

Only those with experience or training in conducting threat assessment should use these materials.

Emergency Operations/Notifications	
Were the parents of the student of concern notified? <input type="checkbox"/> yes <input type="checkbox"/> no	
If not notified, discuss why not:	
If notified:	
Date & time of notification:	Staff Member and Title:
Name of parent/guardian notified:	
Comments:	
Were all potential targets notified? <input type="checkbox"/> yes <input type="checkbox"/> no	
If not notified, discuss why not:	
Date & time of notification:	Staff Member and Title:
Name of potential targets notified:	
Comments:	
Were parent(s)/guardian(s) of potential targets notified? <input type="checkbox"/> yes <input type="checkbox"/> no	
If not notified, discuss why not:	
Date & time of notification:	Staff Member and Title:
Name of parent(s)/guardian(s) notified:	
Comments:	
Did this incident require law enforcement notification? <input type="checkbox"/> yes <input type="checkbox"/> no	
Was law enforcement notified (regardless of whether incident <i>required</i> notification)? <input type="checkbox"/> yes <input type="checkbox"/> no	
If incident required law enforcement notification, and notification was not made, explain why:	
If law enforcement was notified for any reason:	
Name & title of law enforcement official notified:	Staff Member and Title who completed notification:
Name of law enforcement agency notified:	
Incident report number (if applicable):	

Reason for notification, additional comments:

Did this incident require initiation of emergency operational procedures? yes no

If emergency operational procedures were required, and not initiated, explain why:

If emergency operational procedures were initiated:

Date and time initiated:

Individuals notified:

Type of procedures initiated:

Additional comments: