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Sydney Startup Hub **Melbourne CBD**
Level 7, 11 – 31 York St Sydney, NSW 2000
Level 7, 118 Queen St Melbourne, VIC 3000

Critical Incident Action Plan

Incident name:		Date of incident:	
Description of incident:			
Location of incident:			
Critical incident team leader:			
Operational period	From:		To:

General control objectives for the incident

Attachments	No. of Pages	Date	Initial	Comments
Injury/ Incident Report	<input type="checkbox"/>			
Fact Sheet / Media Release	<input type="checkbox"/>			
Others (please list)				
1.				
2.				
3.				
4.				
5.				





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Initial Response Checklist

This checklist can be used to highlight required actions. You may need to add other actions to the checklist pertaining to the particular incident.

	N/A	Complete	Date	Initial	Comments
People management					
Account for all personnel	<input type="checkbox"/>	<input type="checkbox"/>			
Contact and liaise with next of kin	<input type="checkbox"/>	<input type="checkbox"/>			
Counselling service requirements considered	<input type="checkbox"/>	<input type="checkbox"/>			
Maintain an awareness of locations of injured personnel and conditions	<input type="checkbox"/>	<input type="checkbox"/>			
Coordinate additional or temporary staffing as required	<input type="checkbox"/>	<input type="checkbox"/>			
File appropriate Workers Compensation claims	<input type="checkbox"/>	<input type="checkbox"/>			
Assist with employees' incident related benefit payments and reimbursements	<input type="checkbox"/>	<input type="checkbox"/>			
Ensure OH&S requirements are maintained	<input type="checkbox"/>	<input type="checkbox"/>			
Notify Work Cover as required	<input type="checkbox"/>	<input type="checkbox"/>			





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Liaising with emergency services	<input type="checkbox"/>	<input type="checkbox"/>			
Liaising with building management	<input type="checkbox"/>	<input type="checkbox"/>			
Coordinating onsite security and control of access	<input type="checkbox"/>	<input type="checkbox"/>			
Formal handover of site from Emergency Services back to Laneway Education	<input type="checkbox"/>	<input type="checkbox"/>			
Damage assessment	<input type="checkbox"/>	<input type="checkbox"/>			

Facilities recovery/ replacement	<input type="checkbox"/>	<input type="checkbox"/>			
Assisting with power requirements	<input type="checkbox"/>	<input type="checkbox"/>			
Media & public relations					
Gain an accurate picture of the incident	<input type="checkbox"/>	<input type="checkbox"/>			
Draft and issue media release documents	<input type="checkbox"/>	<input type="checkbox"/>			
Web Display					
Update the Laneway Education web site with current, accurate information	<input type="checkbox"/>	<input type="checkbox"/>			
IT Services					
Restoration of computer requirements	<input type="checkbox"/>	<input type="checkbox"/>			





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Recovery of backed up data	<input type="checkbox"/>	<input type="checkbox"/>			
Legal Services					
Determine if any legal advice is required	<input type="checkbox"/>	<input type="checkbox"/>			
Financial Services					
Ensure accesses to emergency funds are available if required	<input type="checkbox"/>	<input type="checkbox"/>			
Implement emergency financial delegations	<input type="checkbox"/>	<input type="checkbox"/>			
Ensure adequate financial control	<input type="checkbox"/>	<input type="checkbox"/>			
Risk Management					
Liaise with insurers	<input type="checkbox"/>	<input type="checkbox"/>			



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Critical incident coordination and critical incident recovery team involved	
Other critical information for operational period	
Items for follow up	
1.	
2.	
3.	
4.	
5.	
6.	

Prepared by			
Name & Title:			
Signature:		Date:	/ /
Approved by			
Name & Title:			
Signature:		Date:	/ /

