



REPLY TO
ATTENTION OF:

APVR-RDZ

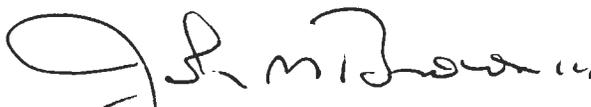
DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

5 MAY 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Safety Hotline (CG/CofS Policy Statement #0-43)

1. This policy establishes responsibilities for executing the Safety Hotline. The Safety Hotline numbers are 384-SAFE (7233) for Fort Richardson and 353-SAFE (7233) for Fort Wainwright.
2. The purpose and focus of this policy is accident prevention and reduction. Unsafe acts or conditions require prompt and immediate action to minimize and/or eliminate hazards. Anyone noticing an unsafe act or condition will call the Safety Hotline and report the information to a central registry at the Safety Office. The call will be recorded in a log:
 - a. Name and telephone number of caller (may remain anonymous).
 - b. What is the unsafe act or condition?
 - c. Where is it located?
 - d. Time and date the call is received.
 - e. Who is investigating?
 - f. What actions were taken and who was contacted or notified?
3. During normal duty hours the Safety Office will contact the appropriate commander, director, or persons responsible for taking immediate action to mitigate the unsafe act or condition. After duty hours, the Safety Hotline will be transferred to the appropriate MP Desk. The MP Desk Sergeant will document the information above and dispatch patrols to those incidents deemed as a hazard immediately dangerous to life or health. For tracking and follow-up purposes, the appropriate Safety Office will contact the MP Desk each morning for all cases reported during the previous non-duty hours. The Safety Office will contact the appropriate commander, director or persons responsible for reported incidents.
4. Commanders, directors or persons responsible for mitigating the unsafe act or condition will take immediate action to reduce the hazard or eliminate it.


JOHN M. BROWN III
Major General, USA
Commanding

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