U.S. ARMY

WHEN A MISHAP OCCURS

Updated 01 JUN 26

1. For an Injury - Employ appropriate First Aid / Medical actions.
2. If employee requires medical assistance, call 911 or Central Dispatching (571) 802-1800, or the MP Desk (571) 801-2203 / 2205 on FS, or (571) 801-7834 on HAAF.
3. Notify your Supervisor / Leadership (Injury and/or property damage).
4. The Supervisor/responsible person will immediately notify the Command and the FS/HAAF Garrison Safety Office (GSO) of the accident at (571) 801-2058/50/55/56/ or 7539. A Mishap Data Sheet (MDS) must be submitted via Encrypted Email (PII) **NLT 8 hours** after the mishap occurred.
5. A mishap investigation will be initiated ASAP. If recordable, the assigned USO will complete the Mishap Report in ASMIS.
6. If in-patient hospitalization is required, the supervisor, or other responsible person maintains contact with the patient and will notify FS/HAAF Command and GSO of patient's status.
7. The supervisor will inform the employee of their right to file for Workers' Compensation in accordance with the Federal Employees Compensation Act (FECA), and provide any assistance necessary for submitting a claim on the ECOMP website https://www.ecomp.dol.gov/. A copy of the CA-1 or CA-2 form generated should be sent to the Garrison FECA POC (Glenda M. Bennett).

   CA Forms are available at https://www.ecomp.dol.gov/#/
8. Occ Health: Employees must report health concerns or work injuries to Occ Health for medical documentation. If the employee has been placed on quarters/restrictions, the employee must return to Occ Health with return to full duty without restrictions or specified work limitations with end date.

GSO email: usarmy.stewart.usag.list.gso-all@army.mil