

Emergency Contact Information Form (Template)

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 form to the local education agency (LEA) and notify the student's parents within 24 hours.

<i>Student Name</i>	<i>DOB</i>	<i>Grade</i>	<i>School</i>	<i>Staff Members Involved</i>	<i>Date</i>

1. What were the circumstances surrounding the incident (e.g., activity, time of day, location)?
2. Describe the incident/event. (Specifically, what were the antecedent, behavior, and consequences?)
3. Were there any injuries? If yes, please describe in detail below.
4. What could be done to prevent this from happening again?
5. Does the student have a current functional behavioral assessment? Behavior intervention plan?

Staff shall complete and submit the emergency contact information form to the LEA/special education director within 24 hours.

Were the parents contacted? (Circle one): YES NO

What time of day were the parents contacted? _____

Signature of person completing form Date

Signature of LEA Date