Provo School District
LRBI
Emergency Contact Form

This form must be completed for each use of an emergency intervention.

Student Name _____ **Date** _____

School _____ **Grade** _____ **Date of Birth** _____

Staff in attendance:

What did the student do? (describe the behavior including duration of behavior and number of times behavior occurred):

What did the staff do? (consequences; for how long; etc.)

Were there any injuries? Yes No

If yes, describe:

What could be done to prevent this from happening again?

Parent notified: In Person Phone Written

Person notifying parent _____ Date _____

_____ Date _____

Signature of Person Completing Form

Note: A copy of this completed form must be sent to the Chair of the Human Rights Committee within 24 hours of each use of an emergency intervention. The chair will then immediately notify the Director of Special Education.

Emergency interventions can occur no more than once per week, two times in a month, or a total of four times per year. If the frequency exceeds these guidelines, a behavior program must be implemented to remediate the problem.