

Critical Incident Report Form

Who is involved in the incident	(please tick)
Staff	
Student	

Type of Incident (please tick)	(please tick)
explosion or bomb threat	
a hold up or attempted robbery;	
missing students;	
any fatality or serious injury;	
a serious traffic collision;	
murder or suicide;	
physical / sexual assault or domestic violence;	
severe verbal or psychological aggression;	
Drug or alcohol abuse.	
fire	
serious threats of violence, and	
storms or natural disasters;	
other	

Details of Critical Incident

Date:
Time: _____ am/pm
Location: _____

Person(s) involved

Name	Address Phone No

What activity or program was underway?	
Description of Incident	
Description of Injury	
Description of damage	
Reported to Police?	Yes/No
Did any other service attended?	Yes/No (If yes, attach a copy of the report)

Person(s) involved (witnesses)

Name	Phone No

Reported By: _____ Signature: _____

Date: _____

Operations Manager recommended action

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Australian Educare College

263 King Street Mascot NSW2020

ABN: 32 6465 10714

RTO ID:45871

CRICOS Code:04027A

Phone: +61 434543696

Email: Enrolments@educarecollege.edu.au

Australian Educare College PTY LTD

Operations Manager Signature: _____ Date: _____