

## Notification and Actions Needed

When an incident occurs there are several parties that need to be notified and specific actions that need to take place, this chart is developed to help facilitate this process. First deal with the emergency and seek medical treatment for the employee. Notification should be timely, based on the seriousness of the incident. All phone call notifications are required to be followed up with an e-mail narrative of the incident.

### Occupational Injury/Illness

Event	Notification	Actions Needed
All incidents, with or without minor injuries or illness. (First Aid/Near Miss)	Employee Supervisor District Ranger CDSO Safety Manager	<b>E-SAFETY ENTRY</b> Go into ConnectHR , My Links E-SAFETY
Incidents resulting in serious injury or illness requiring medical treatment: (broken bones, eye injuries, poisonings, burns, chemical contaminations, etc.)	Employee Supervisor District Ranger Safety Manager Forest Supervisor/Director	Call ASC for Medical Treatment Authorization within 7 days. 1-877-372-7248 opt. 2 <b>E-SAFETY</b>
Incidents resulting in severe injury/illness resulting in hospitalization.	Employee Supervisor District Ranger Safety Manager Forest Supervisor/Director Regional Forester	Call ASC for Medical Treatment Authorization within 24 hours. 1-877-372-7248 opt. 2 <b>E-SAFETY ENTRY</b>
Occupational fatality (or death is likely) any employee, contractor or volunteer while on duty.  OR  Three or more employees, contractors, or volunteers are hospitalized.	District Ranger Forest Supervisor/Director Regional Forester  Regional Safety Manager WO Director OSOH	HR Benefits Supervisor Susan Tafoya, 505-250-6513  OSHA within 8 hours 1-800-321-6742
Private citizen dies (or death is likely) on NF Lands or hospitalized	District Ranger LEO Forest Supervisor Regional Forester Regional Safety Manager Patrol Commander	LEMIARS Report/Investigation to determine causal  Tort Claims: <b>Claims Branch</b> <b>USFS – ASC B&amp;F</b> <b>101B Sun Avenue NE</b> <b>Albuquerque, NM 87109</b>

## Motor Vehicle Accidents

Accident is defined as the wheels of the vehicle are in motion and/or the engine is running, otherwise it's considered property damage.

Event	Notification	Actions Needed
All motor vehicles accidents, involving a GOV, Leased, or POV used on official business sustain damage of any kind.	Employee Supervisor District Ranger Forest Fleet Manager Safety Manager Forest Supervisor/Director	<b>E-SAFETY</b> AD-112, Three Estimates Pictures of the damages *Send to Regional Fleet Manager for approval.
All motor vehicles accidents, involving a Rental Vehicle that sustains damage of any kind.	Employee Supervisor District Ranger Safety Manager Forest Supervisor/Director	<b>E-SAFETY</b> Copy of the Lease Agreement, Pictures of the damage. <b>Send to:</b> <b>Claims Branch</b> <b>USFS – ASC B&amp;F</b> <b>101B Sun Avenue NE</b> <b>Albuquerque, NM 87109</b>
Any motorized vehicle such as ATV, UTV, Snowmobile, Dirt Bike, Boat	Employee Supervisor District Ranger Safety Manager Forest Supervisor/Director	<b>E-SAFETY</b> AD-112, Three Estimates; pictures of the damages
If any vehicle involved is towed away or any party involved must be transported to the hospital via ambulance and/or will require hospitalization.	District Ranger Fleet Manager Safety Manager Forest Supervisor/Director Regional Forester	<b>Alex Murga</b> (505)563-9349, <a href="mailto:amurga@fs.fed.us">amurga@fs.fed.us</a> , to report Post Accident Drug/Alcohol Testing Within 2 hours of accident. <b>E-SAFETY</b> AD-112, Three Estimates; pictures of the damages
Park vehicles with found damaged (i.e. hotel parking lots, or hit and run)	Law Enforcement  District Ranger Forest Fleet Managers Safety Manager Forest Supervisor/Director	Law Enforcement Report AD-112, Three Estimates, pictures of damages. *Send to Regional Fleet Manager for approval.
Property damage to private citizens	Law Enforcement  District Ranger Fleet Managers Safety Manager Forest Supervisor/Director	Law Enforcement Report Three Estimates, pictures of damage. Send to: <b>Claims Branch</b> <b>USFS – ASC B&amp;F</b> <b>101B Sun Avenue NE</b> <b>Albuquerque, NM 87109</b>

## Aviation Related Accidents

[http://gacc.nifc.gov/swcc/dispatch\\_logistics/aviation/aviation.htm](http://gacc.nifc.gov/swcc/dispatch_logistics/aviation/aviation.htm)

*If you have an event with an aircraft that results in damage or injury no matter how slight.  
Notify the **Forest Aviation Officer** or **Regional Aviation Safety Manager***

*If you do not have contact information, please report the mishap using the number below*

**REPORT IT. 1-888-464-7427 (888-4MISHAP).**

### Contact Information

Name	Office Number	Cell Number	Email
<b>Jami Anzalone</b> Regional Aviation Safety Manager	(505) 842-3351	(505) 362-7024	jamianzalone@fs.fed.us
<b>Bequi Livingston</b> Regional Fire Ops Health and Safety Specialist	(505) 842-3412	(505)362-7028	blivingston@fs.fed.us
<b>REGIONAL OFFICE</b>			
Cal Joyner Regional Forester	(505) 842-3300	(505) 206-8781	cjoyner@fs.fed.us
Sandy Watts Deputy Regional Forester	(505) 842-3306		
Jim Upchurch	(505) 842-3307		
Shelly Pacheco Regional Safety Manager	(505) 842-3133	(505)328-5725	spacheco@fs.fed.us
<b>ASC</b>			
Medical Treatment Authorization	(877) 372-7248 opt 2.	<b>FAX</b> 866-339-8583	
Alex Murga R3 Drug Testing Coord.	(505) 563-9349		amurga@fs.fed.us
Claims Branch	(877) 372-7248 Opt 1,	<b>FAX</b> 866-341-1541	
Lucinda Valdez HR Benefit Supervisor	(505) 944-8120		lvaldez@fs.fed.us
<b>WO</b>			
Steve Schlientz, Director of OSOH/		703-254-9238	scschlientz@fs.fed.us