

Foundational Incident Data to Collect

Activity

Age

Date

Early Departure Date (Did not finish course)

Evacuation (yes, no)

Illness

- physical illness; does not include mental health issues (a different category)

Inclusion Incident

- An incident of any type in which the student, staff or program supervisor believes that the incident was made more likely or more severe because of attitudes or behaviors that are not inclusive

Incident Narrative

Incident Date

Injury

- physical harm or bodily injury

Is an evacuation (yes, no)

Near Miss/Close Call

- Events in which significant consequences (such as serious or critical injury, fatality) were narrowly avoided. Includes those in which luck or timely staff action intervened just in time. Does not include incidents that were prevented through routine implementation of mitigations and safety practices (in which the system provides the capacity it was designed to provide).

Pre-existing condition/Previous medical history

Program days (staff and client)

- Program days include any part of a calendar day. If a program starts at 1800 and ends at 1700 then the next day, that's two program days even though the program is 23 hours long. If a program is a three-hour initiative progression that is a program day.
 - Student program days are the number of students who attend multiplied by the number of program days.
 - Staff program days are the number of staff assigned specifically to that course, multiplied by the number of program days, plus prep days and post (debrief/paperwork) days.

Psychosocial

- Behavioral, Emotional, Motivational, or Mental Health Incident

Reportable Incident

- A reportable incident meets one or more of the following criteria that interrupts the participation of a student or client, or qualifies as a near miss: a) it requires more than simple first aid and/or it needs follow-up care; b) the use of medications listed in the med protocols (except over the counter medications); or c) it interferes with active participation in the course for at least 12 hours; d)

anything that is legally required such as an allegation of misconduct or workers compensation.

Supervision at time of incident: Direct (staff are directly present providing active supervision), Indirect (staff are close enough to intervene but are not providing active supervision) or Remote (instructors not readily available to respond quickly to an incident)

Vehicle Incidents

Organizations are encouraged to collect additional data of interest to their programs.