**Site Management Working Group
Incident Reporting
Sep 2024**

1. **Objective:**

With the onset of winter, sites are likely to experience severe weather conditions such as heavy rains and flooding. To ensure timely and organized reporting of such incidents, the Site Management Working Group (SMWG) is launching an Incident Reporting Tool. The tool aims to:

- Capture site-level information on weather-related incidents and damages.
- Enable quick mapping of serious incidents for technical verification/assessment, emergency referrals, and assistance.
- Streamline reporting processes to reduce disorganized submissions after major weather incidents.
- Provide data for advocacy, coordination, and future planning.

This tool complements existing monitoring and assessment activities but does not replace them. It focuses on immediate incident reporting rather than full site assessments.

2. **Methodology:**

2.1 The tool is designed for quick reporting, taking no more than 15 minutes to complete. Partners should ensure timely and accurate submissions to support rapid response and coordination.

2.2 Immediately following a major weather event, site management partners should visit the sites they work in or speak to trusted site-level key informants for an immediate assessment of damage. While numbers may change throughout the day, it is important that damage reports are as accurate as possible to maintain the trust of assistance providers. It is highly recommended that site management partners collect data on-site. In some instances, trusted KIIs may have access to the tool or provide details on the phone.

2.3 Each incident must be reported separately per site to maintain data accuracy.

2.4 Site names and unique codes must be pulled from the master list to ensure consistency. If a site is not found on the master list, or the user cannot access it, we will need to take consent for SMWG to contact the enumerator for further site details. The Information Management Officer (IMO) will verify the site's location and either assign it an existing unique ID or add it to the master list based on further information.

2.5 The personal information of respondents and community focal points will be kept confidential, shared only with the SMWG coordination team. This ensures privacy and data security.

2.6 The SMWG IMO will process incident reports daily, aiming to produce a simple report by 3 PM, if any incidents are reported. Partners are requested to submit all forms by 1 PM. (Reports received after this time may be reflected in the next day's report).

2.7 In cases where multiple actors operate in the same site, partners are encouraged to communicate to prevent duplicate reporting.

3. **Dissemination:**

The SMWG will circulate a daily report summarizing key incident data to SMWG partners and relevant clusters. These reports will highlight critical incidents that require immediate attention or follow-up. This information will also contribute to long-term planning, resource allocation, and advocacy for the affected sites.