MASSACHUSETTS
Department of Elementary and Secondary Education

Emergency Seclusion Reference Guide

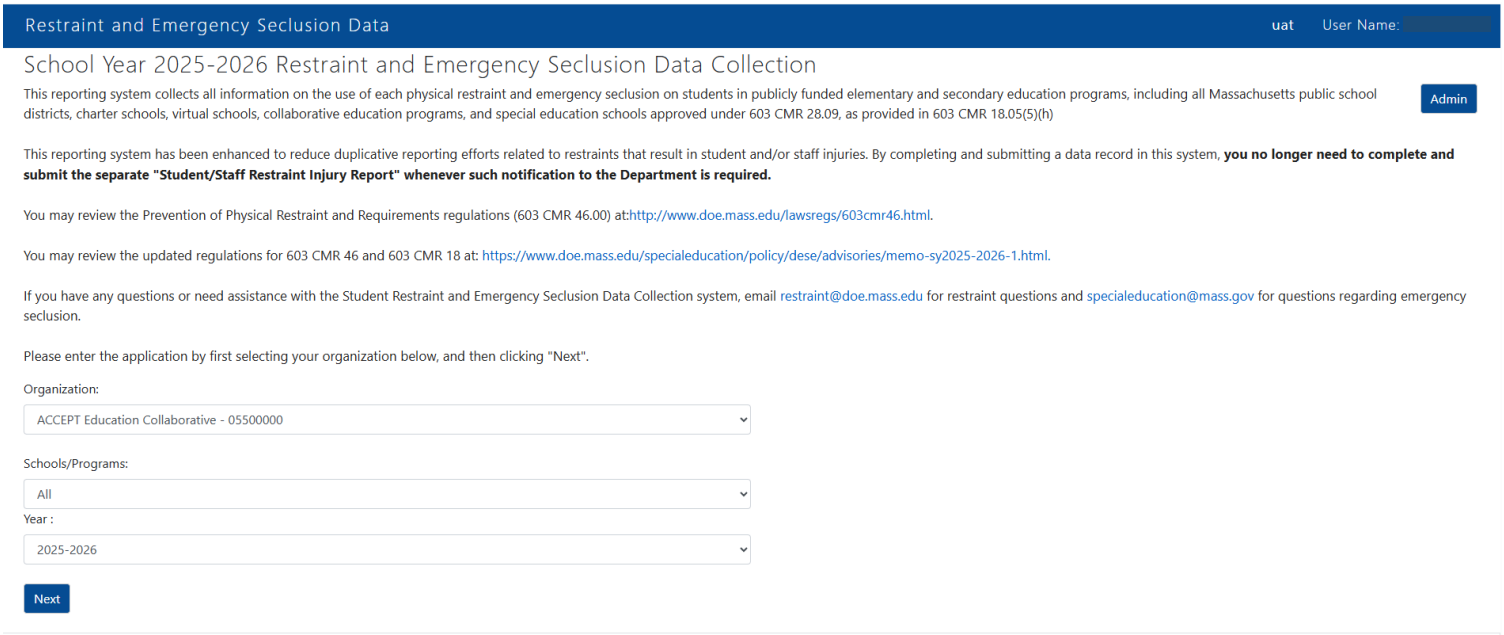
The Emergency Seclusion Reporting Tool is used to document and submit required information regarding incidents of emergency seclusion in accordance with 603 CMR 46.00 and 603 CMR 18.00. Users should complete all required fields and ensure information entered is accurate and consistent with local documentation.

Step 1: Access the Reporting Tool

After logging into the Security Portal, navigate to the **Restraint and Emergency Seclusion Data Collection** application.

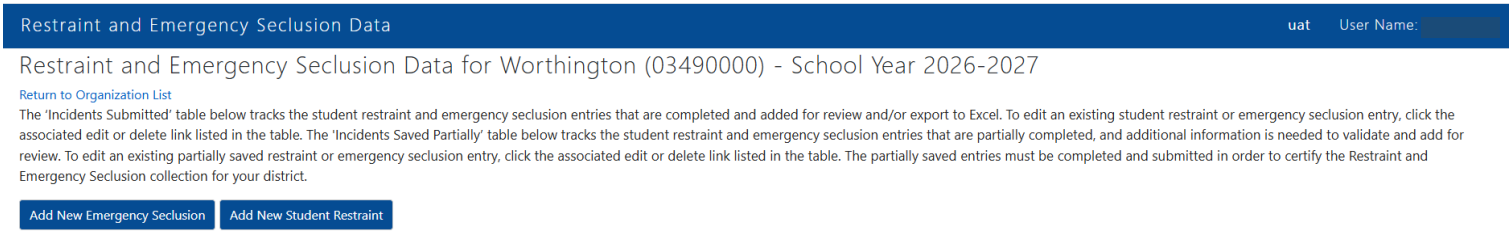
On the landing page:

