MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Heat Illness Investigation and Reporting, CG Policy Memo 18-03.

1. References:
   d. DODI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, 6 June 2011.
   e. TRICARE Information Paper, Disclosure of PHI to DOD Safety Offices, HIPAA Privacy, February 2012.

2. Purpose. To provide guidance for the investigation and reporting of heat illness to all Fires Center of Excellence, Fort Sill organizations, and tenant organizations on Fort Sill.

3. General. Heat illness is a serious medical condition that requires immediate action and treatment for the life, safety, and health of personnel. Equally important is the immediate investigation and reporting of any occurrence to provide insight and lessons learned for future mitigation strategies.

4. Policy. All cases of heat illness will be thoroughly investigated and promptly reported by the experiencing organization. The organization’s senior leader, in the grade of 06, will personally review each case of military or civilian heat illness experienced. Within 24 hours the senior leader will provide an incident report to the Commanding General describing the category of heat illness, prevention taken prior to incident, root cause, corrective action, and current disposition. All cases of heat illness will be reported to the Fort Sill Safety Office via the on-line accident reporting system Report. Non-TRADOC organizations will provide the safety office a courtesy copy of their accident report. To ensure accurate reporting and collaboration between medical
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weekly listing of military/civilian recorded heat illness to the Fort Sill Safety Office. This listing will include name, rank, organization, date treated, and category of heat illness.

5. Additional guidance for heat illness reporting is published annually via ALARACT.

6. I expect all Soldiers, leaders, and Department of the Army Civilians to stay engaged and plan accordingly to prevent heat illness in your organization.

7. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C. 15 August 2016, subject: Heat Illness Investigation and Reporting, CG Policy Memo 16-03.

8. Safety office point of contact is Mr. John Cordes at 442-4701 or john.e.cordes.civ@mail.mil.

WILSON A. SHOFFNER
Major General, USA
Commanding

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