



MISHAP REPORTING

- 1. INJURED PERSON:** IMMEDIATELY INFORM YOUR SUPERVISOR
- 2. SUPERVISOR:** COMPLETE THE AIR FORCE FORM 978, *SUPERVISOR'S MISHAP REPORT*, AND NOTIFY YOUR UNIT SAFETY REPRESENTATIVE. CIVILIANS MAY NEED TO FILL OUT ADDITIONAL CPO FORMS.
- 3. UNIT SAFETY REPRESENTATIVE:** IMMEDIATELY NOTIFY UNIT COMMANDER AND WING SAFETY, THEN FOLLOW-UP WITH THE AIR FORCE FORM 978.

PRI UNIT SAFETY REPRESENTATIVE _____ EXT _____

ALT UNIT SAFETY REPRESENTATIVE _____ EXT _____

IF PERSONNEL INVOLVED IN MISHAPS ARE HOSPITALIZED OR PLACED ON QUARTERS, WING SAFETY MUST BE NOTIFIED ASAP:

WING SAFETY - DSN: 493-2001, Com: 953-2001

AFTER DUTY HOURS CONTACT COMMAND POST: 953-7474

A MISHAP IS WHEN AF PERSONNEL ARE INJURED ON/OFF DUTY, INVOLVED IN A GMV MISHAP, OR WHEN DAMAGE TO AF PROPERTY OCCURS.