


NC DIVISION OF PARKS AND RECREATION

July 25, 2016

STAFF DIRECTIVE 16-03

TO: Administrative Staff
Section Chiefs
Regional Superintendents
Park Superintendents

FROM: Michael A. Murphy, 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 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, Park Superintendents or their designee, shall contact their Regional Superintendent (RESU) as soon as possible. Upon notification, the Regional Superintendent or designee shall contact the Chief of Operations (CHOP) via telephone. The CHOP or designee shall then contact the Division Director, Deputy Director and the Division Public Information Officer (PIO).

During non-business hours, contacts in the chain of notification may be reached at their applicable contact numbers (see attached). 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 CHOP, PIO, Deputy Director or Director cannot be reached, the ranking Division employee shall contact the DNCR Deputy 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 Division Director through the chain of notification and the standard reporting procedures should be followed for the reporting of fatalities and injuries to OSHA.

The Director or designee will notify the Deputy Secretary and/or the Secretary of DNCR and other applicable DNCR persons. In the event that the Division Director cannot be contacted immediately, the ranking Division supervisor with knowledge of the incident should notify the Deputy Secretary of DNCR directly.

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.

MAM/bd

Attachments (Chain of Notification, Notification Summary Checklist)

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QUICK REFERENCE - ACCIDENT/INCIDENT CHAIN OF NOTIFICATION

DIVISION – Headquarters Main Line – 919-707-9300

Updated 7/25/16

<i>TITLE</i>	<i>NAME</i>	<i>OFFICE PHONE</i>	<i>MOBILE</i>	<i>ALTERNATE</i>
Director	Mike Murphy	919-707-9333	919-740-1030	919-848-4955 252-257-3935
Deputy Director	Carol Tingley	919-707-9334	919-810-3436	-
Assistant Director	Don Reuter	919-707-9357	919-621-8961	919-848-2399
Chief of Operations	Adrian O’Neal	919-707-9339	919-738-4534	919-738-4534
Public Information Officer	Charlie Peek	919-707-9350	919-218-4622	919-776-4014
Coastal Region Superintendent	John Fullwood	919-778-9488	252-559-0914	252-241-0464
Piedmont Region Superintendent	Jay Greenwood	919-841-4058	919-608-2847	252-357-5245
Mountain Region Superintendent	Sean McElhone	704-528-6514	704-682-4028	828-803-5700

DIVISION LAW ENFORCEMENT / SAFETY

Parks Chief Ranger	Bryan Dowdy	919-707-9340	919-218-7484	919-676-3890
Law Enforcement Specialist	Chris Fox	919-707-9343	919-606-8481	919-815-0262
DPR Safety Consultant	Wesley Cook	919-707-8310	919-632-8322	-
State Capitol Police	Alarms & OSHA notification after hours	919-733-3333	-	-
NC State Bureau of Investigation (SBI)	Raleigh Headquarters	919-662-4500	800-334-3000	-

DEPARTMENT (DNCR)

DNCR Secretary	Susan Kluttz	919-807-7255	-	-
DNCR Deputy Secretary	Kevin Cherry	919-807-7280	919-207-7559	-
DNCR Assistant Secretary - Communications Office (cary.cox@ncdcr.gov)	Cary Cox	919-807-7388	919-632-2599	-
DNCR Safety Director (john.mullinax@ncdcr.gov)	John Mullinax	919-807-7456	-	-

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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);
- 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.