|  |  |
| --- | --- |
| 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:

|  |  |
| --- | --- |
| 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: