Standing Operating Procedure (SOP) for Reporting Ground Accidents to DPW and IFSO

1. PURPOSE. The purpose of this SOP is to outline procedures reporting RCUH ground accidents on Army Training Lands on Oahu.

2. SCOPE. Includes reporting procedures, forms and timeline.


4. RESPONSIBILITIES.
   a. Army Biologist/Natural Resource Section Chief: Review reports for completeness and provides guidance regarding report completion to the contractor.
   b. Natural Resource Management Supervisors: Ensure reporting is conducted according to the required timeline.
   c. Natural Resource Management Staff: Assist with paperwork preparation if necessary in order to meet reporting deadlines.
   d. Failure to comply with this SOP may result in disciplinary action.

5. PROCEDURES.
   a. Report the accident via email to the Directorate of Public Works (DPW) Administrative Office, Safety Officer immediately and cc the DPW Natural Resource Section Chief, the Chief of the Conservation and Restoration Branch, the Chief of the Environmental Division, and the Deputy Director of DPW. Outline in the email who was involved and what happened. This email can be used to notify the command of the accident if the Environmental Chief and DPW Director deem it appropriate. The Safety Officer will forward onto the Directorate of Installation Safety (DIS).

   If the accident occurs or needs to be reported after normal duty hours call DPW Admin office and leave a phone message. The DPW Environmental Staff should be contacted via phone regardless of the time of the accident.

   b. Determine the Class of the Accident

      Class A. The resulting total cost of reportable damage is $1,000,000 or more; an Army Aircraft or missile is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability.
Class B. The resulting total cost or reportable property damage is $200,000 or more but less than $1,000,000, an injury and/or occupational illness results in permanent partial disability, or three or more personnel are inpatient hospitalized.

Class C. The resulting total cost of property damage is $20,000 or more but less than $200,000, a nonfatal injury causes any loss of time from work beyond the day or shift on which it occurred, or a nonfatal illness or disability causes loss of time from work or disability at any time (loss-time case).

Class D. The resulting total cost of property damage is $2,000 or more but less than $20,000. Injuries that result in restricted work activity, medical attention, or first aid.

c. Reporting.

1. **For Class A & B accidents.** The U.S. Army Combat Readiness Center (USACRC) will be notified immediately via DPW Safety Officer telephonically of all Class A and B accidents. Complete the “telephone Notification of Ground Accident” worksheet in AR 385-40. For these accidents, must complete a follow-up AGAR within 30 calendar days of the date of the accident as well as the appropriate Department of Labor form (within its proper time) for civilian personnel accidents involving injury.

2. **For Class C & D accidents.** These accidents are to be reported on the U.S. Army Abbreviated Ground Accident Report Form (DA Form 285-AB, FEB 2009), abbreviated as AGAR within 7 days of the date of the accident (as reflected in the revised SOP-122). Attach the risk assessment, DA Form 7566, APR 2005, for the operation to the completed AGAR.

d. DPW will determine the next steps for the program. For serious incidents a “stand down” order may be issued requiring field operations to cease. In some cases, only the field operations related to the activity involved in the accident must be halted. Regardless, RCUH should look to DPW to determine the next steps for the program based on ISO recommendations and post incident investigations.

e. RCUH safety staff will conduct an after action review with involved parties and may choose to conduct an after action review with the entire natural resource crew.