



31 FW 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- 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.**

31 FW SAFETY OFFICE: DSN 632-8240 and COMMERCIAL 043430-8240.

31 FW COMMAND POST: DSN 632-3100 and COMMERCIAL 043430-3100.

