

Attachment 3
MEC Incident Report Form

FORT ORD MUNITIONS AND EXPLOSIVES OF CONCERN (MEC) INCIDENT REPORTING FORM

If you recognize any object that resembles munitions or explosives on current or former Fort Ord property, retreat to a safe location, and report the finding to the **appropriate agencies immediately** (see below)

A. PROVIDE THE FOLLOWING INFORMATION:

Name of Person Reporting:	Telephone:
Agency:	Fax:
Date & Time of Incident/Discovery:	
Description of Item Found (refer to the "Safety Alert" pamphlet if possible):	
Location (direction from nearest road/building, attach map if possible):	
GPS Coordinate Location: (Type of Instrument, NAD83 California State Plan Coordinates Zone IV, feet)	
Describe how the item was found:	

CONTACT THE APPROPRIATE AGENCIES IMMEDIATELY:

Initial when completed	Mon– Thu (6 a.m. – 5 p.m.) Contact and FAX Form to:	Contact Number	Date & Time Called
	USACE Ordnance Safety Specialist or MMRP Site Security Manager	Ph: (831) 884-9925 ext.226 Cell: (831) 760-2571 Fax:(831) 884-9030 Ph: (831) 242-7919 Fax:(831) 242-7019 Cell: (831) 760-2575	
	Fri – Sun (24 Hours) 787 th EOD Company	Phone: (650) 603-8301/02 Fax: (650) 603-8305	
	Note: If 787 th EOD Company is contacted, notify the MMRP Site Security Manager: (831) 242-7919, Cell (831) 760-2575.		

B. To be completed by USACE Ordnance Safety Specialist when applicable (Mon – Thu)

Form Received By:	Date & Time:	
Identification of Item Found:		
Extent of Area Surveyed:	Name of digital file for picture (date):	
Disposition of Item:		
Fax completed form to MMRP Site Sec Mgr Bldg 4463 Gigling Rd, POM (Fort Ord) when response complete	Fax: (831) 242-7019 Phone: (831) 242-7919	Date & Time:

C. To be completed by MMRP Site Security Manager:

Acknowledge Completed Form Received:	Date & Time:
Regulatory Agencies Notified (Date):	