



## Critical Incident Form

Note: In an emergency contact the relevant emergency services immediately on 000. On receipt of news or information regarding a critical incident, Training Australia First's staff member **must** contact the CEO or most senior person available.

### Student Personal Details

Student Given Name			Student Last Name	
Student ID	Date		Telephone Number	
Address				

### Emergency contact details

Name		Relationship	
Address		Telephone Number	

### Emergency Services:

- Dial 000 in Australia or 112 from a mobile phone contact: Ambulance, Fire, Police
- Translating and Interpreting Service phone 131 450
- Counselling services contact Life Line on 131 11

### Emergency Type

<input type="checkbox"/> Death or serious injury <input type="checkbox"/> Severe verbal or psychological aggression <input type="checkbox"/> Drug/alcohol abuse	<input type="checkbox"/> Missing Student <input type="checkbox"/> Domestic violence/sexual assault <input type="checkbox"/> Natural disaster
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Any Other:

### Action Taken by staff member: (Follow TAF's Critical Incident Policy & Procedure)

Time of the incident	Location	Action Taken by:
Names and roles of persons directly involved in the critical incident		

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Document Name	Critical Incident Form		Issued:	July 2025	Ver 1
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Details of Action				
Report completed by		Date		Signature
Date report delivered to CEO or other senior staff member				
Action taken by the College: (Follow Training Australia First's Critical Incident Policy & Procedure)				
Review of Action Date				

The Educational Services for Overseas Students Act 2000 (ESOS Act) requires the college to notify DHA as soon as practical after the incident and in the case of a student's death or other absence affecting the student's attendance, the incident will need to be reported via the Provider Registration and International Student Management System (PRISMS).

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