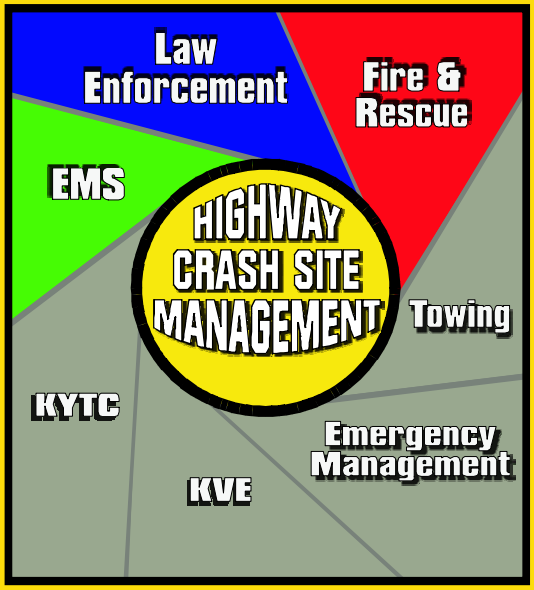
A Checklist

for



Developed by the
Kentucky Transportation Center
University of Kentucky

in cooperation with the
Kentucky Transportation Cabinet

October 2001
Version 2

Organization of the *Checklist*

This Highway Crash Site Management *Checklist* is organized by agency. It provides agency representatives from Law Enforcement, Fire & Rescue, and EMS with a prioritized checklist of activities to reference. There is also an "Initial Response" page for the agency that is first on the scene of the crash. The activities on the "Initial Response" pages have been identified as activities that need to be performed early in the process for the sake of safety and time. The "Initial Response" agency takes responsibility for these activities and the activities on their corresponding agency page.

The remaining pages of the *Checklist* contain information on a few of the agencies that play a supporting role in highway crash site management. These agencies include the Kentucky Transportation Cabinet, Kentucky Vehicle Enforcement, Kentucky Emergency Management, and towing companies. The *Checklist* provides a description of each agency's role and resources the agency may provide.

The following key is used throughout the *Checklist*:

- ✓ **Prioritized activity**
- ♦ **Additional information to consider about the activity**
- ⓘ **Information to provide to other responders**
- ☎ **Important contact information**

Highway Crash Site Management

Goal: Secure and coordinate the resources necessary to restore a roadway's operation in a safe and timely manner.

Objectives:

- **Assess Crash**

  - **Determine situation type**

Situation Type

- **Crash Without Injuries**
- **Crash With Injuries**
- **Crash With Fatal Injuries**
- **Crash Involving Commercial Vehicle**
- **Crash Involving HAZMAT**

  - **Examine site characteristics**

Site Characteristics

Where are you located?

- How accessible is the crash scene?
- Where is the nearest assistance?
- Where is the nearest intersection/interchange?

(Continued on Next Page)

Site Characteristics

(continued)

What are the roadway conditions?

- What is the condition of the pavement (wet/dry/snow/ice)?
- Is there adequate visual warning for drivers?
- How many lanes are involved?
- What is the location of the vehicles?
- How much traffic control is needed?
- Should a detour route be established?

- **Establish Priorities**
  - **Stabilize the situation**
  - **Manage the traffic**
  - **Acquire adequate resources**
- **Establish and Maintain Communication**
  - **Notify appropriate agencies**
  - **Coordinate with other responders**
- **Implement Incident Command System**

(Activities are not necessarily performed sequentially.)

Initial Response

Assess the Situation

- ✓ **What is the nature of the crash?**
- ✓ **What are the characteristics and hazards of the site that might affect management and clearance of the crash?**
- ✓ **Which agency should take the lead for the crash?**

✓ Determine need for assistance

- ***Call EMS when someone requires medical attention.***

  ⓘ Exact location of crash
  Number injured
  Nature of injuries
  Access to the scene

- ***Call Law Enforcement to record and possibly investigate the crash. Law Enforcement should also be called when traffic or crowd control is needed.***

  ⓘ Exact location of crash
  Description of the crash
  Access to the scene

- ***Call Fire & Rescue when smoke, fire, or hazardous material is present or if extrication is required.***

  ⓘ Exact location of crash
  Description of the crash
  Access to the scene

✓ Provide help as needed until assistance arrives

- ***Establish a safe perimeter around the scene.***
- ***Administer basic first aid.***
- ***Extinguish fire (if possible).***

Initial Response

Nothing should be moved or handled at the scene, unless aiding a victim, until Law Enforcement arrives.

