

Procedure For Incident/Mishap Reporting

1. Take immediate action to prevent additional property damage or injury to personnel.

2. Request emergency assistance, if required, by the fastest means available. Base telephones are the preferred method (dial 911). If calling from cell phone, dial (478) 222-2900. Hand-held radios, where available, may also be used. If you are unable to use a base telephone line, cell phone, or radio, as a last resort, send someone for help.

3. Immediately notify the AMOC of any incidents/mishaps, including FOD/DO incidents. For serious injuries and/or injuries requiring worker to be transported by ambulance, supervisors will notify squadron/group commander/director and GCC.
See exception.

4. If medical treatment appears necessary or is requested by the employee, request injured civilian employee report to OMS, building 207 (normal duty hours) with work-related injuries/illnesses. Military members should contact the Family Practice Clinic, DSN 497-7812 (commercial (478) 327-7812), for instructions during normal duty hours.
See note.

8. (Supervisor or designee) Provide a property damage cost estimate to the safety investigator within 5 days of any damage occurrence. Annotate the reported amount on the AF Form 978.

7. Complete an AF Form 978 within 5 days following the discovery of the mishap. Forward to the group/squadron/staff office safety specialist for review and signature.

6. Brief all shop/office personnel on the mishap at the earliest opportunity, but not later than the next roll call. Coordinate with applicable safety representative to ensure no privileged information is disclosed.

5. Secure the mishap scene and failed parts and retain witnesses for mishap investigation purposes, until released by WR-ALC/SE. Determination on release of the scene will be made within 2 hours of notification to WR-ALC/SE personnel. (Reference paragraph 2.2.5.)

9. Notify the AMOC if an impoundment is required. If impoundment is necessary, comply with and complete WR-ALC Form 6A, WR-ALC Aircraft Impoundment Checklist, (located at <http://www.e-publishing.af.mil/>).

10. Notify the 78th Security Forces Squadron Operations Flight (78 SFS/S30), DSN 468-2187 (commercial (478) 926-2187), and group vehicle control officer (VCO) if a government vehicle is damaged. Also report any incident involving altercations, driving, or working under the influence of alcohol or drugs, or any other serious offense.

Exception: If worker declines medical attention, the supervisor will only be required to complete and submit an AF Form 978, Supervisor Mishap Report, (located at <http://www.e-publishing.af.mil/>) indicating worker declined medical attention. No call to the AMOC is required.

Note: If after normal duty hours or non-emergency, contact Central Appointments, DSN 497-7850 (commercial (478) 327-7850), and follow the recorded instructions. In an emergency, members can go directly to the nearest emergency medical center for treatment.

AMOC at DSN 468-3567/468-5428/468-3029 (commercial (478) 926-3567/926-5428/926-3029)

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