

Sample List of Significant Incidents

Incidents requiring incident reports to be put up to MCYS Senior Management are those that are life-threatening or have a serious impact on safety and security in a facility. These may include (but not confined to) the following:

- Children missing from centre
- Other incidents of concern involving the health and safety of children e.g. accidents resulting in injury
- Serious crimes committed in the premises (e.g. suspected murder or suicide)
- Unnatural or sudden death of person under custody or protection or visitors to the premises
- Unnatural or sudden death of an employee
- Terrorist activity: actual, attempted or planned terrorist activity, sabotage or other hostile acts against persons or property
- Death or life-threatening injury by accident or use of force
- Conflicts between two or more parties from different racial or religious groups with racial or religious connotations where communal discord might result
- Mass outbreak of contagious or infectious diseases and mass food poisoning (involving 3 or more persons)
- Any fire of deliberate or suspicious origin
- Serious damage to property including malicious destruction
- Major natural or man-made civil emergencies which cause significant injuries or property damage
- Bomb threat, anthrax scare or other potential life-threatening related incident
- Employee arrest: arrest or detention of any employee
- Missing persons: confirmed missing persons where foul play is suspected
- Incidents of a serious nature which, by reason of the personalities involved or the surrounding circumstances, are likely to attract public or media interest

Incident Report Template

Date/Time:

To: Director, Family Services Division / MCYS

Report of Incident in : _____
(Name of centre)

- 1) Nature of Incident : _____
- 2) Date & Time of Incident : _____
- 3) Location of Incident : Address, identity of the premises e.g. office building, service centre, which part of the property (if within the building) or exact location (if outside the building).
- 4) Details of Incident :
 - a) First information report (how it was discovered / who reported)
 - b) Briefly summarise the incident:
 - Chronology of events
 - Persons involved – name, age, race, etc
 - Staff reaction and immediate action taken
 - How situation was brought under control
 - c) State number and extent of injuries and death. Identity the victims
 - d) Describe damage to property (if any)
- 5) Current status of situation : Situation in the facility at the time of reporting; What is being done and/or will be done next to contain the situation. Measures taken to inform family and relatives of victim(s). The need to put up a daily situation report (if necessary).
- 6) Findings of preliminary investigation conducted: Report progressively on findings into causes of the incident, and extent and duration of investigation process
- 7) Police Report : Were the Police called in or any police report made
- 8) Media : Level of media interest and involvement

- 9) Any Other Comments : Include other recommendations, requests or comments
- 10) Contact: Name and 24-hr contact number of person who can be contacted for additional information.

Prepared by : _____
(Name & Designation)

Approved by : _____
(Name & Designation)