1. Select your organization.
2. Select the appropriate school or program.
3. Select the reporting year.
4. Click **Next** to begin entering a new incident.

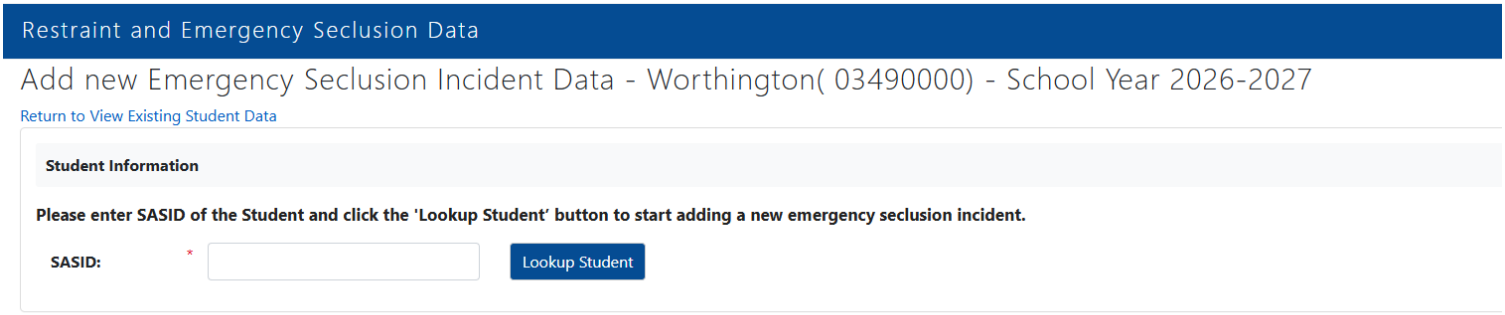


Step 2: Locate the Student

To begin a new emergency seclusion report:



1. Add New Emergency Seclusion
2. Enter the student's SASID (State Assigned Student Identifier).
3. Select **Lookup Student**.
4. Verify that the student's information displays correctly before continuing.



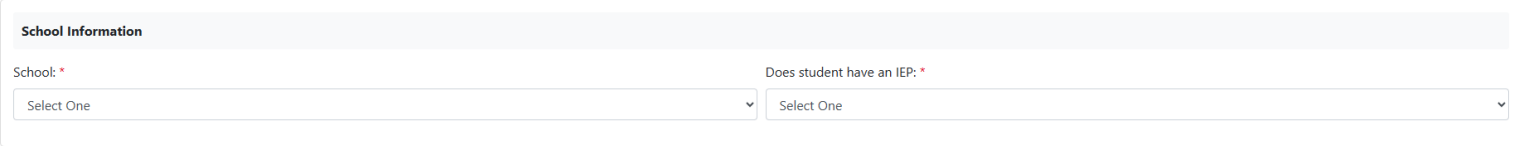
The system will display the student's name, date of birth, and other identifying information.

Step 3: Enter School and Incident Information

Complete the following required fields:

