



## THREAT ASSESSMENT FORM

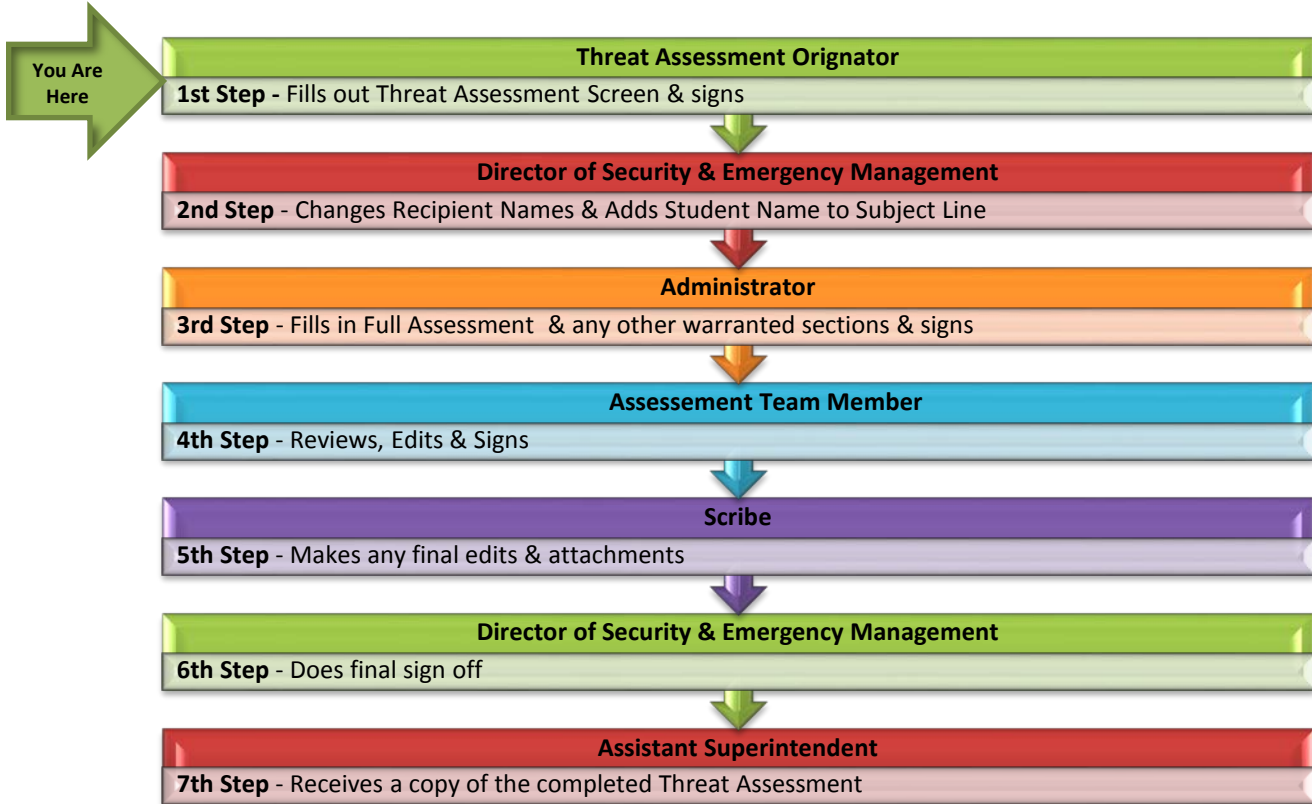
## ORIGNATOR USER GUIDE

August 26, 2014

Authored by: Dr. Debby Telfer

## Instructions

The Threat Assessment Form Document flow is as follows:



