Sydney City College of Management Pty Ltd (SCCM)
ABN: 89 606 547 611, CRICOS Provider: 03620C, RTO: 45203
Address: Level 2, 17 Macquarie Street, Parramatta, NSW 2150
Telephone: +61 2 8872 0435
Email: info@sccm.edu.au
Website: www.sccm.edu.au

SYDNEY CITY COLLEGE OF MANAGEMENT
RTO CODE: 45203 I CRICOS PROVIDER CODE: 03620C

Critical Incident Report Form

SECTION 1: BACKGROUND DETAILS

Date of Incident			
Time of Incident	☐ AM ☐ PM		
Place of Incident			
Affected Person Name		**Mobile**	
Witness Name		**Mobile**	
Reported By		**Mobile**	

SECTION 2 – INCIDENT DETAILS

Type of Incident (please tick)

☐ Environmental Damage – e.g. fire, flood, gas leak, burst water main ☐ Drugs ☐ Sex Offence

☐ Injury / Health Emergency ☐ Intruders – e.g. ex-students, stalker, break-ins ☐ Theft / Loss

☐ Property Damage ☐ Assault ☐ Threat of Physical Violence

☐ Other. Please Specify: _____

Clear Concise Description of the Incident

SECTION 3 – ACTION TAKEN

Clear Description of Action Taken

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SECTION 4 – FOLLOW UP
Follow Up Actions and/or Improvements

SECTION 5 – REPORTING STAFF			
Recorded on Incident Register	☐ Yes	☐ No	
Reported to Management	☐ Yes	☐ No	
Reported to Authorities	☐ Yes	☐ No	
Staff Name		**Position**	
Signature		**Date**	