



San Mateo  
County  
SELPA

# SAN MATEO COUNTY SELPA

## Behavioral Emergency Report

To be completed by appropriate staff member when **serious property damage** has occurred **or** a **behavioral emergency intervention** has been used to control unpredictable, spontaneous behavior which poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of an intervention used to contain the behavior.

Report Date: \_\_\_\_\_ Report Completed by: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_

School Site: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time incident began: \_\_\_\_\_ Time incident ended: \_\_\_\_\_

Setting and location of incident: \_\_\_\_\_

Describe what occurred, as observed, including what led up to the emergency and any interventions used, including implementation of any current behavior plan strategies: \_\_\_\_\_

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Provide a behavioral description of any emergency intervention used: \_\_\_\_\_

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Name(s) of staff and other persons involved in any emergency intervention: \_\_\_\_\_

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Injuries sustained by student: \_\_\_\_\_

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Injuries sustained by others (including other students and staff): \_\_\_\_\_

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Description of any property damage: \_\_\_\_\_

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Other pertinent information: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check one:

- Student does not have a current Behavior Intervention Plan (BIP): Within two days of the behavioral emergency, the designated responsible administrator shall schedule an IEP meeting to review the emergency report, to determine the necessity for a functional behavioral assessment and to determine the need for an interim behavior intervention plan. The IEP team must document the reasons for not conducting a FBA and/or developing an interim BIP.
- Student has an existing Behavior Intervention Plan: When an incident involving a previously unseen serious behavior problem occurs or where a previously designated intervention is not effective, student's IEP team should review and determine if the incident constitutes a need to modify the BIP.

**COPY OF BEHAVIORAL EMERGENCY REPORT WAS FORWARDED TO:**

<b>Position</b>	<b>Name</b>	<b>Date</b>
*Designated Site Administrator		
*District of Residence		
* Student's File		
Special Education Director		
Other:		
Other:		

**California Ed Code requires that the parent/guardian/residential care provider be notified within one school day of a behavioral emergency, but no formal incident report is required-only notification.**

*\*California Ed. Code section 56521.1 (e)-(h) requires a report be forwarded immediately.*

**Signature of Person Completing this Report:** \_\_\_\_\_

<b>Date received:</b> _____
<b>Date reviewed by site administrator:</b> _____ <b>Initials</b> _____
<b>Comments:</b> _____ _____

## **Behavioral Emergency Report Checklist**

**Note date and initial of  
person responsible.**

1. The parent and/or residential care provider, if appropriate, shall be notified within one school day when an emergency intervention is used or serious property damage occurs.
2. The “Behavioral Emergency Report” shall immediately be completed and maintained in the student’s file.
3. The “Behavioral Emergency Report” shall immediately be forwarded to, and reviewed by, the designated responsible administrator.
4. If the “Behavioral Emergency Report” was written regarding a student who does not have a behavioral intervention plan, the designated responsible administrator shall, within two days, schedule an IEP to determine whether an FBA should be conducted and/or an interim behavior intervention plan developed. Parent notice is given and consent must be obtained prior to commencement of an FBA. The IEP team must document the reasons for not conducting a FBA and/or developing an interim BIP.
5. If the “Behavioral Emergency Report” was written regarding a student who has a behavioral intervention plan, any incident involving a previously unseen serious 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.
6. The responsible administrator will forward a copy of this form to the district office.