UTA INSTITUTE OF TECHNOLOGY

Critical Incident Notification

Confidential | Staff notification and response record

In an emergency, call 000 first. Do not wait to complete this form.

Use this form to record a critical incident affecting students, staff or college operations, including relevant incidents off campus or outside business hours. Notify the CEO / Director of Studies immediately and, where practicable, within 30 minutes under UTAIT procedures. Submit the initial written record promptly; update it as information becomes available.

WorkSafe: if the incident is legally notifiable, notify WorkSafe Victoria immediately on 13 23 60 and provide written notification within 48 hours. Preserve the incident site except as necessary to assist an injured person, protect safety or prevent a further incident. This internal form does not replace statutory notification.

1 Person reporting and college details

Reporter full name

Position / relationship to UTAIT

Phone / mobile

Email

Campus / department

Head trainer / responsible manager

Date and time this report is prepared

Incident register reference (office use)

2 Incident details

Incident date and time / time zone

Date and time UTAIT became aware

Location / address (include country if overseas)

Context

- On campus
- College activity off campus
- Other off campus / overseas

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3 Incident category and people affected

Tick all relevant categories. Report concerns even if no category exactly matches.

- ☐ Death or suspected death
- ☐ Missing student / person
- ☐ Sexual assault / abuse allegation
- ☐ Serious wellbeing / mental health incident
- ☐ Serious injury / illness / hospital attendance
- ☐ Threat, violence or psychological harm
- ☐ Fire, disaster, evacuation or lockdown
- ☐ Other critical incident / safeguarding concern

Does the incident involve an overseas student?

○ Yes ○ No ○ Not yet known

People or groups affected

- ☐ Student(s)
- ☐ Other staff / visitors
- ☐ Teaching staff
- ☐ Whole college / community

Record only information needed to respond. Use a secure attachment for sensitive identity, health or allegation details; cross-reference it below. Do not make findings about an allegation before it is assessed.

Person / secure file reference	Student ID / role	Contact or location / status

4 Factual account and supporting evidence

What happened, who was affected and known contributing factors (attach continuation if needed)

Witness names / contacts or secure statement references

5 Immediate response and protection

Actions taken (record details and times below)

- ☐ Emergency services contacted
- ☐ First aid / medical care arranged
- ☐ Area made safe / equipment isolated
- ☐ Evacuation / lockdown / closure
- ☐ Emergency contact / next of kin contacted
- ☐ Student support / welfare response started

Chronology: action, date/time, responsible person and current outcome

First aid / medical responder and handover details

6 Notifications and external reporting

Record notifications required for this incident, who assessed the requirement, and any follow-up deadline. Contact next of kin / emergency contacts appropriately, considering consent, safety, privacy and emergency circumstances. Do not notify an education agent unless authorised or otherwise legally permitted.

Authority / person notified	Date / time / officer	Reference / next action / N/A

Consider: CEO / Director of Studies, police, ambulance / fire services, WorkSafe, next of kin, and other authorities where legally required. Home Affairs notification is not automatic for every critical incident.

7 Ongoing support and risk management

Current risks, immediate controls and further assistance needed

Support or follow-up arranged

- ☐ Wellbeing / counselling referral
- ☐ Medical follow-up
- ☐ Interpreter / accessibility support
- ☐ Safe transport / accommodation support
- ☐ Academic support / catch-up plan
- ☐ Review of enrolment arrangements if needed

Student / staff support contact and agreed follow-up date	Contact preferences / safe contact method

8 Corrective actions and review dates

Action / control required	Responsible officer	Due date / completion evidence

Further action / consultation (including any procedural fairness requirements)

Manage any disciplinary or enrolment decision through the relevant separate procedure. This incident record alone is not a finding of misconduct or authority to cancel a student's enrolment.

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9 Report confirmation and attachments

I confirm this report is accurate to the best of my knowledge at the time of submission. I have distinguished observed facts from information reported by others and have identified information requiring verification.

Attachments included (where relevant)

- ☐ Witness statement(s)
- ☐ Photos / supporting records
- ☐ Risk assessment / action plan
- ☐ First aid / medical record reference
- ☐ External report / reference
- ☐ Other attachment listed below

Attachment list / secure record location

Reporter signature / typed full name

Date (DD/MM/YYYY)

10 Office use only - management review

Reviewed by: name and position

Review date

Incident status

- Open - response ongoing
- Monitoring / follow-up
- Closed

Management findings / decisions / outstanding actions

Closure authorised by: signature / typed name

Closure date / next review date

Incident register / student file updated: date / initials

External reporting checked: date / initials

Privacy and retention: restrict access to authorised personnel. For overseas students, retain the critical incident and remedial-action record for at least two years after the student ceases to be an accepted student under the ESOS Act; retain longer where another law or UTAIT retention requirement applies. WorkSafe notifiable-incident records must be retained for at least five years.

Framework: UTAIT Critical Incident Policy; 2025 Standards for Registered Training Organisations; Education Services for Overseas Students Act 2000 (as amended); National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 6; Occupational Health and Safety Act 2004 (Vic); Privacy Act 1988.