

MANAGER INCIDENT REPORT INSTRUCTIONS

Complete, accurate, and timely internal reporting of incidents and accidents arising from railroad operations is essential to the efficient operation of the railroad and compliance with Federal reporting regulations.

It is essential through proper investigation that all incident details are based on inspection of the incident scene, track, structures, equipment and tools, interviews with employees and witnesses, and other pertinent information. This information should include the exact location and duties being performed by all employees involved at the time of the incident.

Ultimately, the incident description and probable cause are the opinions of the Investigating Officer. When more than one manager is on hand at an incident location, one manager should be designated to assume this role. The Investigating Officer will be responsible for compiling and reporting all pertinent information, including completion of the Initial Manager Incident Report.

INCIDENT REPORT – GENERAL

The current Manager Incident Report Form is available on the RGPC Operations website manager's portal "INCIDENT REPORTING" page.

The form is to be completed using Microsoft Word.

The form is locked to prevent unintentional alteration of the original form.

The form contains two types of boxes for providing information:

- 1) Drop-down box – select from specific choices offered.
- 2) Free-form box – type the pertinent information.

All boxes should be completed. In cases where the information is not yet available, indicate as "NOT AVAILABLE"; if the information does not apply, indicate as "N/A".

INTERIM and/or FINAL reports should be completed to capture all information as it becomes available, which is especially important in certain cases to capture accurate cost totals.

When completed, the report should be saved as a separate Word document in a folder for incident reports. To save a completed report, click on "FILE" in the upper left hand corner of your screen, click on "SAVE AS", then when a box appears asking where to save the document and the file name, enter the appropriate information (such as OPO31518NCRC in "MY DOCUMENTS").

INCIDENT REPORT – ASSIGNING INCIDENT NUMBER

Enter in the following order:

1. Department Code

Administration (includes Dispatch and Customer Service) = AD

Mechanical = MC

Maintenance of Way = MW

Operating = OP

Signal = SG

2. Date

Enter date incident/accident occurred, as follows:

- Two-digit numbers in order of month, day, year
- No commas, slashes, dashes, etc.
- Example: 031518

3. Railroad Code

Idaho Northern & Pacific Railroad (Idaho Division) = INPRID

Idaho Northern & Pacific Railroad (Oregon Division) = INPROR

Nebraska Central Railroad Company = NCRC

New Orleans & Gulf Coast Railway = NOGC

Wichita, Tillman & Jackson Railway = WTJR

Rio Grande Pacific Transit Group = RGPTG

Examples

OP031518NCRC

MW031518RGPTG

SG031518INPROR

NOTE: If more than one incident involving the same department of the same railroad occurred on the same date; enter -2 for second incident, -3 for third, etc.

Example

OP031518-2NCRC

INCIDENT REPORT – TIME REQUIREMENTS

Completed forms (and all other pertinent information – employee reports, photo's, diagrams, etc.) must be sent as soon as possible after the initial investigation has been completed. There are spaces at the top of the form to indicate if report is Initial, Interim, or Final. The Initial report must be completed and sent within 24 hours of the time of the incident.

REMEMBER: INTERIM reports should be sent when additional information is obtained during the course of a continuing investigation; a FINAL report should be sent to capture final costs.

INCIDENT REPORT – DISTRIBUTION

After saving the completed report it should be sent as an e-mail attachment with the Incident Number in the "subject" field to the following address:

incidentdistribution@rgpc.com

DO NOT SEND A COMPLETED REPORT AS AN UNSAVED OPEN DOCUMENT (this alters the structure and contents of the form).