

Close Call/Hazard Report

Personal Information

First Name:	Last Name:
Organization:	Phone:
Mail Code:	Project/Mission:
Status: Contractor <input type="checkbox"/> Civil Servant <input type="checkbox"/>	Email:

Location

Incident Site: Greenbelt <input type="checkbox"/> Wallops <input type="checkbox"/> Other <input type="checkbox"/>	Date/Time: _____ (mm/dd/yyyy hhmm – 24 hour clock)
Specific Location:	Building:
Street/Road:	Room:
Aircraft Type/Flight:	Vehicle License #:

Specifics

Have you notified your supervisor? Yes No Were there any witnesses? Yes No

Describe the Problem:

Was anyone actually or almost hurt? Yes No describe:

Was there any property damage? Yes No describe:

What action have you taken? describe:

How would you fix the problem/situation? describe:

Other Comments:

Mail to: For Greenbelt:
 Goddard Space Flight Center
 Safety, Environmental and Security Office Code 205.2
 ATTN: CLOSE CALL/HAZARD REPORTING
 Building 17, Mailstop 205.2
 Greenbelt, MD 20771

For Wallops:
 Goddard Space Flight Center
 Safety Office, Code 803
 ATTN: CLOSE CALL/HAZARD REPORTING
 Building E-107, Mailstop 803
 Wallops Island, VA 23337