

11. Crisis Workers have no control over the accuracy of the information given by the reporter and if emergency information is given then the procedure of contacting local EMS will be followed.

12. When a reporter provides information that is deemed an emergency, the WSA crisis worker will contact the EMS local officials per The Emergency/non emergency School Reporting form completed by the School Administrator. If the school would like a particular procedure to be followed on emergency reports, please document this on this form prior to any reports being taken.

13. When a reporter provides information that is deemed a non emergency, the WSA crisis worker will contact the on call school designee per The Emergency/non emergency School Reporting form completed by the School Administrator. If the school would like a particular procedure to be followed on non emergency reports, please document this on this form prior to any reports being taken.

14. Once a report is taken and given to the school, Well-being Safety Assessments, LLC does not provide any additional follow-up. Crisis Workers will not ensure the school designee received the email or contacted the reporter. Crisis workers will only contact the School designee if the report was sent to an inaccurate email or bounced back to the WSA account.

15. When a WSA crisis worker attempts to contact the on call school designee and is unable to reach anyone, the worker will attempt another number on the list until a representative from the school is contacted.

16. To ensure privacy and confidentiality, WSA will not provide any reporter with information about a particular call unless the caller is the on call school designee or school administrator.