

Page 1 — Incident Documentation Sheet

Complete as soon as the situation is calm. Record only what was seen and heard — observable facts, not opinions.

Date **Time incident began** **Time incident ended**

Location (room, hallway, playground, etc.)

Staff member completing this report

Student(s) involved

Witnesses

Type of incident (check all that apply):

Verbal escalation

Physical aggression

Property damage

Elopement / left supervised area

Self-harm concern

Other

Sequence of events (describe step by step, in order):

Immediate actions taken (separation, cool-down offered, support called, etc.):

Injuries? None Student Staff Describe:

Administrator notified Name:

Time:

Reporter signature:

Date:

This form is an organizational tool — not legal advice. Designed to fit common K-12 documentation workflows — check your district's requirements.

Page 2 — De-Escalation Strategy Plan

Proactive plan. Complete in advance, ideally with the student, family, and support team.

Student name

Date plan created

Known triggers (what tends to start an escalation for this student):

Early warning signs (what you see or hear before escalation — posture, voice, pacing, withdrawal):

What helps calm this student (check strategies that work; add your own):

Offer choices

Reduce demands

Quiet space

Movement break

Deep breathing together

Change of scenery

Preferred activity

Other

What to avoid (words, tones, or actions that tend to make things worse):

Safe space / cool-down location

When to call for support (be specific — observable criteria, not guesses):

Plan reviewed with

Date

Review this plan after every incident.

Triggers change. What worked last month may not work next month — update the plan while the details are fresh.