Enter the following URL: <https://blogs.svvsd.org/security/>

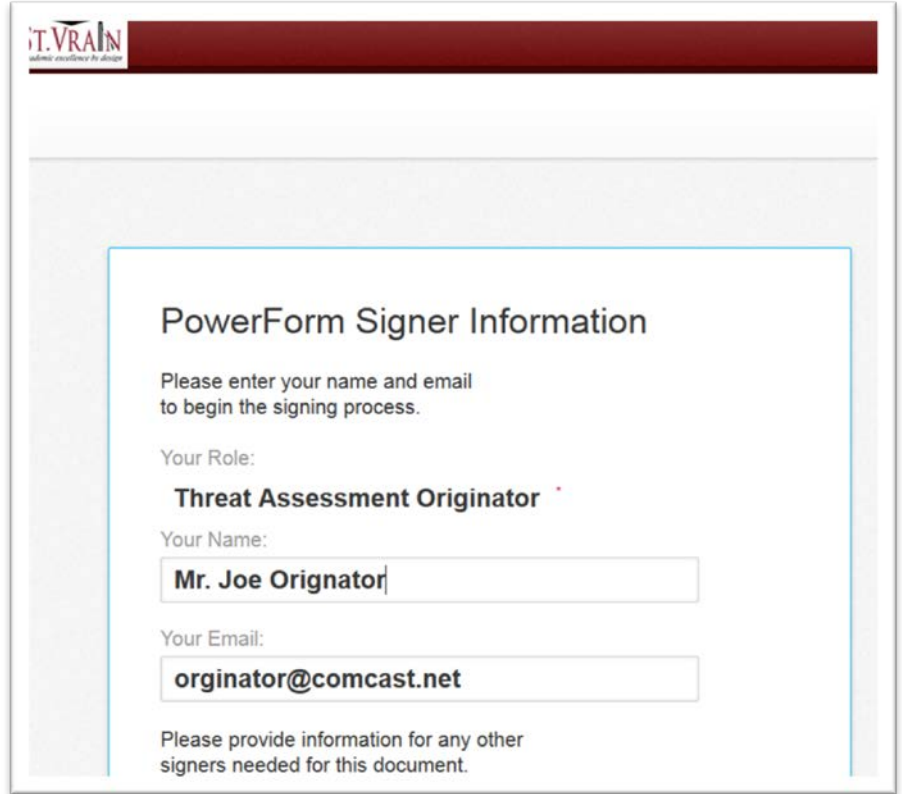
Click on “*Start A New Threat Assessment*” link.



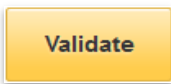
This screen appears next. Type in your name as the Threat Assessment Originator and your email. You will not need to update any of the other fields unless you know them now. Scroll down to the bottom and click the



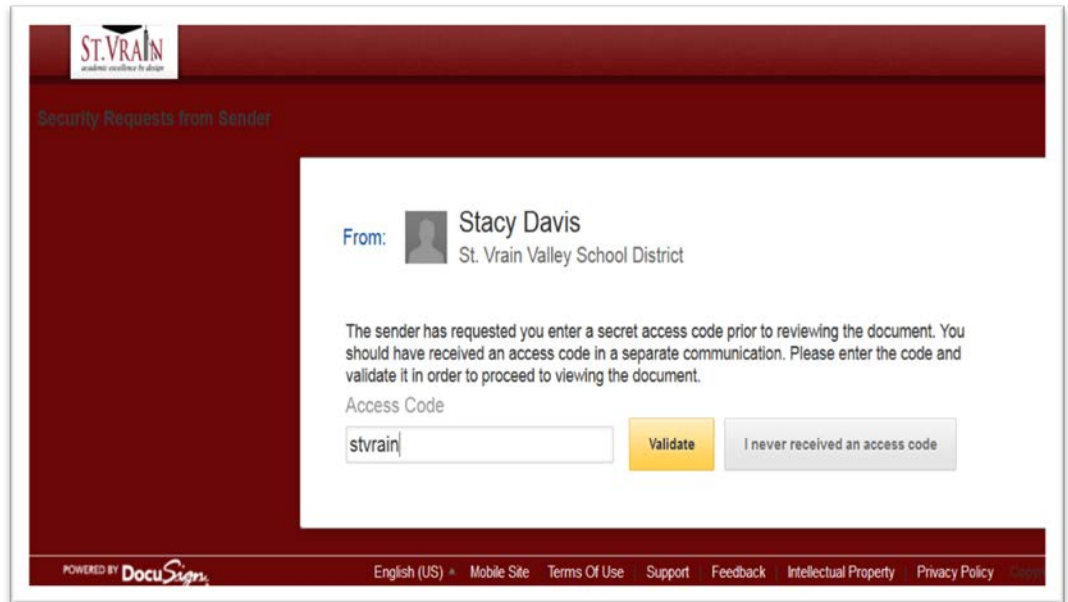
button.