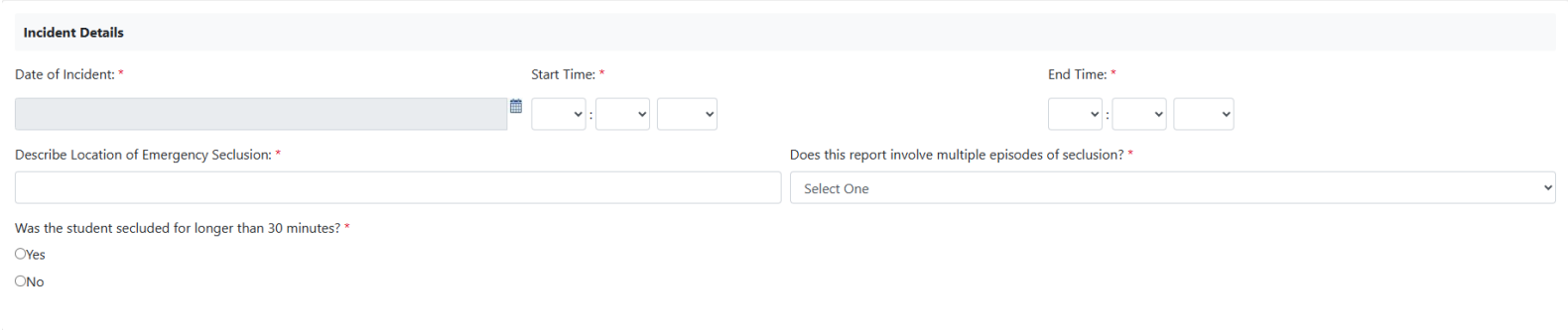
School Information

- School or program where the incident occurred.
- Whether the student has an Individualized Education Program (IEP).



Incident Details

- Date of incident.
- Start time of emergency seclusion.
- End time of emergency seclusion.
- Location where emergency seclusion occurred.



The system will calculate the duration based on the start and end times entered. You will also be asked whether the student was secluded for longer than 30 minutes.

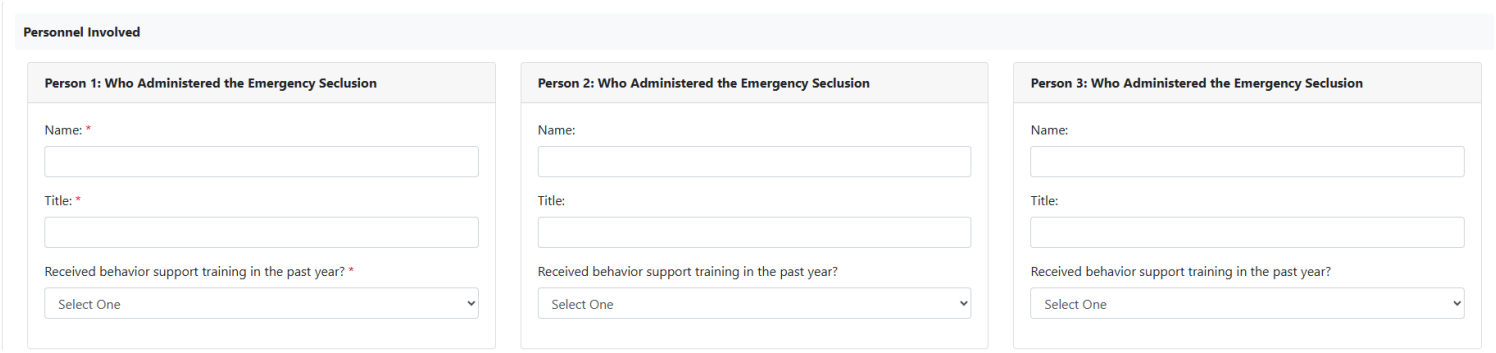
Step 4: Document Personnel Involved

Provide information for staff involved in the emergency intervention.

Staff Administering Emergency Seclusion

For each staff member involved, enter:

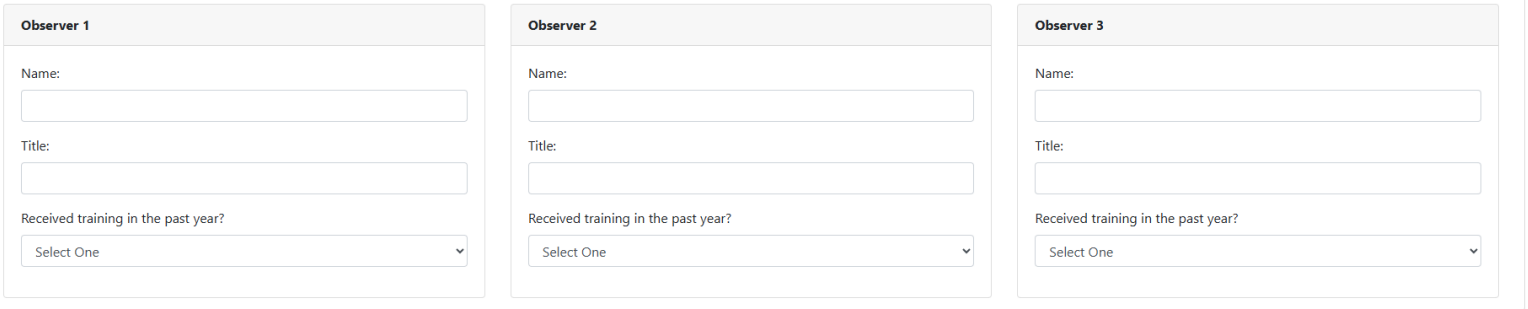
- Name
- Job title
- Whether the individual received behavior support training within the past year



