



File Code: 1700  
Route To: (6170)

Date: September 10, 2014

**Subject:** Reminder to Report Significant Incidents in Region 5

**To:** Forest Supervisors and Directors

This is a letter of instruction to remind you that effective June 14, 2013, the Region implemented a process to ensure the Regional Forester Team (RFT) is apprised of situations which may be considered significant, high profile, problematic or have the potential to become such. The intent of this process is to provide a standardized and systematic mechanism for Forest Supervisors and Directors to inform the RFT of relevant issues occurring on their respective Forests or Staff Units.

Under this process, the following issues are considered significant and reportable to the RFT and will be reported within 24-hours of the actual event or your initial knowledge of the event:

**Incidents or events involving:**

1. Death or significant injury (hospitalization)
2. Significant safety events (accidents, mishaps, etc.)
3. Use of firearms or weapons and/or threats of such
4. Violence, violent behavior, or threats to harm self or others
5. Other incidents the Forest Leadership considers significant or appropriate to report

Attached you will find a document entitled "Region 5 Notification Sheet for Priority or Potentially High Profile Incidents." This document provides guidance on the type of information required for notification. After completion of the requisite information, the document will be e-mailed to the Regional Forester Team.

Please note that this is only a notification and communication process, and serves expressly and solely as such. This process does not supersede regulations, protocols, or established policies such as 24-hour Sexual Harassment reporting, etc. Additionally, this process does not replace any actions you must take in addressing such issues. You are still required to fulfill your supervisory responsibilities with regard to the handling and/or reporting of misconduct, inappropriate behavior, violence, etc., through the appropriate channels.

/s/ Teresa A. Drivas (for)  
RANDY MOORE  
Regional Forester

Enclosure



**Region 5 Notification Sheet for Priority or Potentially High Profile Incidents**  
 (Complete and send to the RFT within 24-hours of event or knowledge of event)

QUESTION	RESPONSE
1. Date incident occurred	
2. Full names and position titles of the primary parties involved.	
3. Description of incident (Identify who, what, where, when, how?)  3a. Current status/leadership actions:	
4. Date management initially became aware of incident	
5. Date management notified the RFT regarding incident	
6. Full name and position title of the manager(s) who was first made aware of incident	
7. Unit identification (include the name of the Forest, District, or Staff, where incident occurred)	
8. Time and location of incident (Indicate where the incident occurred; during or outside of work hours; at or away from the workplace).	
9. Full name, position title, and work unit of witness(es) to incident, (if any)	

*/s/ Teresa A. Drivas (for)*