

Accident Report Worksheet

Member Injured

- Seek medical treatment as soon as possible.
- If injury occurs while under orders on Auxiliary patrol, you or the Coxswain should contact the Station or Order Issuing Authority (OIA) as soon as the incident occurs.
- You or a witness should contact the Flotilla Commander as soon as possible.
- You and all personnel who were at the scene of the injury should prepare written statements. They should be detailed and concise. Statements are important should an investigation be required.
- Contact Managed Care Advisors at 844-347-7787 and follow the guidance given.
- Notify your insurance company.
- Fill out the paperwork. For operational injuries the Supervisor is the Order Issuing Authority (OIA). For any other injuries the Supervisor is the Director of Auxiliary. Manage Care Advisors should be consulted and will assist with paperwork.

Witnesses

- If you observe an Auxiliarist injured while under orders on Auxiliary patrol, you or the Coxswain should contact the Station or Order Issuing Authority (OIA) as soon as the incident occurs.
- If the injured member is unable, you should contact the Flotilla Commander as soon as possible.
- You and all personnel who were at the scene of the injury should prepare written statements. They should be detailed and concise. Statements are important should an investigation be required.

Flotilla Commander (FC)

- When informed of the injury, contact the Director of Auxiliary by e-mail and the Division Commander (DCDR) by phone call.

Division Commander (DCDR)

- When informed of the injury, contact the District Commodore (DCO) by phone call and follow up with details via e-mail as they become known.
- Inform District Captain – North (DCAPT) by e-mail.

District Captain (DCAPT)

- Check with Director of Auxiliary to insure Flotilla Commander made notification.
- Notify DCOS, DSO-Legal, AUXLO, Sector ASC and the DSO-OP.

District Staff Officer – Operations (DSO-OP)

- DSO-OP notifies the District Directorate Chief-Response (DDC-R)

The above chain of communication should be followed until the case is closed or as long as the member provides his or her Flotilla Commander with information. Under normal conditions this communication can be done by e-mail. Only three phone calls are required, and all should be followed up with e-mails. The member or witness calls the Flotilla Commander. The Flotilla Commander calls the Division Commander. The Division Commander calls the District Commodore.