Observers

For each observer, enter:

- Name
- Job title
- Whether the observer received behavior support training within the past year



Include all staff who administered or continuously observed the student during the incident.

Step 5: Complete Narrative Descriptions

Several narrative fields require detailed descriptions of the incident.

Antecedent Conditions

Describe events, circumstances, or environmental factors that occurred immediately before the behavior escalated.

Behavior Prompting Emergency Seclusion

Describe the student's behavior that resulted in the emergency intervention.

De-escalation Strategies Attempted

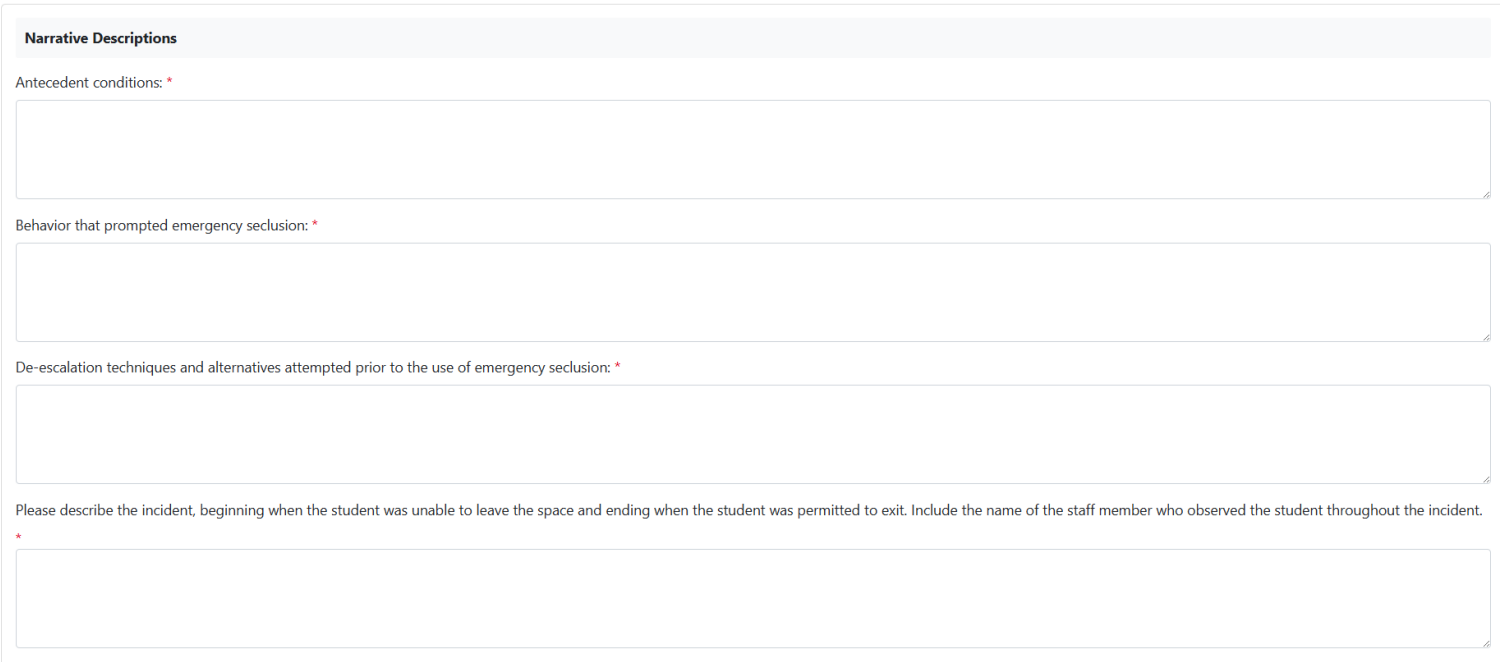
Describe all calming and de-escalation techniques, supports, and alternatives attempted prior to emergency seclusion.

Description of the Emergency Seclusion Process

Describe the incident from the moment the student was not permitted to leave the space until the student was permitted to exit.

Include:

- How the student entered space.
- How staff-maintained safety.
- The name or role of the staff member and location of the staff member when continuously observing the student.



Monitoring and Observation

Describe how continuous monitoring occurred throughout the incident.

Ongoing De-escalation Efforts

Describe calming and de-escalation strategies used during the intervention or explain why additional interventions could not be safely implemented.

How the Incident Ended

Describe the circumstances under which the student was permitted to leave the space.

Description of monitoring and observation of student: *

Ongoing attempts at de-escalation and calming or why such attempts were unsafe or counterproductive: *

How emergency seclusion ended: *

Step 6: Injuries and Medical Care

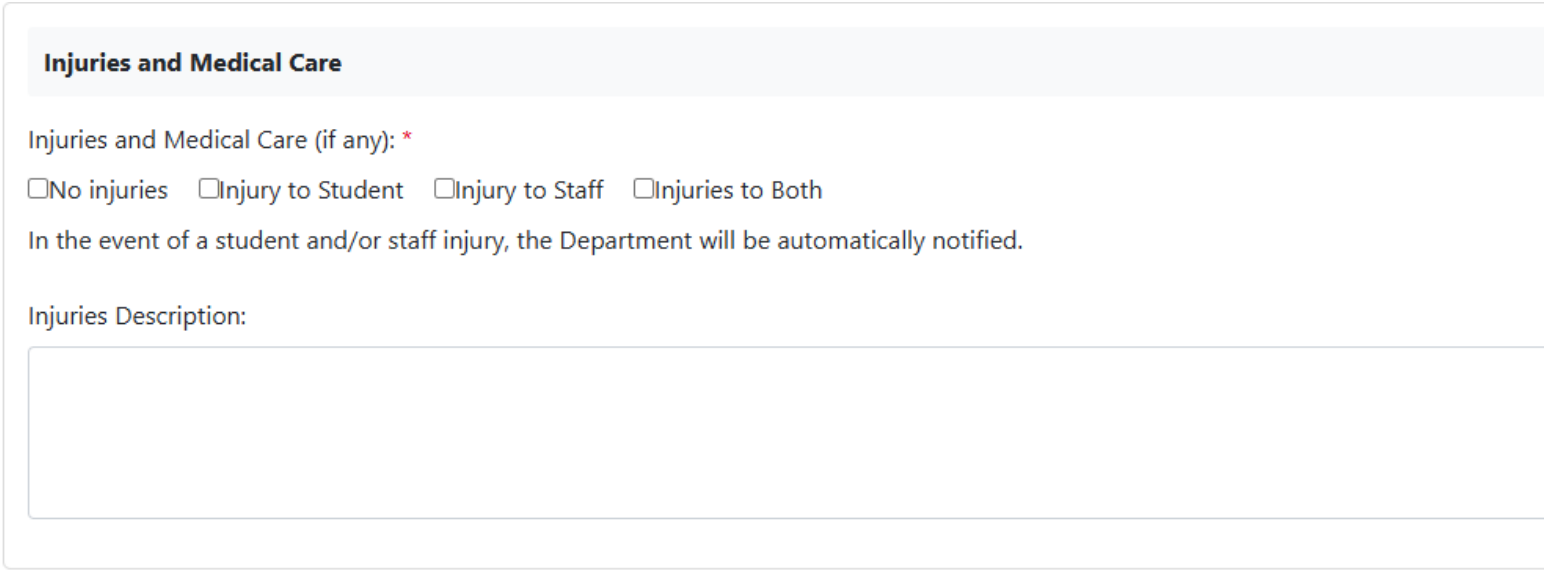
Indicate whether any injuries occurred to the student and/or staff member as a result of the emergency seclusion incident.

- Select **No injuries** if neither the student nor staff sustained an injury.
- Select **Injury to Student** if the student sustained any injury during the incident.
- Select **Injury to Staff** if a staff member sustained any injury during the incident.
- Select all options that apply.

