

**Threat Assessment Incident Report**

Name of the threat-maker and his/her relationship to the school and to the recipient.

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Name(s) of the victims or potential victims.

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When and where the incident occurred.

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What happened immediately prior to the incident?

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The specific language of the threat.

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Physical conduct that would substantiate intent to follow through on the threat.

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How the threat-maker appeared (physically and emotionally).

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Names of others who were directly involved and any actions they took.

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How the incident ended.

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Names of witnesses.

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What happened to the threat-maker after the incident?

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What happened to the other students or employees directly involved after the incident?

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Names of any administrators, teachers, or staff and how they responded.

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What event(s) triggered the incident?

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Any history leading up to the incident.

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The steps that have been taken to ensure the threat will not be carried out.

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Suggestions for preventing school violence in the future.

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Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of this report shall be retained by the school Threat Assessment Team Leader and another kept on file at district office.*