✓ **If there are hazardous materials or mass casualties, contact your local Emergency Management agency and/or Kentucky Emergency Management**

Stay upwind and uphill from the hazardous material until it has been identified.

✓ **Establish a command post where other agencies can check in when they arrive at the crash**

- ***Command is dependent on the nature of the crash and may change as the situation changes.***

✓ **Call a towing company if any of the vehicles cannot be driven**

ⓘ
- Exact location of crash
- Access to the scene
- Number and type of vehicles to be removed*
- Type of cargo and approximate weight
- Description of the scene*

*** See Towing Tab for more information.**

- ✓ **If a commercial vehicle is involved in a crash that involves serious physical injuries or hazardous material, contact Kentucky Vehicle Enforcement to inspect the vehicle**

- ✓ **Assess the damage to the roadway/bridge infrastructure**

  - ♦ ***If damage is evident or probable on state maintained roadways, call the Kentucky Transportation Cabinet. For all other roadways, call the local Public Works Department or the County Road Supervisor.***

- ✓ **If the crash involves fatalities, call the Coroner**

- ✓ **Ask your communications center to inform others* of the crash**

  ⓘ Location and severity of the crash
  Anticipated length of delay
  Possible alternative routes

* Contact the Kentucky Transportation Cabinet, local Law Enforcement of affected communities, and local traffic management centers if congestion and/or delays are expected.

Remind your communications center to notify these agencies again when the crash has been cleared and the roadway is reopened.

Notes

Law Enforcement

✓ Call for additional resources as needed

ⓘ
- Exact location of crash
- Number injured
- Nature of injuries
- Access to the scene

Vehicles should be parked to protect the scene while minimizing the number of lanes blocked.

✓ Prioritize tasks

- ***Tasks to consider: traffic control, filling out crash report, crowd control, crash investigation, re-routing traffic, evacuation, etc.***

✓ Work with other responders to establish an incident command structure

- ***Command is dependent on the nature of the crash and may change as the situation changes.***

✓ Establish Law Enforcement command structure for crash

- ***Which officer(s) will be in charge of each Law Enforcement activity?***

Law Enforcement

✓ Establish a perimeter around the scene

- ***Provide traffic control as needed.***
- ***Keep the public away from the injured and the crash scene.***
- ***Insure other responders are careful with possible evidence at the crash scene.***

Consider whether any lanes of the roadway can be used to direct traffic safely around the crash scene.

✓ Consider whether traffic should and can be detoured around the crash

? Will traffic be delayed long enough to warrant a detour?

Consider how long it will take to establish the detour route.

? Is there a suitable detour around the site?

Consider how far out of the way the detour will take motorists.
Consider if there are any weight or size restrictions on the detour route and if the route is under any type of construction.
Consider if the detour route can be marked properly (either with Law Enforcement or signs) so motorists won't get confused.

To detour traffic: Notify the Kentucky Transportation Cabinet, the local traffic management center, and local Law Enforcement of affected communities of the planned detour route. *Make use of flip down detour signs or message signs where available.*

- ✓ If the roadway is closed and long delays are expected, address or contact the news media or your local traffic management center
- ✓ Begin the crash investigation
- ✓ Restore traffic
- ✓ Fill out the crash report
- ✓ Supervise scene clearance
- ✓ Notify the Kentucky Transportation Cabinet and local traffic management centers when the roadway is reopened

Remember that message signs and detour signs will need to be updated.

Notes

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Notes

Fire & Rescue

✓ Call for additional resources as needed

ⓘ
- Exact location of crash
- Number injured
- Nature of injuries
- Access to the scene

Vehicles should be parked to protect the scene while minimizing the number of lanes blocked.

Until directed by Law Enforcement, do not remove or handle anything at the scene except when aiding a victim.

✓ Extinguish fire

✓ Rescue crash victim(s)

✓ Establish landing zone for AirCare

✓ Identify and initiate cleanup of hazardous materials

- ***Establish a safe perimeter and activate the community emergency response plan by alerting the local 24-hour warning point.***
- ***Also alert Kentucky Emergency Management, the State Fire Marshal's Office, the Cabinet for Natural Resources and Environmental Protection (Environmental Response Team), the carrier and originator of the material.***

DO NOT assist with the removal of hazardous material.

- ✓ If evacuation is necessary, contact local Law Enforcement
- ✓ Work with other responders to establish an incident command structure
  - ♦ *Command is dependent on the nature of the crash and may change as the situation changes.*
- ✓ Assist with removal of debris from the roadway

Notes

EMS

- ✓ **Call for additional resources as needed**
  - ⓘ Exact location of crash
    Access to the scene
    Resources needed

Vehicles should be parked to protect the scene while minimizing the number of lanes blocked.

Law Enforcement and Fire & Rescue on scene will need to be notified if AirCare will be responding to the crash.

- ✓ **Begin or take over life saving medical attention**
- ✓ **Begin medical attention for other victims**
- ✓ **If a victim needs to be extricated from the vehicle, call Fire & Rescue**
- ✓ **If there is a fatality, contact the Coroner**
- ✓ **Transport victim(s) to the hospital**
- ✓ **Remove medical waste from the scene**

EMS

Notes

The Role of ...

KYTC

Kentucky Transportation Cabinet
Department of Highways

The Kentucky Transportation Cabinet* may be called to:

- ✓ **Assess and repair damaged roadways or bridges**
- ✓ **Provide additional resources**
  - ♦ ***KYTC may have access to message signs, arrow boards, traffic cones, construction equipment, cleanup materials and labor, and other resources that could assist in the management and clearance of the crash.***
- ✓ **Coordinate regional or multi-state detours**
- ✓ **Notify the states that will be affected by the traffic congestion**
- ✓ **Notify rest areas and truck stops of the crash and possible delays**
- ✓ **Assist in clearing the debris from the roadway**

KYTC

** KYTC will assist with crashes on state maintained roadways. For all other crashes, contact the **local Public Works Department or the County Road Supervisor.***

☎ For KYTC Call:

☎ For the Local Public Works Department or the County Road Supervisor Call:

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The Role of …

KVE

Kentucky Vehicle Enforcement

If a commercial vehicle is involved in a crash with physical injuries or hazardous material, Kentucky Vehicle Enforcement should be called to:

✓ Inspect the vehicle

☎ **For KVE Call:**
1-800-928-2402

Notes

KVE

KVE

Notes

The Role of ...

Emergency Management

State and local Emergency Management should be called to:

- ✓ Provide support and additional resources to the responders
- ✓ Coordinate the efforts of all state and local agencies involved in the event of a catastrophic crash

A catastrophic crash may involve hazardous material or mass casualties.

☎ For Emergency Management Call: 1-800-255-2587

☎ For Local Emergency Management Call:

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Emergency Management

Notes

The Role of ...

Towing

A towing company may be called to:

- ✓ Remove the vehicle(s) and/or cargo from the roadway
- ✓ Provide transportation for uninjured vehicle occupants
- ✓ Clear the crash debris from the roadway

Information to provide the towing company:

- Exact location of the crash
- Access to the scene
- Number and type of vehicle(s)*
- Type of cargo
- Description of the scene*

By providing a description of the vehicle(s) and the scene to the towing company, they are able to anticipate the type of equipment needed.

*Questions to Consider

1. Is the vehicle a passenger vehicle?	**Y**	**N**
If **NO**, what type?		
Motorcycle Bus Commercial Vehicle		
2. If a commercial vehicle is involved...		
How many axles does the truck have?	_____	
What type of trailer does the truck have?	_____	
What type of cargo is the truck hauling?	_____	
What is the estimated weight of the cargo? (check manifest)	_____	
Is the cargo organized on pallets?	**Y**	**N**
If so, is the cargo dislodged from the pallet?	**Y**	**N**
3. Does the vehicle have a flat tire?	**Y**	**N**
If **YES**, how many and which tire(s)?	_____	
4. Is the vehicle still on the roadway?	**Y**	**N**

☎ For Towing Call:

_____

_____

_____

_____

Notes

Important Phone Numbers

Phone Numbers

24-Hour Warning Point

911

Environmental Response Team
1-800-928-2830

Kentucky Emergency Management
1-800-255-2587

Kentucky Vehicle Enforcement
1-800-928-2402

State Fire Marshal's Office
1-800-255-2587

Coroner

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Kentucky Transportation Cabinet

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_____

Local Public Works Department or the County Road Supervisor

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Notes

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