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:

|  |  |
| --- | --- |
| Incident response staff contact info:Date:Time:Follow up to incident number: | Before: Say there's an issue you need to discuss privately**BIRDS*** 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: