

EIELSON AIR FORCE BASE

MISHAP REPORTING PROCEDURES

THE KEY TO MISHAP REPORTING is ensuring timely notification is accomplished. Do not allow reporting to be delayed at any step. Below are mishap reporting steps when an injury or property damage has occurred.

MISHAP REPORTING STEPS:

1. If a person is involved in a mishap with injury seek medical attention.
 - Did the mishap involve loss of life or limb? If yes, contact Wing Safety immediately
2. Notify the supervisor of all injury and/or property damage mishaps.
3. Supervisors: Notify your Unit Safety Representative (USR) at ext.: _____
 - Complete the AF Form 978
 - Forward the AF Form 978 to your USR
4. Unit Safety Representative: NOTIFY YOUR UNIT COMMANDER
 - Forward the AF Form 978 for the unit commander signature and release.
 - The AF Form 978 is due to Wing Safety within 5 calendar days of the mishap.
5. NOTIFY WING SAFETY AT 377-4260
 - Unit commanders must ensure all injuries and/or property damages are reported in accordance with 354 FWI 91-202. During duty hours, contact Wing Safety Office at 377-4260. After duty hours/emergencies, contact Wing Safety via the Command Post at 377-1500.

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