

## Notification of a Critical Incident

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

<b>Incident #</b>	IN15014	
<b>Status of incident (Critical/Non-Critical)</b>	Critical Incident- File ref: 2015/01773	
<b>Type of incident (violence, fire/smoke, etc)</b>	Internal fire/smoke	If other provide further details:
<b>Network</b>	North Gungahlin Network	
<b>School</b>	Dickson College	
<b>Date of incident</b>	8 May 2015	
<b>Time of Incident</b>	10:30am – 11:00am	
<b>Principal</b>	Kerrie Heath	
<b>Reporting Officer's name &amp; position</b>	Kerrie Heath	
<b>What occurred? (Dot point order of events succinctly)</b>	<ul style="list-style-type: none"> <li>• At approximately 10:30am on 8 May 2015 Dickson College was evacuated following a report of a fire in an oven in the canteen.</li> <li>• All students and staff were safely evacuated.</li> <li>• The fire brigade was called and the fire was extinguished.</li> <li>• As a precaution, the fire brigade has requested that a HAZMAT team attend the school to check on the air quality.</li> <li>• The school was deemed safe at approximately 11:00.</li> <li>• School operation has resumed as normal.</li> </ul>	
<b>Any injuries?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Details:</b>
<b>Police involvement?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Details:</b>
<b>Other emergency services?</b> <small>If yes, which service?</small>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Details:</b> ACT Fire Brigade
<b>Has counselling been organised /provided?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Details:</b>
<b>Parents contacted?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Details:</b> A letter will be sent home to all parents advising them of the evacuation
<b>Schools Network Leader – Method of clearance:</b>	Date cleared – 8 May 2015	
<b>Date to SPA and ETD Media &amp; Communications Senior Policy Advisor to complete</b>		
<b>Deputy Director-General clearance (signature) Date cleared</b>		
<b>Incident Status Confirmed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Further Distribution to:</b>		
<b>For critical incidents only - date sent to Minister's Office</b>		