

Critical Incident Report

Date of incident:	19/11/20XX
Time of incident:	2.35 pm
Location (include address where applicable):	Bayside Domestic Violence Service
Name of person completing form:	Hannah Wilson
Position of person completing form:	Counsellor
Contact number:	09 8765 4321
Employees/Volunteers/Management Committee members involved in incident:	<ol style="list-style-type: none"> Hannah Wilson Age: 32
Clients or community members involved in incident:	<ol style="list-style-type: none"> Alesha Connor Age: 26
Description of incident and background (relevant information leading up to the incident, circumstances, whether the incident was witnessed and other relevant issues):	Alesha has attended 3 sessions at the service. She has had an AVO (Apprehended Violence Order) against her partner, Ricky Marshall, since 02/11/20XX. On the date above, Ricky entered the counselling office and threatened both the counsellor and Alesha with a knife for approximately 10 minutes. He subsequently left through the premises exit. The incident was not witnessed by anyone else.
Who was informed of the incident (Manager, Queensland Police, Fire Brigade)?	<ol style="list-style-type: none"> Manager Queensland police
Actions taken to date: (including date and time of contact that Manager and other agencies were informed, as well details of support provided):	<ol style="list-style-type: none"> Police informed on 19/11/20XX at 2.55 pm Manager informed on 19/11/20XX at 2.50 pm Counsellor debriefing with manager on 19/11/20XX at 3 pm Client follow-up counselling session with another counsellor on 19/11/20XX at 3 pm
Follow-up action planned:	<ol style="list-style-type: none"> Add information here
Critical incident report form authorised by: (Signature of Employee) Date:	<p><i>H Wilson</i></p> <p>19/11/20XX</p>
(Signature of Manager) Date:	<p><i>Jane Thompson</i></p> <p>19/11/20XX</p>