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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** 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: