

ACTIVITY: PLANNING FOR COLLECTING AND ENTERING INCIDENT DATA ACCURATELY

Discuss the steps listed in the **what** column. Create a plan to accomplish the 'what' by listing **who** is responsible and **when** it will happen. Be specific, and include your results in your team's action plan.

WHAT	WHO	WHEN
1. Develop procedures for where and when to submit incident forms (e.g., to the office daily).		
2. Decide on a school-wide database in which to enter incident information, and agree on who will be entering it.		
3. Ensure that the database will capture key information (the contextual factors) when users are entering data. For example, if staff enter data directly into a computer-based SMS, how easy is it to do so, and how does the SMS ensure consistency (e.g., are there mandatory fields)?		
4. Provide staff PLD on how to complete an incident form for every major incident and, if applicable, how to enter the data electronically.		
5. Set a start date for data entry.		