A screenshot of a web form titled "PowerForm Signer Information". The form is set against a light gray background with a dark red header. The header contains the "ST. VRAIN" logo and the tagline "academic excellence by design". The main content area is enclosed in a light blue border. It contains the following text: "Please enter your name and email to begin the signing process." Below this, it asks for "Your Role:" and has "Threat Assessment Originator" selected. Then it asks for "Your Name:" with a text box containing "Mr. Joe Orignator". Next, it asks for "Your Email:" with a text box containing "originator@comcast.net". At the bottom, it says "Please provide information for any other signers needed for this document."

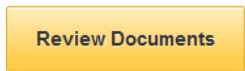
Next, you will be prompted to enter the **Access Code**. Type in *stvrain* (all lower case) and press the



button.

A screenshot of a "Security Requests from Sender" screen. The header is dark red with the "ST. VRAIN" logo and tagline. Below the header, the text "Security Requests from Sender" is displayed. The main content area is white and contains a message from "Stacy Davis" of "St. Vrain Valley School District". The message states: "The sender has requested you enter a secret access code prior to reviewing the document. You should have received an access code in a separate communication. Please enter the code and validate it in order to proceed to viewing the document." Below the message, there is an "Access Code" field with "stvrain" entered, a yellow "Validate" button, and a link that says "I never received an access code". At the bottom of the screen, there is a footer with "POWERED BY DocuSign" and a navigation menu including "English (US)", "Mobile Site", "Terms Of Use", "Support", "Feedback", "Intellectual Property", and "Privacy Policy".

On this next screen you are requested to check the box next to **“I Consent to use Electronic Records and Signatures”** if this is the first time you are using this form. Once you do this then you can click on the button.



**Request for Signature**

**From:** Stacy Davis  
St. Vrain Valley Schools

**Documents (7):** Threat Assessment - Screen.pdf  
Threat Assessment - Screen Criteria To Uniform Decision.pdf  
Threat Assessment - Full Team.pdf  
Threat Assessment - RMS Plan.pdf

**ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, St. Vrain Valley Schools (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

[Read Electronic Record and Signature Disclosure >](#)

I consent to use Electronic Records and Signatures

Review Documents   Decline   Finish Later   Sign on Paper

Now you are ready to begin filling out the form. Click on the



button. This will automatically move you to the first field to fill out. Note that page 2 on the right side bar has an open circle without a check mark.

Subject: Please review & sign the appropriate Threat Assessment Form

ST. VRAIN VALLEY SCHOOLS

1 of 27   100%   Download   Print   More

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
1301 2nd Ave, Suite 2000 • Seattle • Washington 98101 • (206) 219-0200  
www.docuSign.com

**Note**

Please contact the Director of Security and Emergency Management, Stacy Davis, after submitting this form to provide her with the names and emails for these Threat Assessment Participants: the Administrator for the Full Assessment, the Assessment Team Member, the Scribe, and the Assistant Superintendent.

