


NC DIVISION OF PARKS AND RECREATION

July 25, 2016

REVISED February 22, 2017

**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 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 Chief of Operations, or other senior DPR staff shall be notified by phone. 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).

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, 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 CHOP will make notifications to the 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.

MAM/bd

Attachments (REVISED Chain of Notification, Notification Summary Checklist)

## NC DIVISION OF PARKS AND RECREATION

### QUICK REFERENCE - ACCIDENT/INCIDENT CHAIN OF NOTIFICATION

**DIVISION – Headquarters Main Line – 919-707-9300**

**Updated 2/22/17**

<i><b>TITLE</b></i>	<i><b>NAME</b></i>	<i><b>OFFICE PHONE</b></i>	<i><b>MOBILE</b></i>	<i><b>ALTERNATE</b></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		919-707-9350	919-218-4622	
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		919-707-8310		-
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	Susi H. Hamilton	919-807-7250	-	-
DNCR Chief Deputy Secretary ( <a href="mailto:reid.wilson@ncdcr.gov">reid.wilson@ncdcr.gov</a> )	Reid Wilson	919-807-7257	919-604-6241	-
DNCR Assistant Secretary - Communications Office		919-807-7388		-
DNCR Safety Director ( <a href="mailto:john.mullinax@ncdcr.gov">john.mullinax@ncdcr.gov</a> )	John Mullinax	919-807-7456	-	-

## NC 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);
- IF a fatality or serious injury, let the DPR/DNCR official know of victim identification can be released to the public (*e.g. if the family has been notified yet*).
- 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.