If an injury occurs, provide a brief description of the injury in the **Injuries Description** field, including:

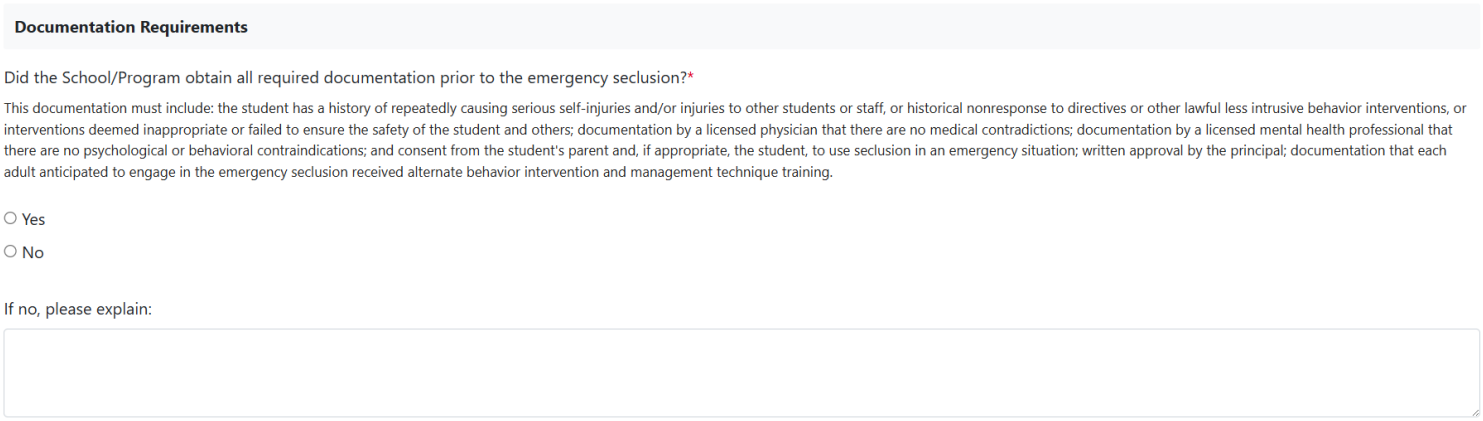
- Who was injured (student and/or staff);
- The nature of the injury; and
- Whether medical care or assessment was provided.

Note: Selecting **Injury to Student** and/or **Injury to Staff** will automatically notify the Department. Please ensure the injury description is accurate and complete.



Step 7: Documentation Requirements

The reporting tool requires confirmation that all required documentation existed prior to the use of emergency seclusion.



Documentation Requirements

Did the School/Program obtain all required documentation prior to the emergency seclusion?*

This documentation must include: the student has a history of repeatedly causing serious self-injuries and/or injuries to other students or staff, or historical nonresponse to directives or other lawful less intrusive behavior interventions, or interventions deemed inappropriate or failed to ensure the safety of the student and others; documentation by a licensed physician that there are no medical contradictions; documentation by a licensed mental health professional that there are no psychological or behavioral contraindications; and consent from the student's parent and, if appropriate, the student, to use seclusion in an emergency situation; written approval by the principal; documentation that each adult anticipated to engage in the emergency seclusion received alternate behavior intervention and management technique training.

○ Yes

○ No

If no, please explain:

Indicate whether the school or program obtained the required documentation prior to the emergency seclusion, including:

- Documentation of repeated serious self-injury or injuries to others, or historical nonresponse to directives or other lawful less intrusive behavior interventions, or interventions deemed inappropriate or failed to ensure the safety of the student and others.
- Documentation from a licensed physician indicating no medical contraindications.
- Documentation from a licensed mental health professional indicating no psychological or behavioral contraindications.
- Parent consent and, when appropriate, student consent.
- Written approval by the principal; documentation that each adult anticipated to engage in the emergency seclusion received alternate behavior intervention and management technique training

If any required documentation is not available, provide an explanation.

