Emergency Contact Form

If an emergency situation occurs that requires the immediate use of highly intrusive individual interventions to protect the student or others from harm, the staff shall complete and submit the emergency contact information to the LEA and notify the student's parents within 24 hours (Utah State Office of Education Special Education Rules III I (b)(5)(c)).

Student Name: _____ Date: _____

School: _____ Grade: _____

Staff member/s present at time of incident: _____

_____

1. What were the circumstances surrounding the incident?

Activity	Location	Time of Day

2. Describe the incident/event.

Antecedent (Activity/event that occurred before the behavior)	Behavior (Measurable and observable)	Consequence (Events that follow the behavior)

3. What highly intrusive intervention(s) were used?

Intervention Procedure	Duration of Intervention	Staff Member(s)

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4. Were any injuries a result of emergency situation?

If yes, describe
Was medical attention required: **Yes** **No**

5. What could be done to prevent this from happening again?

Preventative Proactive Intervention(s)	**Steps Needed to Implement Intervention(s)**

6. Does the student have a current Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP)?
Yes _____ No_____

7. Parent or guardian(s) notified within 24 hours: Written _____ Phone _____ In person _____

Parent or guardian(s) are encouraged to contact school staff or administrator to obtain additional information if needed or to process documented emergency situation.

By Whom Notified: _____ Time: _____

_____ Date: _____
Signature of Person Completing Form

_____ Date: _____
Signature of School Administrator

Staff must notify parents within 24 hours of the use of emergency intervention procedures.

Staff shall complete and submit the emergency contact information to the LEA/Special Education Director within 24 hours as required in (Utah State Office of Education Special Education Rules III I (b)(5)(c)).

It is best practice to notify parent or guardian as soon as possible following the emergency situation resulting in the use of a highly intrusive behavioral intervention.

Staff should refer to specific LEA policies and procedures on the continued usage of emergency interventions.

Best practice suggests that emergency interventions can occur no more than once per week, two times in a month, or a total of four times in a year. If the frequency of the student behavior requiring emergency behavior intervention exceeds these limits, modifications need to be made to the IEP or existing BIP, or a new BIP should be considered.

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