Incident Response Documentation Template

Incident response staff contact info:

Date:
Time:
Location of incident:

Before: Ask if they want to go to a quiet, private place
LASER
• **Listen** without judgment
• **Ask** clarifying questions
• **Seek** assistance or other resources
• **Ensure** everyone's safety
• **Report** or **Respond** to the incident
After: Thank reporter for reporting the 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: