



CANYONS  
School District

## Special Education Department

9150 South 500 West  
Sandy, UT 84070  
801-826-5022

### Emergency Contact Form

This form must be completed for each instance of behavior in which use of emergency procedures listed as intensive individual interventions were used.

Emergency is defined as:

- Danger to others:  
Physical violence/aggression toward others with sufficient force to cause bodily harm
- Danger to self:  
Self-abuse of sufficient force to cause bodily harm
- Threatened abuse toward self of others:  
Substantial evidence of past threats to others, leading to any of the behaviors defined as danger to others or self

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 LEA and notify the student's parents within 24 hours (Utah State Office of Education Special Education Rules III I (b)(5)(c)).

Did the student display emergency behavior?     Yes     No

Was an emergency procedure (i.e., targeted/ "few" level strategy) used?     Yes     No

If the answer to the above questions is yes, complete the remainder of this form.

Student name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Birth date \_\_\_\_\_

Staff in attendance \_\_\_\_\_

1. What were the circumstances surrounding the incident?

Activity	Location	Time of day

2. Describe the incident/event

Antecedent (activity/event that occurred before behavior)	Behavior (measurable & observable)	Consequence (events that follow the behavior)

3. What intensive (highly intrusive) individual intervention(s) were used?

Intervention Procedure	Duration of Intervention	Staff Member(s)

4. Were there any injuries?  Yes  No

If yes, please describe:

5. What could be done to prevent this from happening again?

Preventative Proactive Intervention(s)	Steps Needed to Implement Intervention(s)

6. Does the student have a current Functional Behavior Assessment (FUBA) and Behavior Interventions Plan (BIP)?  Yes  No

7. Parent(s) notified (within 24 hours):  Written  Phone  In person

By Whom Notified \_\_\_\_\_ Time \_\_\_\_\_

Signature of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_

Signature of LEA \_\_\_\_\_ Date \_\_\_\_\_

**Staff must notify parent(s) within 24 hours of the use of emergency intervention procedures.** Upon request parent(s) should be provided a copy of the Emergency Contact Form. Staff shall complete and submit a copy of the emergency contact information to the designated Human Rights Committee appointed Chair within 24 hours.

Best practice suggests that emergency interventions can occur no more than once per week, two times in a month, or a total of four times in a year. If the frequency of the student behavior requiring emergency behavior intervention exceeds these limits, modifications need to be made to the IEP, existing BIP or a new BIP should be considered.