Critical Incident Checklist

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| --- | --- | --- | --- | --- |
| **Tasks** | **Done** | **N/A** | **Completed Date** | **Comments** |
| **Verification** |  |  |  |  |
| Log incident |  |  |  |  |
| Establish facts |  |  |  |  |
| Verify information |  |  |  |  |
| Contact Head of College |  |  |  |  |
| Contact Head of Student Experience |  |  |  |  |
| **Risk Assessment** |  |  |  |  |
| Perform risk assessment |  |  |  |  |
| Categorise Incident |  |  |  |  |
| Agree Incident Manager |  |  |  |  |
| Notify the Director of Marketing and Communications |  |  |  |  |
| Notify the Students Union |  |  |  |  |
| **Notification** |  |  |  |  |
| Obtain detailed student information |  |  |  |  |
| Contact the Primary Contact |  |  |  |  |
| Contact the Insurance Company |  |  |  |  |
| Contact the Placement Organisation |  |  |  |  |
| Consult with University offices |  |  |  |  |
| Inform programme staff |  |  |  |  |
| Update the critical incident report |  |  |  |  |
| Issue critical incident report |  |  |  |  |
| **Ongoing Management** |  |  |  |  |
| Contact the Student |  |  |  |  |
| Liaise with Placement Organisation |  |  |  |  |
| Contact next of kin |  |  |  |  |
| Contact Irish Embassy |  |  |  |  |
| Arrange transport/accommodation for family |  |  |  |  |
| Inform those closely involved with Student of support available |  |  |  |  |
| Brief staff on information to provide to Students |  |  |  |  |
| Monitor the need for counselling |  |  |  |  |
| **Post-Incident Review** |  |  |  |  |
| Update records |  |  |  |  |
| Offer Incident debriefing |  |  |  |  |
| Arrange review meeting |  |  |  |  |
| Finalise documentation |  |  |  |  |
| Issue thank you letters |  |  |  |  |
|  |  |  |  |  |