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**Debriefing Form**

The purpose of this form is to help prevent future occurrences of crisis behavior that results in the use of an Emergency Safety Intervention (ESI) or the avoidance of using an ESI along with preventing further trauma to students and secondary trauma to staff. This form should be completed after EACH crisis incident.

**On-Site Supervisor’s Duties:**

* Immediately respond to crisis situation to observe
* Ensure all parties are safe and calm
* Get facts from all parties involved
* Monitor completion of Debriefing Form by staff involved
* Communicate the use of an ESI to the executive team members
* Schedule a team meeting to analyze the Debriefing Form within 1-2 days of the incident (Team includes: student or student designee, staff involved, on-site supervisor, executive team member, medical staff, and behavioral support staff)

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| **Student Name:** |
| **Staff Involved:** |
| **Describe what happened before the change in behavior occurred:** |
| **Describe the point of conflict that led to the use of an ESI:** |
| **Describe what the student’s change in behavior looked like:** |
| **Describe the staff response to the change in behavior:** |
| **Describe the interventions attempted to de-escalate the behavior:** |
| **Describe the student’s response to the interventions attempted:**  |
| **Describe the student behavior that was considered dangerous:** |
| **Describe the staff response to dangerous behavior in an attempt to avoid an ESI:** |
| **Describe the student’s response to the attempts to avoid an ESI:** |
| **Describe the staff’s response, including the type and duration of ESI used:** |
| **Describe the student’s response to the use of the ESI:** |
| **Describe staff’s attempts to calm the student after the use of the ESI:** |
| **Describe how the student repaired relationships/environment before returning to class:** |
| **Describe student injuries:** |
| **Describe staff injuries:** |
| **Does the student need follow-up emotional support? From who? When?** |
| **Do any of the staff involved need follow-up emotional support? From who? When?** |



Adapted from Huckshorn, K.A.; LeBel, J.; Caldwell, B. (Eds.) (2018). Six Core Strategies©: Preventing Violence, Conflict and the Use of Seclusion and Restraint in Inpatient Behavioral Health Settings. An Evidence-based Practice Curriculum Training Manual. Originally developed with the National Association of State Mental Health Program Directors (2002-2009): Alexandria, VA. All rights apply to use of these author edited materials.