

DIVISION OF PARKS AND RECREATION

May 1, 1990

STAFF DIRECTIVE 90-7

TO: Chief of Operations
District Park Superintendents Park
superintendents

FROM: Philip K. McKnelly, Director

SUBJECT: Accident or Incident Chain of Notification
Revision of Staff Directive 88-17

In the event of an accident or incident which requires staff notification, Park Superintendents or Acting Park Superintendents are to contact their District Park Superintendents as soon as possible.

District Superintendents are to call the Chief of Operations. The Chief of Operations is then to call both the Deputy Director and the Public Information Officer. The Deputy Director will notify the Division Director.

If a person listed in the chain of notification cannot be reached, the next person in the chain is to be contacted. If the Public Information Officer cannot be reached, contact Don Follmer, Director of Public Affairs, North Carolina Department of Environment, Health and Natural Resources, or Tom Hegele, Deputy Director of Public Affairs, EHNR, at 919/733-4984.

Incidents or accidents involving serious personal injuries, major criminal activity, natural resource damage, media coverage or anything judged by the Park Superintendent deserving of staff notification is to be reported through the chain.

During non-business hours, people in the chain of notification can be reached at their home phone numbers listed below.

Chief of Operations, Jim Hallsey - 919/872-5341
Deputy Director, Tom Wells - 919/552-3929
Public Information Officer, Don Reuter - 919/782-0873
Director of Public Affairs, Don Follmer - 919/781-8982
Deputy Director of Public Affairs, Tom Hegele - 919/467-1733
Division Director, Dr. Philip K. McKnelly - 919/782-1050

PKM/jas