

Mishap Reporting Process

Incident Occurs

Did the incident result in an injury that required medical attention or damage to Gov't Property?

This incident is a "Near-Miss." Please report the incident to the NPS Safety Office (safety@nps.edu) so that it can be investigated and action can be taken to prevent it from becoming a "Mishap."

Are you Civilian (on-duty) or Active Duty Military?

Military

Military Injury Response

If this is an emergency, Dial 911
If it is a non-emergency, go to Presidio of Monterey Army Health Clinic (POMAHC) for treatment.
If treatment at POMAHC is not an option, contact Tricare to get an Authorization to use other medical facilities.

Post-Treatment

The incident will need to be reported via ESAMS.
If you are a student, report incident to your Program Officer to be put into ESAMS.

Civilian Injury Response

If this is an emergency, Dial 911
If it is a non-emergency injury, Notify your supervisor for referral to Medical Treatment. Supervisor contacts HRO for guidance and any related Worker's Compensation Forms.
CHOMP is the preferred treatment facility.

Post-Treatment

Notify your supervisor as soon as feasible.
Supervisor reports incident in ESAMS.
You and your supervisor should complete any worker's compensation forms and submit to HR.

Follow Up

The NPS Safety Office will receive the Report in ESAMS and will begin an investigation.

Civilian

