief description of involved parties if possible.
- Provide a call back number if follow up / updated information is needed. (Provide them with your clothing description).
- Safely position yourself so you can direct incoming Public Safety Personnel to the incident if possible.