

**EMERGENCY RESPONDER CHECKLIST****PRE-ARRIVAL**

1. Have dispatch verify incident severity in detail, and anticipate equipment needed. If conditions warrant, begin notification process for necessary agencies. Provide guidance to driver in accordance with local policy.
2. Start notification process for towing and recovery teams for departure preparations.
3. Plan for possible detour routes.

**ARRIVAL**

1. Protect scene and assess situation (self & others).
  - a. Assessment should factor risks of incident vs. risks of traffic delays.
  - b. Consider temporary channelization vs. shutdown.
2. Establish ICS (Incident Command System)/UCS (Unified Command System) as needed and start notifications for assistance. establish formal or informal Command Post with contact number.
  - a. Towing and recovery.
  - b. Hazardous material/fuel response/EPA/Chemtrec.
  - c. Initial media notifications/EAS/evacuation.
  - d. ODOT (state or local).
  - e. Establish Command Post communications link with all agencies at scene and detour routes.
  - f. Contact utilities if needed.
3. Utilize ODOT (state or local) to establish detour if warranted.
4. Reposition emergency response vehicles to open partial traffic flow.
5. Plan for road opening as soon as possible.
6. Plan for secondary crashes as detour is established: position traffic warning devices (utilize DOT resources).
7. Remove traffic trapped between incident and detour (check on welfare of trapped motorists). Utilize both law enforcement & DOT resources.
8. Monitor and respond to developments to insure delays are minimized.
9. Communicate anticipated road opening to media and detour units.
10. Communicate change of scene control to responding agencies.
11. When appropriate ensure efficient and timely collection of evidence.

**POST INCIDENT**

1. Media information on reasons for delay so public is informed.
2. Debrief with agencies involved to better prepare for next incident.

**Ohio Quick Clear Task Force**

*"Committed to maintaining the safe and*

*effective flow of traffic during emergencies  
as to prevent further damage, injury or  
undue delay of the motoring public."*

**Buckeye State Sheriffs Association  
Ohio Association of Chiefs of Police  
Ohio State Highway Patrol  
Ohio Department of Transportation  
Ohio Environmental Protection Agency  
Ohio Fire Chief's Association  
Ohio Fire Marshall's Office  
Ohio Trucking Association  
Towing and Recovery Association of Ohio**