

Incident Response Documentation Template

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Incident response staff contact info:

Date:

Time:

Location of incident:

Before: Ask if they want to go to a quiet, private place

LASER

- **Listen** and summarize
- **Acknowledge** emotions with "You" statements
- **Seek** assistance or other resources
- **Ensure** everyone's safety
- **Report** or **Respond** to the incident

After: Evaluate reporter privacy. Thank them for their report.

Is the incident on-going? If so, stop and contact additional responders.

Reported person's name or description:

Incident description and additional documentation:

Actions reporter has requested you take (do not prompt the reporter):

Reporter name & contact info:

Additional witness(es) contact info:

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Follow up to incident number:

Before: Say there's an issue you need to discuss privately

JARRING

- State what happened with **no Judgment** words
- **Affirm** the impact on the reporter
- Allow the reported person to **Respond**
- Your job is **not to Reassure**, forgive, or accept excuses for the intent of their actions
- Focus on the **Impact** of their behavior and your Code of Conduct
- Call them **iN**, "I need your help making this a welcoming and inclusive event/community"
- **Give** them a concrete plan of action for modifying their behavior

After: Document response. Don't let them contact reporter

Additional information gathered:

Behavioral modification plan:

Response to plan: