



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, NW
Washington, DC 20240

Policy Memorandum 22-02

To: Regional Directors
Superintendents

From: Director

Subject: Reporting Visitor Injuries and Deaths - Interim Policy

Purpose and Duration

This Policy Memorandum replaces the visitor injury and death data collection and notification instructions provided in [Director's Order #50C: Public Risk Management Program](#) (Order), section 4.2, Injury Data Collection and Notification. This Memorandum will remain in effect until the Order is updated.

Background

The Order provides standards and guidelines that enhance park efforts to improve overall visitor injury prevention in parks. Section 4.2, Injury Data Collection and Notification, outlines how parks are to report visitor injuries and deaths. At the time of issuance on May 7, 2010, section 4.2 directed parks to use the systems available at the time, including the Visitor Injury Notification System (VINS) developed by the Public Risk Management Program (PRMP). This section also contained a hyperlink to VINS that parks could access to submit injury related data to PRMP.

Due to system changes and updates to InsideNPS and Federal IT system requirements, VINS is no longer in use and the hyperlink is no longer valid. The Department of the Interior's law enforcement record management system (LE RMS) now serves as the system of record for all National Park Service (NPS) law enforcement and emergency response incidents, including visitor injuries.

Policy

The Service will use the collection and analysis of injury and death data as a foundation for injury prevention, as it is critical for:

- Identifying and evaluating hazards,
- Assessing injury and death trends over time, and
- Monitoring the impact of interventions.

In addition to reporting requirements imposed by State law and those stipulated in the Code of Federal Regulations, visitor injuries and deaths must be reported to the NPS Law Enforcement, Security, and Emergency Services Program (LESES) by following the reporting requirements outlined in:

- Reference Manual #9 (Law Enforcement Program), chapter 36, “Serious Incident Notification Requirements and Procedures”;
- Reference Manual #51, chapter 9, “Documentation”;
- Reference Manual 55 (Incident Management Program), chapter 7, “Incident and Event Management”; and
- United States Park Police General Order 3201, “Incident Reporting.”

In the event of an injury that is self-reported by a visitor after the occurrence and for which there was no law enforcement response (i.e., no LE RMS record), the park should create a report to document the incident. The report should include basic incident information such as day, time, and location of the incident; nature of the injury; and the names of the parties involved. File management and storage must comply with Director’s Order #11D: Records and Electronic Information Management, and the Privacy Act of 1974 as outlined in the [Handbook for Safeguarding Personally Identifiable Information \(PII\) at the National Park Service](#).

Park units that do not have a law enforcement program should coordinate with the Regional Chief Ranger to report and document all visitor injuries and deaths in the LE RMS.

Further Information

For further information regarding visitor injury prevention and data collection, please contact PRMP, at risk_management@nps.gov. For further information regarding law enforcement and emergency services systems of record, contact LESES, at LESES_Contact@nps.gov.

Third-Party Enforceability

This Memorandum is intended only to improve the internal management of the NPS and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.

-----*End of Policy Memorandum*-----