

# Notification of a Critical Incident

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

Incident #	IN15022	
Status of incident (Critical/Non-Critical)	Critical Incident- File ref: 2015/01773	
Type of incident (violence, fire/smoke, etc)	weapons, blades and other sharp instruments	If other provide further details: [REDACTED]
Network	Belconnen Network	
School	[REDACTED]	
Date of incident	[REDACTED] 2015	
Time of Incident	Approximately [REDACTED]	
Principal	[REDACTED]	
Reporting Officer's name position	[REDACTED] Deputy Principal	
What occurred? (Dot point order of events succinctly)	[REDACTED]	
Any injuries?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Details:
Police involvement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: Police called and attended
Other emergency services? If yes, which service?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Details:
Has counselling been organised /provided?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED] contacted, [REDACTED] contacted to organise school psychologist

Parents contacted? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Details: [REDACTED]
Schools Network Leader – Kate McMahon Method of clearance: Email	Date cleared – [REDACTED] 2015
Date to SPA and ETD Media & Communications	[REDACTED] 2015
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	