

When a Mishap Occurs

1. Employ appropriate First Aid / Medical actions.
2. Notify your Supervisor / Leadership.
3. 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.
4. The Supervisor, or other responsible person will immediately notify the Command and the FS/HAAF Garrison Safety Office (GSO) of the accident at (571) 801-2050 / 2055 / 2054 (A Mishap Data Sheet (MDS) must be submitted **NLT 8 hours** after the mishap occurred via Encrypted Email (PII)).
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 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).

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CA Forms are available at <https://www.ecomp.dol.gov/#/>

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