**ST. VRAIN VALLEY SCHOOLS**  
*excellence by design*

**Threat Assessment Screen**

1 2 3 4 5

The important Note in the upper left reminds you to: *Please contact the Director of Security and Emergency Management, Stacy Davis, after submitting this form to provide her with a list of names and emails for these Threat Assessment Participants: the Administrator for the Full Assessment, the Assessment Team Member, the Scribe, and the Assistant Superintendent.*



This open circle indicates that you have required fields which are to sign, date, and indicate if a Threat Assessment Screen is being performed at the bottom of page 2. If you are NOT filling out the rest of page 2 as the Threat Assessment Screen then make sure you click on NO under “Threat Assessment Screen Performed”. Otherwise you should fill out all of page 2 and click on YES. You are allowed to fill out other forms in this packet if you are doing a full assessment and/or interview during this same session.

of your threat assessment team?  YES  NO  Don't Know **Threat Assessment Screen Performed** YES  NO

- If “yes”, continue to *Full Team Threat Assessment* (page 2)
- If “no”, attach *Response, Management, and Support Plan* (page 10) and complete *Summary Documentation Form* (page 12)
- If “don't know”, continue to *Full Team Threat Assessment* (page 2)

\*Does the incident warrant the completion of a suicide assessment in addition to or instead of a threat assessment?  
 YES  NO

Sign Here

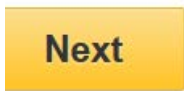
\_\_\_\_\_  
Threat Assessment Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Threat Assessment Team Member Signature

\_\_\_\_\_  
Date

*Please print, obtain signature, and keep on file according to district guidelines.*



If you click on the Next button this tabs to each field, so it may be easier to just click in the fields you want to fill out and scroll down.

The following two screens show all of the information that you should fill out during a **Threat Assessment Screen**.

Subject: Please review & sign the appropriate Threat Assessment Form

ST. VRAIN

Threat Assessment - Screen.pdf 1 of 2

DoNotSign Envelope ID: 8B4E2367-F969-45F8-AC51-18B341A0D185

DEMONSTRATION DOCUMENT ONLY  
 PROVIDED BY DOCSIGN ONLINE SIGNING SERVICE  
 1911 2nd Ave, Suite 2000 - Seattle - Washington 98101 - (206) 219-1000  
 www.docusign.com

