

**REPORTING CRITICAL INCIDENTS**  
**SCU INTERNATIONAL OFFICE**  
**Confidential**

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**STUDENT DETAILS**

**Student name:**

**Student number:**

**Nationality:**

**Religion:**

**Student Adviser managing critical incident:**

**DETAILS OF INCIDENT**

**Summary:**

**Time of Incident:**

**Date:**

**Location of Incident:**

**How did you establish this information:**

**Others involved:**

**CONTACTS FOR INCIDENT**

**University Contacts:**

**University Counsellor contacted:**

**University Pastoral Care:**

**University legal officer contacted:**

**University security contacted:**

**External Contacts:**

**Police**

Name: contact:

**Hospital**

Hospital Name

Ward Number / room contact:

Spoke to:

**INFORMATION AND PRIVACY**

Has the students asked you to contact anyone?

Has the student given consent to inform family?

If yes, who?

Has the student given consent to inform sending University or agent?

Did you disclose information to lessen or prevent a serious and imminent threat to the student's life, health or safety?

**Today's date:**

**On completion this report the student advisor must sent to  
Director International Office.**

July 2012

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Documents\International Office\Critical Incidents Policy\Associated Information  
SCU-REPORTING\_CRITICAL\_INCIDENT\_July 12.doc