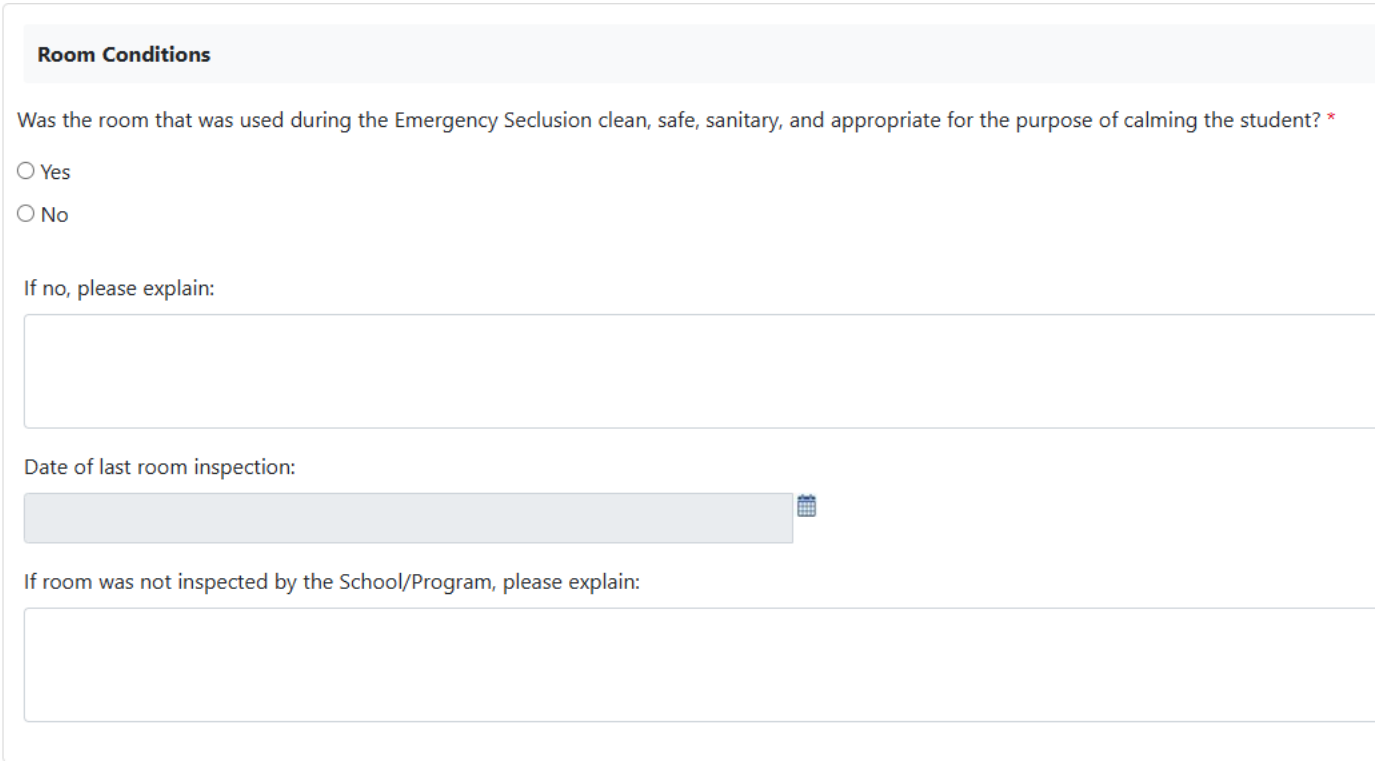
Step 8: Document Room Conditions

Confirm whether the room used during the emergency seclusion:

- Was clean.
- Was safe.
- Was sanitary.
- Was appropriate for calming the student.

You will also be asked to provide:

- The date of the most recent room inspection.
- An explanation if the room was not inspected or did not meet requirements.



