



# 314 AW MISHAP REPORTING PROCEDURES



## **The following procedures are required for the accurate and timely mishap reporting and future accident prevention**

- Unit Safety Representatives (USR) will use the appropriate discipline's 314 AW program management binder as a guide for executing their respective safety programs and mishap response
- 314 AW personnel will report on-duty mishaps through their supervisors to USRs immediately
- Do not disturb the scene of the incident until the safety office has been notified, but do not delay appropriate medical attention
- If time permits, or unable to contact the USR or supervisor, contact the next person in the chain of command or Little Rock Command Post (501) 987-1900
- All off-duty mishaps will be reported as soon as possible, but no later than the start of the next duty day
- For off-duty minor mishaps (cuts, bruises, etc. that require medical attention) involving military personnel, notify your immediate supervisor by the end of the next duty day
- For a severe off-duty mishap, such as car accidents with injuries, if the injured personnel are taken to the hospital and/or released, notify squadron chain of command and the 314 AW Safety Office ASAP. LRAFB Command Post can assist with this task if contact difficulty arises
- USR will report initial details to wing safety personnel immediately and provide follow-up reports as more details become known
- Supervisors will follow-up their initial verbal report to the USR with an AETC Form 435, Mishap Data Worksheet, within three days of the mishap
- The USR will review the Form 435, provide comments, sign, and forward it to the unit commander
- The unit commander will review the Form 435, provide comments, sign, and ensure the form reaches the 314 AW Safety Office within five days of the mishap

### Contact Info

314 AW Ground Safety (501) 987-1125  
314 AW Flight Safety (501) 987-1126/1195/2374  
314 AW Chief of Safety (501) 987-1127  
[314AW.SE@us.af.mil](mailto:314AW.SE@us.af.mil)