Intradistrict Communication

DATE: February 5, 2026

TO: All Administrators

FROM: Michael Anderson, Associate Superintendent
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SUBJECT: Emergency Safety Interventions (ESI) Documenting and Reporting

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In January there were two different memos sent about how to document an ESI. This information was discussed in the December principals meeting. Because there is a difference on how to retain documentation for a student in special education versus a student in general education, it was decided to create one memo for all students. This memo replaces both previous memos.

In accordance with the rules and guidelines provided in the *Least Restrictive Behavior Intervention (LRBI) Technical Assistance Manual (2023)* as well as guidance from the Utah State Legislature (*R277-608 and 53G-8-301*), the following is updated guidance on the use and reporting requirements of Emergency Safety Interventions (ESIs), including reporting requirements in Jordan School District.

What is an Emergency Safety Intervention?
Emergency Safety Intervention or 'ESI' is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. An ESI is not used for disciplinary purposes. ESIs are emergency measures of last resort to prevent imminent serious harm to an individual in a school setting. Even in these circumstances, ESIs should be avoided if less restrictive means of managing the student's behavior and ensuring safety are available.

How do I provide notification of the use of an Emergency Safety Intervention?
1.   Notify your administration within 15 minutes of the beginning of the use of an ESI
2.   Notify the student's guardian within 15 minutes of the beginning of the use of an ESI. This must be done by email, and includes the required notification that guardians may receive a copy of the student's ESI documentation upon request. Please use the wording in this [template email](.).
3.   In addition to the email notification, you may communicate with guardians by phone or in-person.

How do I submit Emergency Safety Intervention documentation?
1.   Fill out an [Emergency Safety Intervention Report](.) to document the event
2.   Using a district device, submit the information from the ESI Report into the [digital database](.)
3.   Scan a copy of the paper ESI report to jbat@jordandistrict.org (or send a copy to JBAT at River's Edge School via district mail)
4.   Forward the parent notification email to jbat@jordandistrict.org (or print it and send the hard copy JBAT at River's Edge School via district mail).
5.   **For students with an IEP, all original copies of the Emergency Safety Intervention Report and a copy of the parent notification email should be placed in the student's special education file.**

6. <u>**For all other students,**</u> **upload these documents to the cumulative folder.**
   a. **A copy of the email (either printed directly to a PDF or printed and scanned) and the ESI form should be combined into a <u>single PDF file</u>.**
   b. **The file should be uploaded to the student's cumulative folder under the category "ESI-Emer Sfty Interv". The description should include the date and time of the ESI.**
7. Take time to debrief with your team.

Please refer to the [Jordan School District Emergency Safety Interventions Manual](#) or contact a member of the JBAT team for more information.