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When a threat is identified, obtain a specific account of the threat by interviewing the student or other person who made the threat, if appropriate to the circumstances. Interview the intended victims, and other witnesses. Write the exact content of the threat and statements by each party. Consider the circumstances in which the threat was made and the threatening individual's intentions.

## Subject: Person who made threat or engaged in threatening behavior

	son who made threat or engaged in threatening behavior						
Subject Name		Refer to prior page for additional identifying information.					
Person(s) Conducting Interview		Location, Date of Interview					
	Use these questions as a guide to interview the person making the threat. Ask other questions as appropriate. Try to use open-ended questions rather than leading questions. Adjust spacing below as needed.						
1. Do you know why I want to talk to you? What happened today when you were [place of incident]? (Record person's exact words with quotation marks for key statements if possible.)							
2. What exa	ctly did you say? And what exactly did you do?						
3. What did	you mean when you said or did that?						
4. How do y	ou think [person who was threatened] feels about what you said or did? (Probe to see	if the subject believes it frightened or intimidated the person.)					
5. What was	the reason you said or did that? (Probe to find out if there is a prior conflict or history	to this threat.					
6. What are	you going to do now? (Ask questions to determine if the subject intends to carry out t	he threat.)					

## Target (person who was target of threat) Or Witness (person with relevant information)

If more than one, complete additional forms. If a group targeted, describe how subject identified the group (e.g., "everyone on this bus") and list all individuals.

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Target Name		ID#				
Affiliation	□Administrator □Teacher □Staff □Student □Parent/Guardian □Other:	Status	□Current □Former Grade (if student):			
School		Building/ Program				
Emergency Contact		Relation				
Home Address		Phone				
Person(s) Conducting		Location, Date of				
Interview		Interview				
Use these questions as a guide to interview the person targeted by the threat. Ask other questions as appropriate. Try to use open-ended questions rather than leading questions. If target is a minor, record parent under emergency contact. Adjust spacing below as needed.  1. Do you know why I want to talk to you? What happened today when you were [place of incident]? (Record person's exact words with quotation marks for key statements if possible.)						
2. What exactly did (subject) say? And what exactly did (subject) do?						
3. What did you think he or she meant when he or she said or did that? (Does target believe that subject intends to carry out the threat?)						
4. How do you feel about what (subject) said or did?						
5. What was the reason (subject) said or did that? (Probe to find out if there is a prior conflict or history to this threat.)						
	you going to do now? (Ask questions to determine how target plans to respond to the ) What do you think he/she will do now?	threat and as	ssist in planning a safe and non-provocative			