



37th Training Wing (37 TRW) Mishap Reporting Procedures

The key to **MISHAP REPORTING** is timely notification. Don't delay reporting. If you can't locate an individual, proceed to the next step.

STEPS:

1. A military person is injured on or off duty, a civilian is injured on duty, or government equipment/property is damaged: **NOTIFY SUPERVISOR IMMEDIATELY.**
2. Supervisor: **NOTIFY YOUR UNIT SAFETY REPRESENTATIVE.**

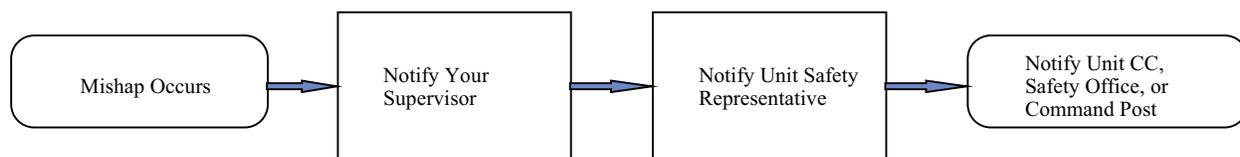
PRIMARY UNIT SAFETY REP. _____ **ext** _____

ALTERNATE UNIT SAFETY REP. _____ **ext** _____

3. Unit Safety Representative: **NOTIFY YOUR UNIT COMMANDER and 37 TRW SAFETY OFFICE during normal duty hours or 37 TRW COMMAND POST after normal duty hours.**

37 TRW SAFETY OFFICE: DSN 473-3969 COMMERCIAL 210-671-3969

37 TRW COMMAND POST: DSN 473-4225 COMMERCIAL 210-671-4225



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