Incident Response Documentation Template

Incident response staff contact info:

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: Thank reporter for reporting the incident

Date:

Time:

Location of incident:

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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Incident response staff contact info:

Date:
Time:
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: