

## **EMERGENCY RESTRICTIVE PROCEDURE DOCUMENT**

The Emergency Restrictive Procedure document is found within the “Other” Document Group, and it is used as needed in addition to other plans, although there’s no link between the documents in the system. It is simply used as a reporting tool for documenting critical incidents.

**\*DUE PROCESS NOTE:**

***A copy of this form must be sent to the Midwest Special Education Cooperative within a couple days of completion. They are reviewed quarterly by a team at the Cooperative office.***

### **Emergency Restrictive Procedure**

The Emergency Restrictive Procedure document contains one section that must be completed before the document can be finalized:

- a. Incident Information

1. Click on Other document link on Plan menu bar.

The documents in this group will have been setup by the system administrator.

**Other Documents** Student Plans By smERE

Martha Demo  
 Student ID: 111111  
 School: Little Canada Elementary  
 Disability: Phy impair  
 Gender: Female  
 Grade: 02  
 Curr Age: 8 yrs, 6 mos (1/1/2004)  
 Instructional Setting:: I Regular

Active Shown | [Show Inactive](#) | [Show All](#)

Release Consent Documents <a href="#">Create New Release Consent Document</a>	No Active Release Consent Documents exist at present.						
Summary of Performance <a href="#">Create New Summary of Performance</a>	No Active Summary of Performance exist at present.						
Manifestation Determinations <a href="#">Create New Manifestation Determination</a>	No Active Manifestation Determinations exist at present.						
Transfer Notices <a href="#">Create New Transfer Notice</a>	No Active Transfer Notices exist at present.						
Behavior Intervention Plan <a href="#">Create New Behavior Intervention Plan</a>	No Active Behavior Intervention Plan exist at present.						
<b>Emergency Restrictive Procedures</b> <a href="#">Create Emergency Restrictive Procedures</a>	No Active Emergency Restrictive Procedures exist at present.						
Self Sufficiency Profiles <a href="#">Create New Self Sufficiency</a>	No Active Self Sufficiency Profiles exist at present.						
Personal Care Plan Time Study Results <a href="#">Create New Time Study Result</a>	<table border="1"> <thead> <tr> <th>Start Date</th> <th>Stop Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>9/1/2011</td> <td>8/31/2012</td> <td>Final ✓</td> </tr> </tbody> </table>	Start Date	Stop Date	Status	9/1/2011	8/31/2012	Final ✓
Start Date	Stop Date	Status					
9/1/2011	8/31/2012	Final ✓					

1. Click Create New Emergency Restrictive Procedure.	The Emergency Restrictive Procedure Definition page is displayed.
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\*Date of Incident:  

\*Time of Incident:

\*Status:  ▼

2. Click in the Date of Incident box and enter the date.	Note that the current date is entered by default, but you will often need to change it for this document type.
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3. Click the Submit button.	The Emergency Restrictive Procedure Information page is displayed with information to be completed. The actual layout of the form is dependent on how the district has set it up in document sections
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Martha Demo  
Student ID: 111111  
School: Little Canada Elementary

Gender: Female  
Grade: 02  
Curr Age: 8 yrs, 6 mos (1/1/2004)

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PLEASE CONTACT YOUR SUPERVISOR IF RESTRICTIVE PROCEDURES HAVE BEEN USED MORE THAT FOUR TIMES.

\* Name and position of person completing the form:

\*Date of Incident:  

\*Time of Incident:

Submitted by: Master of Database

\* (1) Describe the emergency situation that led to use of seclusion or physical hold:

(2) Check the option that describes the intervention used:

"Seclusion" means confining a child alone in a locked room from which egress is barred. Removing a child from an activity to a location where the child can not participate or observe the activity is not seclusion.

"Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement and where body contact is the only source of physical restraint. Physical holding does not mean physical helps a child respond to complete a task; assists a child without restricting the child's movement; is needed to administer an authorized health-related service or procedure; or is needed to physically escort a child does not resist or the child's resistance is minimal.

(3) Record the type of physical hold used:

Children's control position     Team Control Position     Transport Position     Interim Control Position     Outcome of Personal Safety Technique

\* (4) Time the intervention began and ended:

\* (5) Location:

(6) Record times offered water and use of restroom after 15 minutes (seclusion)

\* (7) Summarize behavioral and physical status during physical holding or seclusion:

4. Click in the radio buttons, checkboxes, drop-down menus, and text boxes to fill in or change all of the required information for this document according to your district's guidelines.

The items labeled with red text and an asterisk (\*) are required information that must be filled in if they're not already.

If you don't know all of the information at this time, you may leave some of it blank, but you'll need to come back later and fill it in before you can finalize the document.

5. Click the Submit button

A message is displayed indicating that the information was saved.

		Section	Messages
<a href="#">Edit</a>	✓	Student Information	Complete
<a href="#">Edit</a>	✓	Form Heading	Complete
<a href="#">Edit</a>	✓	Form Detail	Complete

**Congratulations! This Emergency Restrictive Procedure document is Complete!**

**You may now make this Emergency Restrictive Procedure document Final if you wish.**

6. Check Completeness.

Allows editing of each section of the restrictive procedure and also the ability to finalize.

7. Print PDF