

Duty Call Log Report Entry Format

In an effort to make the duty call log information as efficient and useful as possible, the following formatting guidelines should be used:

- For each entry in the duty call section, please use the following format:
<time of the incident> <(2 or 3 word descriptor)> <beginning of narrative>
Example: 7:30pm (water closet leak) Martin RA Megan Richardson called to report....
- When using staff names within the reports, please use the following format:
First reference: <Abbreviated Title> <First Name> <Last Name>
Other references: <Abbreviated Title> <Last Name>
Example: First staff reference... Martin RA Megan Richardson
Other staff references... RA Richardson
- Instead of using full titles for those responding to the situation, please use the abbreviations below.

Full Title	Abbreviated Title
Hall Director	HD
Residence Life Coordinator	RLC
Assistant Director	AD
Director	DIR
UWF Police Department	PD
Emergency Medical Services/Transport	EMS
Fire Department	FD

- Consult Mercury and/or resident/staff roster for the proper spelling of staff names.
- **To ensure information intended to be confidential stays confidential, please refrain from providing specific names of residents included in the duty call log entries (see examples below):**

EXAMPLES

7:30pm (leak) Martin RA Megan Richardson called to report there was a leak coming from the water closet in the hallway of Martin 101. Hall Director Luke Ellison responded to Martin 101 and talked with residents in Martin 101, who indicated the leak had begun briefly around 7pm but had stopped before HD Ellison had arrived. Resident in Martin 101 indicated they could wait until the morning for the leak to be repaired. HD Ellison asked them to call again if the leak returned and asked RA Richardson to submit a work order with Martin 101 residents present.

10:05pm (student distress) Pace Resident Assistant Ace Vargas reported speaking with a resident regarding their concerns with a resident who lived off-campus and resident was requesting Hall Director Rachel Kloc to speak with the resident. HD Kloc reported to Pace hall and met with the resident about campus resources. RA Vargas submitted a Title IX report for the information that had been shared and then spoke with HD Kloc about how they were feeling. HD Kloc reached out to RLC Cody McGill to let them know they may want to follow up with RA Vargas in the next few days.

1:34am (student transport) Village East Resident Assistant Luis Caballero reported to HD Scott Cooke that while doing building rounds, RA Caballero found a resident passed out in the hallway. RA Caballero immediately contacted PD for medical staff to respond and then called HD Cooke. HA Cooke contacted RLC Cody McGill and both proceeded to meet RA Caballero in the clubhouse. PD spoke with RLC McGill and indicated the student was not responsive and was being transported to Baptist hospital. RLC McGill contacted AD Tamara McClain to make them aware of the resident transport.