

Behavior Emergency Report Instructions

A Behavior Emergency Report is to be used whenever a behavior emergency occurs, which involves the use of a restraint to prevent injury to student or others, or when there has been severe property damage. The administrator is notified immediately, and the parent is notified within one day.

The 2-page form must be completed when a behavior emergency occurs. Staff involved should complete both pages as a group, to discuss the effectiveness of the team's response.

A copy goes in the student's file, and a copy is to be forwarded to a designated responsible administrator, who will forward a copy to SELPA. Use the **Behavior Emergency Report Checklist** to document necessary steps have been taken.

If the Behavior Emergency involves a student without an FBA-based BIP (PBIP or CBIP), an IEP should be scheduled within two days to decide whether an FBA and/or interim BIP are necessary. If the Behavior Emergency Report is for a student who has an FBA-based BIP and the incident involves a previously unseen serious behavior or an identified behavior for which the intervention was ineffective, the IEP team should review the report and determine if the incident constitutes a need to modify the plan/schedule an IEP.