

DIVISION OF PARKS AND RECREATION

January 24, 1991

STAFF DIRECTIVE

TO: Chief of Operations
District Park Superintendents
Park Superintendents

FROM: Philip K. McKnelly, Director

SUBJECT: Accident or Incident Chain of Notification
Revision of Staff Directive 90-7

In the event of an accident or incident which requires staff notification, Park Superintendent or Acting Park Superintendents are to contact their District Superintendent as soon as possible.

District Superintendents are to call the Chief of Operations. The Chief of Operations is then to call both the Deputy Director and the Public Information Officer. The Deputy Director will notify the Division Director.

If a person listed in the chain of notification cannot be reached; the next person in the chain is to be contacted. If the Public Information Officer cannot be reached, contact Don Follmer, Director of Public Affairs, North Carolina Department of Environment, Health and Natural Resources, or Tom Hegele, Deputy Director of Public Affairs, EHNR, at 919-733-4984.

Incidents or accidents involving serious personal injuries, major criminal activity, natural resource damage, media coverage or anything judged by the Park Superintendent deserving of staff notification is to be reported through the chain.

During non-business hours, people in the chain of notification can be reached at their home phone numbers listed below.

Chief of Operations, Jim Hallsey – 919-872-5341
Deputy Director, Tom Wells – 919-552-3929
Public Information Officer, Don Reuter – 919-782-0873
Director of Public Affairs, Don Follmer – 919-781-8982
Deputy Director of Public Affairs, Tom Hegele – 919-467-1733
Division Director, Philip K. McKnelly – 919-782-1050

In addition to the above requirements, when a single accident involves four or more employees or results in the death of a state employee, notification shall be made within 48 hours to the:

1. North Carolina Department of Labor, Division of Occupational, Safety and Health, Compliance Bureau 733-3322
2. Office of State Personnel, Division of Employee Safety and Health, 733-6316

It shall be the responsibility of the Deputy Director to contact the North Carolina Department of Labor and Office of State Personnel.

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