NC DIVISION OF PARKS AND RECREATION

December 14, 2018

**STAFF DIRECTIVE 18-07**

TO: All Staff

FROM: Dwayne Patterson, 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 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

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| --- | --- | --- | --- | --- |
| 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | - | - |