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Safety

**AIRCRAFT, GROUND, AND EXPLOSIVE
MISHAP OR INCIDENT REPORTING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 91-2, *Safety Programs* and references are contained in AFMAN 91-201, *Explosive Safety Standards* and AFI 91-204, *Safety Investigations and Reports*. It establishes procedures for initial reporting of aircraft, ground, and explosive mishaps or incidents within the 939th Air Refueling Wing. This instruction applies to all personnel assigned or attached to the 939th Air Refueling Wing and stationed at the Portland Air National Guard Base, Oregon.

SUMMARY OF REVISIONS

This revision changes all references from 939th Rescue Wing to 939th Air Refueling Wing. A bar (|) indicates revisions from the previous edition.

1. Responsibilities:

1.1. All unit personnel are responsible for taking the necessary action to report a mishap or incident to their immediate supervisors. Supervisors are responsible for relaying this information to the personnel listed in paragraph 3. of this instruction and for ensuring documentation listed in paragraph 2. has been completed and submitted to the appropriate wing agency.

1.2. The wing safety office will accomplish the following:

1.2.1. Provide the Host Base Safety Office with a current listing of all necessary addresses and phone numbers of personnel responsible for investigating and reporting mishaps or incidents involving 939th Air Refueling Wing personnel and/or resources.

1.2.2. Report all wing mishaps or incidents in an accurate and timely manner in accordance with current Air Force and Federal directives.

1.2.3. Mishaps of a serious nature involving wing personnel, damage to wing equipment, damage to non-military property or that could potentially cause unfavorable publicity to the wing must be up-channeled to higher headquarters by the wing commander. Therefore, the wing safety office will provide the wing commander with all pertinent facts relating to the mishap so that the information can be up-channeled.

2. Reporting:

2.1. Initial reports may be submitted informally (i.e., phone call, e-mail). However, informal mishap reports will immediately be followed by formal written documentation as soon as time permits. Written reports will be submitted no later than 24 hours following a mishap or incident.

2.1.1. Minor injuries sustained by any civilian, stay-in-school, summer-hire or Air Reserve Technician (ART) employee (while in civilian status) will be reported using the CA Form 1, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, and CA Form 16, **Authorization for Examination and/or Treatment**. The original will be submitted to the civilian personnel office and a copy will be forwarded to the wing safety office.

2.1.2. Minor injuries sustained by Non Appropriated Fund employees (i.e., MWR employees) will be reported using the LS Form 202, **Employer's First Report of Injury or Occupational Illness**. The original will be submitted to the civilian personnel office and a copy will be forwarded to the wing safety office.

2.1.3. Minor injuries sustained by military personnel or ART employees while in military status will be reported using 939 ARW Form 5, **939th Air Refueling Wing Military Injury Information**. The original will be submitted to the wing safety office.

2.1.4. Serious injuries sustained by any employee listed above will immediately be reported using procedures outlined in paragraph 3. of this instruction. These events will then be followed up using the documents prescribed in paragraphs 2.1.1., 2.1.2., or 2.1.3. above.

3. Notification Procedures:

3.1. If emergency response personnel are required (i.e. police, fire, medical, fuel spill), activate the Base Emergency Response System by dialing X 911 prior making any other notifications. If using a cell phone to place the emergency response call, dial (503) 335-4911.

3.2. In the event of a serious mishap or incident which involves wing personnel or equipment assigned to the 939th Air Refueling Wing or personnel and equipment resources temporarily assigned to the 939th Rescue Wing, (i.e., TDY personnel), the following personnel/offices are to be notified:

3.2.1. Wing command post.

3.2.2. Squadron commander of the unit where the member/equipment is assigned.

3.3. The command post will, in-turn, notify the following:

3.3.1. Wing commander.

3.3.2. Wing safety office.

3.3.3. Appropriate group commander.

3.3.4. Others as specified in the appropriate Command Post Incident Checklist.

3.4. If the event involves injuries to non-military affiliated civilians or off-base property, the public affairs office will also be notified.

3.5. 939th Air Refueling Wing personnel who sustain injuries or are involved in mishaps while deployed off the Portland Air Base will report these events in the following manner:

3.5.1. If the mishap occurred while on a military installation, immediately report the mishap to the local base safety office where the event occurred.

3.5.2. If the mishap occurs while not on military property, immediately report the mishap to the base safety office of the closest military installation in proximity to where the mishap occurred.

3.5.3. In any event, all mishaps involving 939th Air Refueling Wing personnel and resources will be reported to the 939th Air Refueling Wing Command Post (DSN 638-4718) immediately following the mishap.

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