



## 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.

