

## Emergency Telephone Numbers

### M-NCPPC Park Police Divisions

Montgomery County 301-949-3010  
Prince George's County 301-459-3232

### Risk Management and Safety Office

Risk and Safety Manager  
Office 301-454-1693  
**After hours** 240-393-0419  
Corporate Safety Specialist:  
Office 301-454-1682  
**After hours** 301-395-0563  
Office 301-454-1699  
**After hours** 301-275-5126  
Office 301-454-1681  
**After hours** 240-495-3018

Property &, Auto Damage/  
General Liability Claims 301-454-1686  
**After hours** 301-275-5125

Workers' Compensation Claims  
(Employee Injuries)  
Office 301-454-1692

### General Counsel Offices

Office of the General Counsel  
(Main) 301-454-1670  
Montgomery County 301-495-4646  
Prince George's County 301-952-4501

### Media/Press Inquiries

Montgomery County Planning  
Office 301-495-4507  
**After hours** 301-641-0457  
Montgomery County Parks  
Office 301-650-2866  
**After hours** 202-351-9063  
Prince George's County Planning  
Office 301-952-4584  
**After hours** 301-742-3627  
Prince George's County Parks and Recreation  
Office 301-446-3327  
**After hours** 301-704-5272



## Drug and Alcohol Testing

Commission policy requires post-accident drug/alcohol testing following an accident involving damage to Commission property or injury to employees/third parties.

Please contact the applicable Risk Management and Safety Office representative **immediately** following all vehicular accidents to ensure compliance with policy and to determine whether drug/alcohol testing is required.

**Risk Mgt. & Safety Rep.**  
**Available 24/7**  
**Contact**  
301-275-5125  
301-395-0563

If testing is required, the Risk Management/Safety Office will coordinate necessary testing on a 24 hour basis – 7 days a week. The supervisor shall arrange to have the injured employee report to the designated testing facility within 8 hours of the accident.

If the injured employee is hospitalized, the Risk Management Safety Office will make arrangement for testing to be conducted at the hospital.

## Crisis Counseling

The Commission's Employee Assistance Service (EAP) is available for free, confidential counseling to Commission employees on a 24 hour basis.

**Employee-Initiated Referrals:** Employees may contact 1-855-286-1678.

**Supervisor-Initiated Referrals:** Supervisors may make mandatory individual or group referrals for counseling or crisis intervention. Supervisors may arrange mandatory referrals by contacting the Employee/Labor Relations Office at 301-454-1700.

## Inquiries from Media/Press

Direct all inquiries to the spokesperson for the respective County. (see business hours and contacts).

*Revised 1-20*



# Emergency Notification and Accident Reporting Procedures

# Quick Reference Guide

## Emergencies Involving:

Fatalities, Serious Accidents, Fire, Major Damage to M-NCPPC Properties, and Other Life-threatening Situations:

### Notification Procedures (All Four Steps Must Be Followed):

#### 1. Call 911 or Park Police Emergency Line

MC Park Police: 301-949-3010  
PGC Park Police: 301-459-3232

Employees may use available two-way radios in M-NCPPC vehicles to report the emergency to the internal dispatch unit.

#### 2. Request 911 Dispatcher to transfer call to M-NCPPC Park Police

The Park Police will coordinate with other law enforcement agencies, provide security, investigate the incident and, if necessary, complete an incident report.

#### 3. Management Team Contacts

Manager/Supervisor: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

The Manager/Supervisor will implement Departmental protocol and contact:

Division Chief: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

The Division Chief/ Department Head will notify Public Affairs, if appropriate.

#### 4. Risk Management and Safety Office

The Office will coordinate with applicable regulatory agencies, legal resources, and claim contacts. (See Emergency Contact List for business and after-hours phone numbers)

## M-NCPPC Emergency Notification and Accident Reporting

The following Procedures provide instructions for critical first response including notification of appropriate personnel in the event of emergencies, accidents and other critical events. These Procedures supplement facility-specific Emergency Action Plans (EAPs), which address on-site emergency preparedness and response actions. These Procedures, along with the EAP, should be completed by the facility Coordinator/Manager and communicated to all assigned employees. The document should also be posted in prominent locations within your facility for easy access. The documents must be reviewed every six months or earlier as conditions warrant.

Questions regarding these Procedures should be directed to the Risk Management & Safety Office.

### Work Related Injuries Sustained by Employees:

- First report of injury must be filed by the employee's supervisor within 24 hours of learning of the injury. Reports are filed telephonically by calling: 1-888-606-2562.
- Contact the Risk Management/Safety Office for necessary coordination of investigation and employment actions. (See emergency contact list)

### Incidents Related to Park Patrons, Commission Facilities and/or Property Damages (fire, flood, etc.), Auto Accidents:

- If incident involves a fatality, serious injury, fire or major property loss requiring emergency response, use emergency notification procedures. (left column)

### Hazardous Material/Chemical Spills, Blood-borne Pathogen Exposure, or Other Questionable Hazards:

- Contact the Risk Management/Safety Office for necessary coordination of investigation and employment actions. (See emergency contact list)

- The Risk Management/Safety Office will assist in coordinating a response, as needed, by external resources, such as MDE/EPA, MOSH, Corvel, Concentra, etc.

### Handling of Evidentiary Items on Park Property:

- The Park Police is responsible for incidents involving drugs, narcotics, weapons and other evidentiary crime related or illegal items found or recovered on park property or within its facilities.

### Pandemics/Epidemics:

- In the event of possible health outbreaks; epidemics/pandemics, Departments must contact the Risk Management/Safety Office which will coordinate necessary review by local/state health officials and medical providers to address the condition and prevent possible spread of disease.

Prince George's County Health Dept.  
301-583-3750

Montgomery County Health Dept.  
240-777-1755 or **311**

### For All Other Incidents:

- The department must contact the Risk Management/ Safety Office (see emergency contact list) within 24 hours of learning of the incident.
- Complete the appropriate [Accident Reporting Form](#) from [InSite](#).

*Risk Management/Safety Office will coordinate claim investigations, appraisals, and determination of liability following departmental reporting of claims.*