

## EXHIBIT 7-4



United States  
Department of  
Agriculture

Forest  
Service

Washington  
Office

14th and Independence Ave. SW.  
Washington, DC 20250

File code: 6730  
Route to:

Date:

Subject: Accident Review Board Action Plan, (name and date of accident)

To: (Deputy Chiefs, Regional Foresters, Station Directors concerned with accident or action plan)

A Chief's Office Accident Review Board (ARB) was convened on (date), regarding (type accident and location). The victim was a Forest Service employee who was a member of (unit and region or station).

The Chief's Office Accident Investigation Team presented the factual section and management evaluation section to the ARB. These sections were reviewed and approved (approved after some revision). An action plan was developed by the ARB to focus on key actions that, when implemented, would best help prevent similar mishaps in the future.

I approved the Board's recommended action plan for implementation by the responsible units. Please review the enclosed action plan and take the appropriate steps to ensure completion of each respective action by the assigned date.

When an action item is completed, notify the Office of Safety and Occupational Health (OSOH). Quarterly status reports should be sent to the OSOH for action items with out-year completion dates.

Chief

(Enclosure)

cc:  
Directors, (responsible for action items)



*Caring for the Land and Serving People*