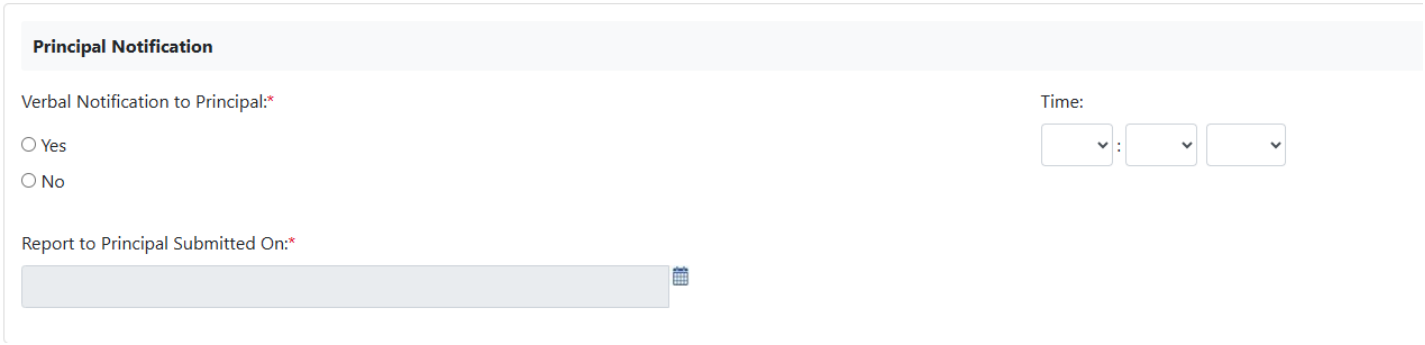
Step 9: Follow-Up and Notifications

Enter information regarding required notifications and reporting.

Principal Notification

Record:

- Whether verbal notification was provided to the principal or designee.
- The time notification occurred.
- The date the report was submitted to the principal.



Parent/Guardian Notification

Record:

- Whether notification was provided.
- The date notification occurred.
- The method used (e.g., telephone, email, in person).

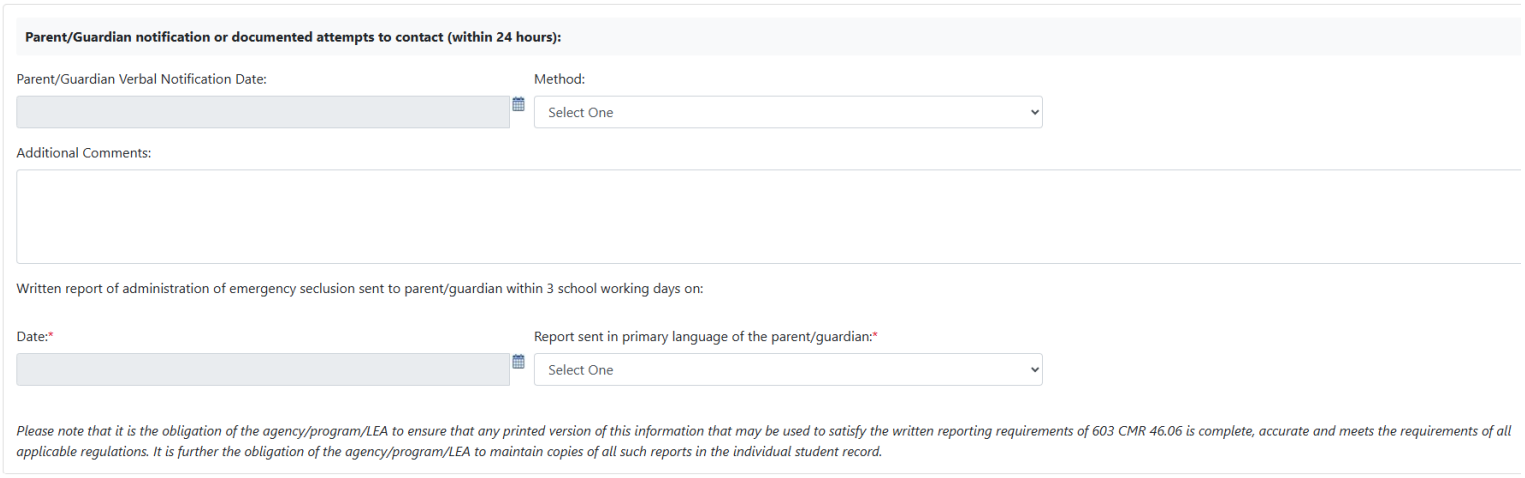
Written Report

Record:

- The date the written report was provided to the parent or guardian.
- The language used for communication.

Opportunity to Comment

Indicate whether the parent, guardian, or student was provided an opportunity to comment regarding the incident.



Final Review and Submission

Before submitting:

- Verify that all required fields marked with an asterisk (*) are complete.
- Review narrative descriptions for clarity and accuracy.
- Confirm dates, times, and personnel information.
- Ensure all required documentation and notification information are included.

Once reviewed, submit the incident record through the reporting tool.