**Emergency Responder Checklist**

*Traffic Control is the Responsibility of On-scene Responders – Communicate, Coordinate, Cooperate*

**INITIAL ACTION ITEMS:** (Within first 15 minutes)
- Estimate magnitude/expected duration of incident
- Estimate vehicle queue (backup) length
- Establish Incident Command/Unified Command Post
- Identify the need for and request secondary response agencies: HazMat, Towing/Recovery, DPW, NYS DEC, Ag & Markets (perishable loads), Accident Reconstruction, Medical Examiner, etc.
- Set-up appropriate Temporary Traffic Control (TTC) components based on estimates. Upgrade TTC every 15 minutes.
- Set initial taper in direction of traffic travel
  - Remove taper in opposite direction of traffic travel

**VEHICLES:**
- Limit number of responding vehicles
- Stage unnecessary vehicles off roadway
- Park ALL vehicles on same side of roadway
- Position apparatus to protect responders
- Minimize emergency lighting
- Create work area large enough to accommodate apparatus and responders SAFELY!

**PERSONNEL:**
- ALL responders Identifiable & in High Visibility Apparel
- Always: Be alert - Minimize exposure - Face traffic
- Place spotter at point of impact/accident scene

**CONSIDERATIONS:**
- Time of the incident and amount of traffic congestion
- Can vehicles be moved from roadway? Steer it. Clear it.
- Can all lanes remain open?
  - For Limited Access Highways: 1 minute of lane closure = 1 mile of backup
- Determine emergency vehicle access route(s)
- Will closures create backups on other roadways?
- How quickly can lanes reopen? Minimize on-scene time.
  - Post incident Recovery: 1 minute of lane blockage = 4 minutes of delay
- How can we avoid secondary accidents?
- What can we do to make the scene SAFER?
- Update the local Traffic Management Center (TMC) periodically and as incident changes (escalation, termination, etc.)

**INCIDENT MAGNITUDE**

<table>
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<tr>
<th>MAGNITUDE</th>
<th>DURATION</th>
<th>STEPS TO TAKE</th>
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</table>
| Minor     | <30 Minutes | • Make agency notifications if incident is on roadway where minor delay can create significant traffic impact  
• Establish Advance Warning Area and other TTC Components as time/personnel permits |
| Intermediate | 30 minutes - 2 hours | • Make agency notifications  
• Establish TTC Components  
• Consider DOT Response |
| Major     | 2+hours  | • Make agency notifications  
• Request DOT Response Trailer  
• Establish Full Work Zone (Same as Non-Emergency) |

**TRANSITION AREA**

<table>
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<tr>
<th>SPEED</th>
<th>TAPER LENGTH</th>
<th>TYPICAL # CONES</th>
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<tbody>
<tr>
<td>40</td>
<td>320 ft.</td>
<td>7</td>
</tr>
<tr>
<td>55</td>
<td>660 ft.</td>
<td>15</td>
</tr>
<tr>
<td>65</td>
<td>780 ft.</td>
<td>17</td>
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It is imperative that ANSI-approved high-visibility, retro-reflective safety apparel (i.e. safety vests) be put on and worn for the duration of an incident.

**DISPATCH WILL WANT TO KNOW...**

The questions listed below are intended to provide incident management responders with general guidelines for providing information to operations staff when notifying the TMC of an incident. This information allows an operations staff and/or dispatch to disseminate accurate and timely information to the traveling public.

- Where exactly is the incident (roadway, location, direction, reference marker)?
- Are there any lanes blocked (by vehicles, light poles, debris etc), and if so which lanes?
- What type of incident?
- What types of vehicles are involved (trucks, cars, etc)? How many?
- Get the description of vehicles involved such as; flatbed, tractor-trailer, garbage truck and box truck, tanker, tandem, etc.
- Any injuries? How many?
- Is there a school bus or other bus involved?
- What is condition of vehicles involved (upright, jackknifed, rollover, overturned, etc)?
- If an overturned truck - What are the contents?
- Is the incident in a construction zone or maintenance work area?
- Is DOT maintenance or construction needed to repair guardrail or realign temporary concrete barrier etc?
- What has been dispatched to scene (DEC, Fire, EMS, etc)?
- Is there a detour in place?
  - If yes:
    - Are there signs or personnel at the turning points advising the motorists where to go?
    - What item is being done with the vehicles trapped (the queue) between the incident and the detour route progress point?
    - Are Portable Variable Message Signs (PVMS) requested for long term detour or closure?
Typical Emergency Responder Vehicle Placement Plan

Note: This plan will not fit every situation, but should be used as a guideline for most incidents.

Note: Media and other responders not shown on this plan should park downstream of the tow vehicle, on the same side of the road.

**Tow Truck** – Should be parked at the furthest downstream position to allow room for the other emergency responders to work. Vehicle should be off to the side to allow exit access for the ambulance.

**Ambulance** – Should be parked at the next furthest downstream position, just downstream of the incident scene, with easy access to exit the incident scene.

**Fire 1** – Should be parked just upstream of the incident in the blocking position to provide a safe area for responders to work in. Truck should allow for safe access to all equipment necessary to handle the incident scene.

**Police** – Should be parked at the upstream position, as far off the roadway as practicable.

**Fire 2** – A blocking fire apparatus should be parked in the most upstream position in the activity area in the blocking position to provide a safe area for all responders.

**DOT or other available advance warning** – Should be placed at the furthest upstream position, upstream of the activity area, providing adequate advance warning of the incident scene – prior to the end of the queue. If DOT is not available, another emergency responder vehicle, PVMS, or static sign may also be used.

**Note:** For an incident in the left lane, this plan should be mirrored.

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