

Critical Incident Report

This report is to be completed following a critical incident at ACM

Critical incidents are events that occur on or in the vicinity of the campus that are disturbing, sudden or unexpected. Critical incidents include, but are not limited to theft, medical emergencies, violence, accidents, fire, injury or death of a student, staff member or member of the public, threats of harm, physical assault, sexual or racial abuse, bomb threat.

Details of all critical incidents are documented in this critical incident report and recorded in the Critical Incident Register. Each critical incident is to be assigned an Incident Number. The next available incident number is available from the "Next available incident number" file, which is maintained by the Student Services Manager and kept on the shared folder of the staff network. It is printed daily and kept at the reception desk.

Incident Number

(Please refer to the "next available incident number" record)

Date of incident

Time of incident

Details of the incident (attach additional pages if necessary)



ACM students involved

Other parties involved



Actions taken (attach additional pages if necessary)



Report prepared by:

Signature:

Date: