

CRITICAL INCIDENT REPORT FORM

SECTION 1 TO BE COMPLETED BY THE PERSON RAISING THE CRITICAL INCIDENT REPORT

An employee or a student of Kingston International College (Here-in KIC) must raise a critical incident report using this form in the event:

1. Of a traumatic event or threat which causes or can cause extreme stress, fear or serious injury.
2. Where a student of Kingston International College has plagiarised and/or colluded their work / assessment.
3. Where an entity has caused serious damages to KIC property.
4. Where a stakeholder of KIC has breached their employment contract or breached the code of conduct policy.
5. Where an ambulance has been called on KIC premise to attend a medical emergency.
6. Where police have been summoned on KIC premise to attend an emergency other than medical.
7. Where an active student of KIC has submitted fraudulent document as an official document for academic and non-academic purposes.

NAME:		DATE:	
STUDENT ID (If any):		TIME:	
POSITION (If an employee):			

PLEASE PROVIDE SPECIFIC DETAILS OF THE INCIDENT:

SIGNATURE:	
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SECTION 2 TO BE COMPLETED BY KINGSTON INTERNATIONAL COLLEGE (KIC):

2.1 Course of actions to be taken to address this incident as per advised by either the Academic Manager or Principal Executive Officer:

2.2 If there is any under 18 year-old student of KIC involved in the incident, who / which department has this incident been reported to:

<input type="checkbox"/>	LEGAL GUARDIAN OF THE STUDENT	<input type="checkbox"/>	PARENT OF THE STUDENT
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2.3 Has the critical incident register been updated with this incident by the manager:

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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KIC MANAGER CLOSING THIS INCIDENT FORM:	NAME	SIGNATURE	DATE: