

# GAAF ESI DOCUMENTATION FORM

## USD 231 EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)  
 the need for the use of an Emergency Safety Intervention was required for \_\_\_\_\_.  
(name of student)

***K.A.R. 91-42-1(c) through 92-42-7 provide that an emergency safety intervention (hereafter ESI) is defined as "the use of seclusion or physical restraint but not the use of timeout or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.***

Type of Emergency Safety Intervention Used:            Seclusion \_\_\_\_\_  
    Restraint \_\_\_\_\_

Duration of Seclusion/Restraint: \_\_\_\_\_ (minutes)     Location: \_\_\_\_\_

Name of Staff Member: \_\_\_\_\_ Witnesses: \_\_\_\_\_  
 \_\_\_\_\_

Description of Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please contact the building principal if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Signature of person completing report) (Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_.  
(Date) (Name of staff member)

- \*Original provided to Building Principal
- \*Copy provided to (Parents/Guardians, Administrative Office)