This form is intended for use by those employees who do not have access to Communicorn Incident reporting online.

|  |  |
| --- | --- |
| **Location:** |  |
| **Division:** | [ ]  Support Services | **[ ]**  Businesses | **[ ]**  Other |
| **Customer’s Full Name:** |  |
| **Age:** |  |  **Male: [ ]  Female: [ ]**  |
| **Incident Occurrence Date:** |  | **Incident Occurrence Time:** |  |
| **Site or Service:** |  |

**What happened?**

|  |
| --- |
| **Who was present on site:**  |
| **Location: Where were you, where were the others, where was the person/s involved?**  |
| **Lead up: Describe signs that demonstrate the person was escalating:**  |
| **Immediately before: What were you, the others and the person/s doing immediately before the incident?**  |
| **Describe the incident in detail, including duration and intensity:**  |
| **Have you seen this type of incident before from this person?**  |
| **How did the incident end?**  |

*Attach a file note if you need more writing space.*

**Incident severity:** [ ]  Low [ ]  Moderate [ ]  High [ ]  Extreme

**Please tick the relevant categories:**

[ ]  Clinical-Behavioural [ ]  Damage to property [ ]  Injury [ ]  Other

**What has been done by the reporting staff member?**

|  |
| --- |
| **What was your initial response and how did the person respond to this?**  |
| **Were there injuries to the person or to others?**  |
| **When did you know the person was back to baseline and how long did this take?**  |
| **How and when was the incident communicated to your line manager?**  |
| **How did you feel afterwards and what did you learn from this incident?**  |
| **What would you do differently next time?**  |
| **Upline manager actions:** (To be filled in by your line manager)  |

*Attach a file note if you need more writing space*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  |
| **Send hardcopy or electronic version of this incident incident@communicorn.com.au.****Entered into Communicorn’s database by:** |  |
| **Date this Incident was entered into Communicorn’s database:** |  |