



12 FTW MISHAP REPORTING PROCEDURES

The key to **MISHAP REPORTING** is timely notification. If you cannot locate an individual, do not delay reporting... proceed to the next step.

STEPS:

1. If an on duty or off duty military person is injured, an on duty civilian is injured, or government equipment/property is damaged: **NOTIFY SUPERVISOR IMMEDIATELY.**

2. Supervisor: **NOTIFY YOUR UNIT SAFETY REPRESENTATIVE:**

PRIMARY UNIT SAFETY REP: _____ **Number:** _____

ALTERNATE UNIT SAFETY REP: _____ **Number:** _____

3. Unit Safety Representative: **NOTIFY YOUR UNIT COMMANDER and WING SAFETY OFFICE during normal duty hours and COMMAND POST after normal hours if a significant incident/major injury occurs.**

12 FTW SAFETY OFFICE: DSN 487-2224 and COMMERCIAL 210-652-2224.

12 FTW COMMAND POST: DSN 473-4225 and COMMERCIAL 210-671-4225.

