

REGIONAL OFFICE ACCIDENT NOTIFICATION

The following incidents require immediate notification

1. Any injuries to Construction Program Employees requiring hospital transportation at or in route to a construction field location.
2. Any injuries to State employees requiring hospital transportation from accidents involving State-owned vehicles and private vehicles used on State business.
3. Any fatality or injury to a State, Consultant, or Contractor employee requiring hospital transportation directly related to construction activity.
4. Traffic accidents resulting in fatal or multiple (3 or more) personal injuries to motorists, if directly related to construction activity or work zone traffic control.
5. Any utility incident that causes significant interruption of service, evacuations, emergency services response, or highway closure.
6. Any utility incident involving a gas or other flammable material facility.
7. Any incident involving a school bus or train.
8. Any accident resulting in media attention.

When an EIC / Field Office notifies the Regional Group of an incident listed ABOVE, the Regional Construction Safety Coordinator (RCSC) or Other Regional Construction Group Representative should take the following immediate actions:

DURING NORMAL WORKING HOURS (*typically 7:30 AM - 4:30 PM, Monday through Friday*)
(If you reach someone's voice mail, leave a message, and continue to the next person on the list).

NOTIFY REGIONAL MANAGEMENT: ENTER PHONE # WITHOUT SPACES OR DASHES-IE 9999999999

_____	_____
TITLE	PHONE #
_____	_____
TITLE	PHONE #
_____	_____
TITLE	PHONE #

AND NOTIFY THE OFFICE OF CONSTRUCTION:

Via email to dot.sm.mo.accidents@dot.ny.gov and Peter.St.Louis@dot.ny.gov

Follow up phone calls may be directed to:

Peter St. Louis	(518) 457-4509
Brian DeWald	(518) 457-9688
Office of Construction	(518) 457-6472

DURING NON-WORKING HOURS (outside of normal working hours, *weekends or holidays*) notify the Regional Transportation Management Center at _____ or the Statewide

PHONE #

Transportation Information & Coordination Center (STICC) at (518) 457-3765.