

Incident Response Documentation Template

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Reported person's name or description:

Incident description:

Reporter's contact information:

Tips (QUEST)

- **Quiet place:** Ask the reporter, "Do you want to go somewhere private?"
- **Unsafe:** Call another responder if the situation is unsafe or dangerous.
- **Emotions:** Say, "I'm hearing you felt (emotion) when (behavior)."
- **Security:** Would the reported person know who reported them? Explain this and ask, "Do you have any concerns about this?"
- **Trust:** Is there anything that you can do to make the reporter feel more safe, comfortable, or welcome? Thank the reporter.

Optional information

Additional witness(es) contact info:

Date:

Time:

Location of incident:

Incident response staff 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

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- State what their **Behavior** was without judgment words
- State the **Impact** on the reporter or community
- Allow the reported person to **Respond**
- **Don't** reassure or allow the reporter to be contacted
- **Set** a behavioral modification plan

After: Document response. Don't let them contact reporter.
Accept any apologies on behalf of the reporter.

Behavioral modification plan:

Consequences (if any):

Consequences if they do not agree to the behavioral modification plan:

Who can they appeal this decision to?

Reported person's response to the plan:

Additional information gathered: