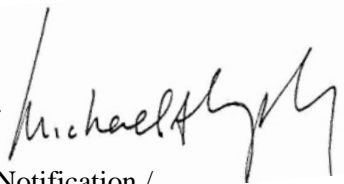


NC Division of Parks and Recreation

August 6, 2014

STAFF DIRECTIVE 14-3

TO: Administrative Staff
Section Chiefs
District Superintendents
Park Superintendents

FROM: Michael A. Murphy, Director 

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

Attached is a revision to Staff Directive 13-2 and the Notification List 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 necessitating Division management notification, Park Superintendents or their designee, shall contact their District Superintendent (DISU) as soon as possible. Upon notification, District 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 home or on their cell phones (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 Director of DENR's Office of Public Affairs.

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 follow the procedures outlined in the DENR Human Resources SOP - Section 15B Worker Compensation Timelines and the DENR Safety Policy for the reporting of fatalities and injuries to OSHA.

The Director or designee will notify the Assistant Secretary and/or the Secretary of DENR, the Director of DENR's Office of Public Affairs and the Department's Safety Officer. In the event that the Division Director cannot be contacted immediately, the ranking Division supervisor with knowledge of the incident should notify the Director of Office of Public Affairs and the Department Safety Officer directly (see attachment).

On weekends, holidays, and after 5:00 pm on weekdays, notification for serious employee accidents or fatalities should be made to the State Capitol Police Division at 919-733-3333. The State Capitol Police Division 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 Division on weekends, holidays, and after 5:00 pm on weekdays.

MAM/bd

Attachment (Chain Notification List)

NC DIVISION OF PARKS AND RECREATION

**QUICK REFERENCE
ACCIDENT/INCIDENT CHAIN OF NOTIFICATION**

DIVISION – Headquarters Main Line – 919-707-9300

Updated 4-1-15

| <i>TITLE</i> | <i>NAME</i> | <i>WORK PHONE</i> | <i>HOME PHONE</i> | <i>MOBILE</i> |
|-------------------------------|--------------------|------------------------------|--------------------------|------------------------------------|
| Director | Mike Murphy | 919-707-9333 | 919-848-4955 | 919-740-1030 |
| Deputy Director | Carol Tingley | 919-707-9334 | - | 919-810-3436 |
| Assistant Director | Don Reuter | 919-707-9357 | 919-848-2399 | 919-621-8961 |
| Chief of Operations | Adrian O’Neal | 919-707-9339 | 919-738-4534 | 919-738-4534 |
| Public Information Officer | Charlie Peek | 919-707-9350 | 919-776-4014 | 919-218-4622 |
| East District Superintendent | John Fullwood | 919-778-9488 | 252-241-0464 (cell) | 252-559-0914 |
| North District Superintendent | Dave Cook | 919-841-4059 | 919-732-0807 | 919-218-5499 919-451-6321(pers) |
| South District Superintendent | Jay Greenwood | 919-841-4058 | 252-357-5245 | 919-608-2847 |
| West District Superintendent | Sean McElhone | 704-528-6517 704-528-6514 | 828-443-5638 | 704-682-4028 |

DIVISION LAW ENFORCEMENT/SAFETY

| | | | | |
|----------------------------|-------------|--------------|--------------|--------------|
| Parks Chief Ranger | Bryan Dowdy | 919-707-9340 | 919-676-3890 | 919-218-7484 |
| Law Enforcement Specialist | Phil King | 919-707-9343 | - | 919-606-8481 |
| DENR-DPR Safety Consultant | Wesley Cook | 919-707-8310 | - | 919-632-8322 |

DEPARTMENT

| <i>TITLE</i> | <i>NAME</i> | <i>WORK PHONE</i> | <i>HOME PHONE</i> | <i>MOBILE</i> |
|---|------------------------|--------------------------|--------------------------|----------------------|
| DENR Secretary | Donald R van der Vaart | 919-707-8622 | - | - |
| Assistant Secretary for Natural Resources | Mary Joan Pugh | 919-707-8620 | - | 336-963-2715 |
| Director of Public Affairs | Drew Elliot | 919-707-8626 | - | - |
| Safety Director | Mike Conner | 919-707-8514 | - | 919-270-3050 |

STATE CAPITOL POLICE - 919-733-3333

North Carolina 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);
- Brief description of the incident or event;
- Injuries of involved persons;
- Care give / 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