



71 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- 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.**

71 FTW SAFETY OFFICE: DSN 448-7233 and COMMERCIAL 580-213-7233.

71 FTW COMMAND POST: DSN 448-7384 and COMMERCIAL 580-213-7384.

