

## **Reporting and Response Procedures**

### ***Immediate Reporting:***

Report any work-related injuries, illnesses, hazards, or incidents immediately to both:

- Your school-site administrator (per school policy).
- Your education consultant (so that Tradewind can document and support you).

### ***Unsafe Conditions:***

You will not face retaliation for:

- Reporting unsafe conditions.
- Leaving a school site if you reasonably believe it poses a serious safety risk, provided you notify the school administration and Tradewinds Subs promptly. Under no circumstances can you leave students alone or in an unsafe environment

### ***Emergency Communication:***

You are permitted to access your cell phone during health or safety emergencies.