**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.

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| **What** | **Who** | **When** |
| 1. Develop procedures for where and when to submit incident forms (e.g., to the office daily).
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| 1. Decide on a school-wide database in which to enter incident information, and agree on who will be entering it.
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| 1. 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)?
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| 1. Provide staff PLD on how to complete an incident form for every major incident and, if applicable, how to enter the data electronically.
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| 1. Set a start date for data entry.
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