

NC DIVISION OF PARKS AND RECREATION

REVISED June 17, 2020

**STAFF DIRECTIVE 20-01**

TO: Administrative Staff  
Section Chiefs  
District Superintendents  
Park Superintendents

FROM: John Fullwood, Interim Director

SUBJECT: Accident / Incident Chain of Notification /  
OSHA Reporting for Fatalities and Injuries



This staff directive supersedes previous accident / incident chain of notification reporting procedures and is effective immediately.

In the event of an employee or visitor accident or incident involving serious personal injury, major criminal activity, significant natural resource damage, media coverage or anything judged by the Park Superintendent to necessitate Division management notification, the Park Superintendents or their designee (this includes Acting Park Superintendents or Rangers In-Charge in the event the Superintendent is unavailable to make the notification), shall contact their District Superintendent (DISU) by phone as soon as possible. If the DISU cannot be reached in a timely manner, the Deputy Director of Operations or other senior DPR staff shall be notified by phone. Upon notification, the District Superintendent or designee shall contact the Deputy Director of Operations via telephone. The Deputy Director of Operations or designee shall then contact the Director, Chief Deputy Director and the Division Public Information Officer (PIO).

If a person listed in the chain of notification cannot be reached, the next person in the chain shall be contacted. If the Division's Deputy Director of Operations, PIO, Chief Deputy Director, or Park's Chief Ranger (PACR) cannot be reached, the ranking Division employee shall contact the DNCR Chief Deputy Secretary. In most circumstances, the Chief Deputy Director or Deputy Director of Operations will make notifications to the the DNCR Chief Deputy Secretary and/or Secretary.

In the event of a serious occupational accident or injury-including near misses involving an employee, or an employee fatality, notification shall be made immediately to the Deputy Director through the chain of notification and the standard reporting procedures should be followed for the reporting of fatalities and injuries to OSHA.

On weekends, holidays, and after 5:00 pm on weekdays, OSHA notification for fatalities or serious employee accidents involving employee in-patient hospitalization, amputation or eye loss should be made to the State Capitol Police at 919-733-3333. State Capitol Police will log the report and contact the OSHA's on-call person. The Division shall follow up with a report to the Department and OSHA on the next business day for those cases reported to the State Capitol Police on weekends, holidays, and after work hours.

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Attachments (REVISED Chain of Notification, Notification Summary Checklist)

## NC DIVISION OF PARKS AND RECREATION

### QUICK REFERENCE - ACCIDENT/INCIDENT CHAIN OF NOTIFICATION

#### DIVISION – Headquarters Main Line – 919-707-9300

<i>TITLE</i>	<i>NAME</i>	<i>OFFICE PHONE</i>	<i>MOBILE</i>	<i>ALTERNATE</i>
Director (Interim)	John Fullwood	919-707-9333	252-559-0914	252-241-0464
Chief Deputy Director	Carol Tingley	919-707-9334	919-810-3436	-
Deputy Director, Planning and Natural Resources	Brian Strong	919-707-9323	919 619 5021	-
Deputy Director, Operations (Acting)	Sean McElhone	704-528-6514	704-682-4028	828-803-5700
Public Information Officer	Katie Hall	919-707-9350	919-817-3752	919-601-0616
East District Superintendent (Acting)	Sarah Kendrick	910-326-4881	910-330-3069	910-358-7900
North District Superintendent	Kristin Woodruff	919-841-4079	919-810-5939	910-723-6626
South District Superintendent	Jay Greenwood	919-841-4059	919-608-2847	252-715-1489
West District Superintendent (Acting)	Nora Coffey	828-584-7728	828-460-0933	

#### DIVISION LAW ENFORCEMENT / SAFETY

Parks Chief Ranger	Keith Nealson	919-707-9340	919-218-7484	919-236-9936
Law Enforcement Specialist	Chris Fox	919-707-9343	919-606-8481	919-815-0262
DPR Safety Consultant	Keith Bilger	919-707-8310	919-632-8322	919-271-3677
State Capitol Police	Alarms & OSHA after hours	919-733-3333	-	-
NC State Bureau of Investigation (SBI)	Raleigh Headquarters	919-662-4500	800-334-3000	-

#### DEPARTMENT (DNCR)

DNCR Secretary	Susi H. Hamilton	919-807-7250	-	-
DNCR Chief Deputy Secretary ( <a href="mailto:reid.wilson@ncdcr.gov">reid.wilson@ncdcr.gov</a> )	Reid Wilson	919-807-7257	919-604-6241	-
DNCR Director of Communications ( <a href="mailto:neel.lattimore@ncdcr.gov">neel.lattimore@ncdcr.gov</a> )	Neel Lattimore	919-807-7388	202-497-1900	-
DNCR Safety Director ( <a href="#">vacant</a> )	vacant		-	-

## NC DIVISION OF PARKS AND RECREATION

### QUICK REFERENCE - ACCIDENT/INCIDENT NOTIFICATION SUMMARY CHECKLIST

The below checklist are items that should be provided to the chain of command via telephone contact and/or email follow-up for significant accidents, fatality or other incidents that have happened in the field and need to be reported to Division management.

- Park name;
- Date and time of incident;
- Incident type; (*Law Enforcement, SAR, drowning, significant fall, fatality, etc.*)
- How reported to park staff;
- Name, age, address, sex and race of victim(s);
- If a fatality or serious injury has occurred, let the DPR/DNCR official know if the victim identification can be released to the public (*e.g. if the family has been notified yet*).
- Brief description of the incident or event;
- Injuries of involved persons;
- Care given / action taken; (*e.g. Park AED used, EMS transport to hospital, etc.*)
- Has the victim(s) personal effects or equipment, etc. been secured;
- Has potential evidence been secured for future investigation purposes;
- Potential causes / contributing factors;
- Result / current status;
- What DPR staff were involved;
- Other agencies involved;
- Is/was the news media present or aware of incident.