



## AMA COLLEGE CRITICAL INCIDENT REVIEW FORM

**How well were the following actions undertaken by the Critical Incident Management Team?**

QUESTION	POOR 1	SATISFACTORY 4	VERY WELL 5	COMMENTS
1. Decision making process clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Follow up required clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Notification of and liaison with agent if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Arrangements for visits to/from family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Liaison with police, doctors, hospital staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Hiring interpreters (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Death notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Funeral/memorial service arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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9. Refund of student's fees to pay repatriation or associated expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Copy of death certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Consideration of personal items and affairs (household and academic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Insurance matters, OSHC coverage, ambulance fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Formal stress management interventions required for students /or staff (release from classes, leave, rescheduled assessment or exams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Liaison with academic staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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15. Arrangements for further debriefing sessions for groups/ individuals as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Liaison with Department of Home Affairs (if studies will be interrupted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Fees issue to be resolved for student unable to continue with their studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Legal issues: helping students get access to legal assistance if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Arrangements for further debriefing sessions for groups/individuals as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Follow up condolence or other letters to family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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21. Financial assistance for families of affected person(s) if Residing in Australia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Organising students/staff for hospital visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	