



Critical Incident Form

Incident name:		Date of incident:	
Location of incident:		Critical incident team leader:	
Incident Reported By		Incident Reported To	
Brief description of incident that occurred:			

What was the immediate action taken to address the incident

What was the main trigger for the incident, list the steps that could be taken to avoid the incident

List the resources needed to avoid the recurrence of the incident again



Critical Incident Form

Improvements needed in the processes to avoid such incidents and address the response rate towards such incidents

Report completed by

Name & Title:

Signature:

Date:

ADMIN ONLY

Improvements suggested ? ☐ / NA Date: _____ Initial: _____

If yes:

Added to Feedback Register? ☐ / NA Date: _____ Initial: _____

Added to Management Meeting Agenda? ☐ / NA Date: _____ Initial: _____

This evaluation form is to be completed following an incident

Please handover this form at reception desk of ELAN COLLEGE Suite 2, Level 6, 190 Queen Street, Melbourne VIC 3000 || Phone: +61 433 549 009 || Email: elancollegeaustralia@gmail.com