NC DIVISION OF PARKS AND RECREATION

December 14, 2018

STAFF DIRECTIVE 18-07

TO: All Staff

FROM: Dwayne Patterson, Director *DXP*

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 Regional Superintendent (RESU) by phone as soon as possible. If the RESU cannot be reached in a timely manner, the Superintendent of State Parks (SUSP), or other senior DPR staff shall be notified by phone. Upon notification, the Regional Superintendent or designee shall contact the Superintendent of State Parks via telephone. The SUSP or designee shall then contact the Division Director, 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 SUSP, PIO, Deputy Director, Director or PACR cannot be reached, the ranking Division employee shall contact the DNCR Chief Deputy Secretary. In most circumstances, the Division Director, Deputy Director or SUSP will make notifications to 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 Division 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.

Attachment (Chain of Notification)

NC DIVISION OF PARKS AND RECREATION

QUICK REFERENCE - ACCIDENT/INCIDENT CHAIN OF NOTIFICATION

DIVISION – Headquarters Main Line – 919-707-9300   Updated 12/14/18

TITLE	NAME	OFFICE PHONE	MOBILE	ALTERNATE
Director	Dwayne Patterson	919-707-9333	919-210-8919	-
Deputy Director	Carol Tingley	919-707-9334	919-810-3436	-
Assistant Director	Don Reuter	919-707-9357	919-621-8961	919-848-2399
Superintendent of State Parks	Adrian O'Neal	919-707-9339	919-738-4534	919-738-4534
Public Information Officer	Katie Hall	919-707-9350	919-817-3752	919-601-0616
Coastal Region Superintendent	John Fullwood	919-778-9488	252-559-0914	252-241-0464
Piedmont Region Superintendent	Jay Greenwood	919-841-4059	919-608-2847	252-715-1489
Mountain Region Superintendent	Sean McElhone	704-528-6514	704-682-4028	828-803-5700

DIVISION LAW ENFORCEMENT / SAFETY

TITLE	NAME	OFFICE PHONE	MOBILE	ALTERNATE
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	Keith Bilger	919-707-9372	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)

TITLE	NAME	OFFICE PHONE	MOBILE	ALTERNATE
DNCR Secretary	Susi H. Hamilton	919-807-7250	-	-
DNCR Chief Deputy Secretary	Reid Wilson	919-807-7257	919-604-6241	-
DNCR Director of Communications	Neel Lattimore	919-807-7388	202-497-1900	-
DNCR Safety Director	John Mullinax	919-807-7456	-	-