


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

<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	<i>Carol Tingley Acting</i>	<i>919-707-9334</i>		<i>919-810-3436 (Carol Tingley)</i>
Public Information Officer	Charlie Peek	919-707-9350	919-776-4014	919-218-4622
East District Superintendent	Adrian O’Neal	919-778-9488 919-759-2956	919-738-4534	919-738-4534
North District Superintendent	Dave Cook	919-841-4059	919-732-0807	919-218-5499 919-451-6321
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	919-557-0433	919-606-8481
Safety Officer	<i>(Phil King/Bryan Dowdy Acting)</i>	<i>See above</i>		

DEPARTMENT

<i>TITLE</i>	<i>NAME</i>	<i>WORK PHONE</i>	<i>HOME PHONE</i>	<i>MOBILE</i>
DENR Secretary	John Skvarla	919-707-8622	-	919-623-3815
Assistant Secretary for Natural Resources	Brad Ives	919-707-8620	-	919-448-8650
Director of Public Affairs	Drew Elliot	919-707-8626	-	-
Safety Director	Vacant	919-707-8307	-	

STATE CAPITOL POLICE - 919-733-3333

08/06/14

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;
- 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