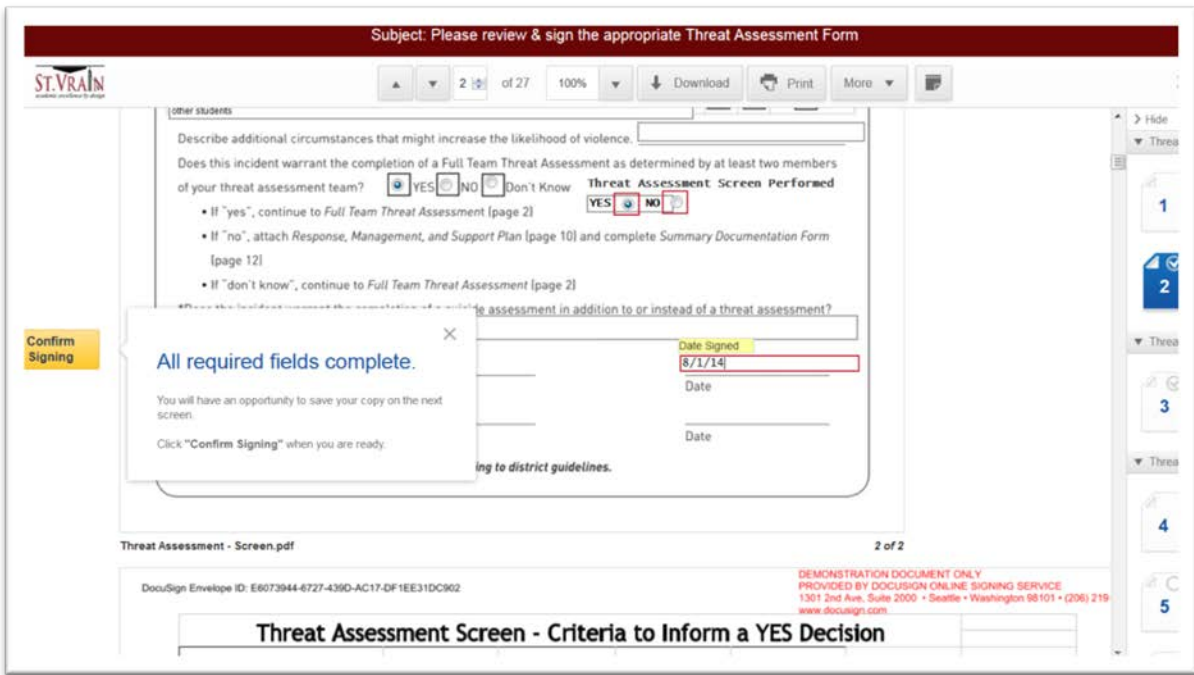
**Threat Assessment Screen**

Complete this form and discuss with at least one other member from your Threat Assessment Team for all threats. Use this form to help determine the need for a Full Team Threat Assessment. This form is intended to be filled out electronically.

Your Name and Position: \_\_\_\_\_ School: \_\_\_\_\_ Screening Date: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Incident Location: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Please describe the incident being as specific as possible: \_\_\_\_\_  
 What are the student's motives and goals? \_\_\_\_\_

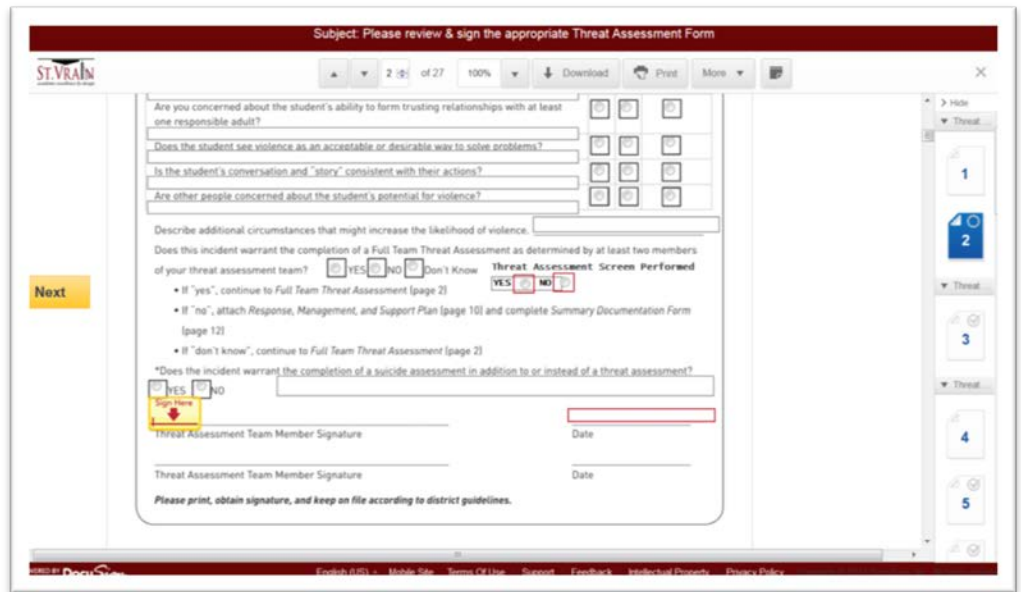
Please fill out information below:	YES	NO	Don't Know
Have there been any communications suggesting ideas or intent to attack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the subject shown inappropriate interest in school attacks or attackers, weapons, incidents of mass violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the student engaged in attack related behaviors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the student have the capacity to carry out the act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the student experiencing hopelessness, desperation or despair**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



After you have completed filling out the pages you intend to and have filled in the three required fields, then you will click on the **Confirm Signing** button.

You now have completed the first step in the Threat Assessment process. You will be presented with the following screen.

This form will automatically be routed to the *Director of Security and Emergency Management, Stacy Davis*. Please be sure to contact her as soon as possible with the names and emails of the other intended Threat Assessment participants for future meetings.



This is your final confirmation.

