

DIVISION OF PARKS AND RECREATION

August 18, 1994

STAFF DIRECTIVE 94-12

TO: Chief of Operations Section Chiefs
District Superintendents Personnel Technician
Park Superintendents Public Safety Officer

FROM: Philip K. McKnelly, Director

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

This Staff Directive supercedes Staff Directive 91-1. In the event of an accident or incident which requires staff notification, Park Superintendents or Acting Park Superintendents are to contact their District Superintendents 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 Debbie Crane, Director of Public Affairs, North Carolina Department of Environment, Health and Natural Resources.

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

TITLE	NAME	WORK PHONE	HOME PHONE
Chief of Operations	Jim Hallsey	919/846-9991	919/872-5341
Deputy Director	Tom Wells	919/733-4181	919/821-5146
Public Information Officer	Margaret Hassell	919/733-4181	919/732-4944
Director of Public Affairs	Debbie Crane	919/715-4112	919/644-0288
Division Director	Phil McKnelly	919/733-4181	919/676-8365

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When a single occupational accident involves the inpatient hospitalization of three or more employees or results in the death of a state employee, notification shall be made immediately to the Division Director through the chain of command.

The Director will notify the Secretary, Director of Public Affairs, and Department Safety Officer in accordance with the July 15, 1994, memo from Paul Hash; ref. "New 8-Hour OSHA Reporting for Fatalities and Injuries" (copy attached).

For employee accidents or fatalities, when the Division Director cannot be contacted immediately, the ranking Division supervisor with knowledge of the incident should contact the Secretary, Director of Public Affairs and Department Safety Officer directly as follows:

Secretary Howes	919/715-4101
Debbie Crane, Public Affairs	919/715-4112
Paul Hash, Safety Officer	919/715-4522

On weekends, holidays and after 5:00 p.m. on weekdays, contact Capitol City Police, 919/733-4646. Capitol Police will log the report and forward to OSHNC on next work day. You are requested to follow up with a report to Departmental contacts on the next work day for cases reported on weekends, holidays, and after 5:00 p.m.

PKM/JBH/jas

Attachments