

VI.C School Bus - Emergency Contact Form

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 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)).

Student Name: _____ Date: _____

School: _____ Grade: _____ DOB: _____

Staff members present at time of incident:

1. What were the circumstances surrounding the incident?

| Activity | Location | Time of Day |
|----------|----------|-------------|
| | | |

2. Describe the incident/event.

| Antecedent (Activity/event that occurred before the behavior) | Behavior (Measurable and 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?

| If yes, describe |
|------------------|
| |

5. What could be done to prevent this form 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 Intervention 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 parents within 24 hours of the use of emergency intervention procedures.
Staff shall complete and submit the emergency contact information to the LEA/Special Education Director within 24 hours.

Staff should refer to specific LEA policies on the continued usage of emergency interventions.

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. Upon request parent/s should be provided a copy of the emergency contact form.