

Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN15024		
Status of incident (Critical/Non-Critical)	Critical Incident- File ref: 2015/01773		
Type of incident (violence, fire/smoke, etc)	violence or serious physical assault	If other provide further details:	
Network	Belconnen Network		
School	[REDACTED]		
Date of incident	[REDACTED]	2015	
Time of Incident	[REDACTED]		
Principal	[REDACTED]		
Reporting Officer's name & position	[REDACTED] Principal		
What occurred? (Dot point order of events succinctly)	[REDACTED]		
Any injuries?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED]	
Police involvement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Yes, attended site [REDACTED]	
Other emergency services? <small>If yes, which service?</small>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Details:	
Has counselling been organised /provided?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Details:	
Parents contacted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED]	
Schools Network Leader – Kate McMahon Method of clearance: Verbal	Date cleared – [REDACTED] 2015		
Date to SPA and ETD Media & Communications			
Senior Policy Advisor to complete			

Deputy Director-General clearance (signature) Date cleared	
Incident Status Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/>	
Further Distribution to:	
For critical incidents only - date sent to Minister's Office	