



**AREA OF SERVICE-CRITICAL INCIDENT**

**(Add Extra sheets if needed)**

Date of incident ..... Time of incident.....

Location of incident .....  
 .....  
 .....

Description of incident .....  
 .....  
 .....  
 .....

Names of people directly involved in the incident.....  
 .....  
 .....  
 .....

Immediate action taken by Staff .....  
 .....  
 .....  
 .....

Sunbeam International College	Date	Version	Page 1 of 2
Source: Sunbeam_Critical Incident v1.0	25-Jan-22	1.1	



Organisations and people contacted and informed of the incident.....  
.....  
.....  
.....  
.....  
.....

<b>Sunbeam International College</b>	<b>Date</b>	<b>Version</b>	<b>Page 2 of 2</b>
Source: Sunbeam_Critical Incident v1.0	25-Jan-22	1.1	