

EMERGENCY POLICY PROCEDURE

What is a crisis: A crisis is when you are a danger to yourself and/or others. You are having thoughts of wanting to harm yourself or somebody else and you want to act out on these thoughts.

My office hours are **Tuesdays, Wednesdays and Thursdays** from 9:30A.M. To 7P.M.. If you are in crisis I will call you as soon as I'm able to, please leave a message. If you are in need of immediate help; reach out to established support system and/or **call 911**.

Mondays and Fridays I am at another location. I do check my messages throughout the day. If you are in crisis I will call you as soon as I'm able to, please leave a message. If you are in need of immediate help; reach out to established support system and/or **call 911**.

If it is **after hours**, Monday through Friday between 7P.M. to 9:30A.M., and you are in crisis reach out to established support system and/or **call 911**. I will return your call the following business day.

If it is the **weekend**, Friday @7P.M to Monday @9:30A.M and you are in crisis reach out to established support system and/or **call 911**. I will return your call on Monday.

For emergency calls you will be charged the hourly fee. This fee is not pro-rated, whether the call is 10 minutes or the full hour, you will be charge the full amount. This will need to be paid the following session along with session fee. If fees are not paid this could be grounds for termination.

Signature

Date