

Notification of a Critical Incident

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

Incident #	IN15011	
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	Tuggeranong 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: [REDACTED]
Other emergency services? If yes, which service?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED] [REDACTED]
Has counselling been organised /provided?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Onsite counselling/debrief has occurred for staff and EAP information has been provided.
Parents contacted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: <ul style="list-style-type: none"> All students at the school were provided a letter notifying them of the incident and provided contact details for further enquiries. The school personally contacted the families of the students who were witness to the incident.
Schools Network Leader – Method of clearance:		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		