



	<ul style="list-style-type: none"> Media response will be dealt with by the Course Coordinator; staff are not to provide any comments to the media with regard a critical incident <p>If trauma was experienced by individuals, a session will be organised with our Counsellor</p> <p>After the Event</p> <ol style="list-style-type: none"> When the risk has passed, the first response staff member will complete the Critical Incident Report. The Director will convene a meeting with the Critical Incident Team and finalise the Critical Incident Report. The Director will notify DHA as soon as possible after the incident, this may include reporting via PRISMS. The Critical Incident Team will review the incident and evaluate the response and actions required for completion. If changes are required to policies and procedures, these will be made via documenting the critical incident report form and actioning a corrective action.
Reviewed	Annually
Version	0.1