



Required by 5 CCR 3052(i)(5)

Name of Student:	ID #:	School:
Person Completing Form:	Date Form Completed:	

Date and Time of Incident:

Setting and Location of Incident:

Names of the staff or other persons involved:

- 1.
- 2.
- 3.

Description of the Incident and Emergency Intervention Used:

(Include Antecedent [situation, task, and people], Behavior [what occurred] and length of time intervention was used.)

Details of any Injuries Sustained by the Students as a Result of the Incident:

Details of any Injuries Sustained by Others (including other students and staff) as a Result of the Incident:

Is the student engaged in any systemic behavioral intervention plan? ☐ YES ☐ NO

(If the student has a Behavior Support Plan or Behavior Intervention Plan, please attach a copy.)

Staff Signature and Date

Principal Signature and Date

Parent/Guardian Signature and Date

Parent Notified on _____ via _____ by _____
Date Phone/Email/Fax School Staff

Please distribute in the following manner:

- 2 copies to the parent/guardian; one for them to review, sign and return and one for their personal file. Keep the parent signed BER with the student's Special Education Container (file)
- 1 copy to Site Administrator
- 1 copy to School Psychologist/Behavior Intervention Case Manager
- 1 copy to Behavior Support Resources via **Fax at (858) 274-3137**

Next Steps: Refer to Attached Flow Chart.

Note: Anytime a "Behavioral Emergency Report" is written regarding an individual who does NOT have a behavioral intervention plan, the designated responsible administrator/case manager shall, within two days, schedule an IEP team meeting to review the emergency report, to determine the necessity for a functional analysis assessment, and to determine the necessity for an interim behavioral intervention plan. The IEP team shall document the reasons for not conducting the assessment and/or not developing an interim plan. Anytime a "Behavioral Emergency Report" is written regarding an individual who HAS a behavioral intervention plan, any incident involving a previously unseen behavior problem or where a previously designed intervention is not effective should be referred to the IEP team to review and determine if the incident constitutes a need to modify the plan. Parent or Care Provider shall be notified within one school day whenever an emergency intervention is used or serious property damage occurs.