



**Required by 5 CCR 3052(i)(5)**

<b>Name of Student:</b>	<b>ID #:</b>	<b>School:</b>
<b>Person Completing Form:</b>	<b>Date Form Completed:</b>	

**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.