Protocol for Emergencies on Construction Projects

First responder action (actions to be taken by the first person witnessing the emergency):

**Quickly Assess site** - assess direct threats to people in the immediate vicinity -
* Determine the danger; for example: Fire, falling debris, buried person, equipment accident, high water, etc.
* Determine number of people injured, and their current status (unconscious, disoriented, not breathing, and any obvious major injuries),
* Determine their exact location; what road / route, milepost, nearest intersection, house address, and local details (in a piece of equipment, on the ground, underground, buried, in a building, etc).

*Immediately Contact 911 or Emergency Services if Any injuries,*

*Provide emergency care until help arrives,*

*Warn others in the immediate vicinity, and the public as necessary to secure the site,*

Contact District Construction Administrator (DCA) or their alternate and provide details on the Summary form attached.

The DCA or their alternate will email the District PIO / DDD / OSHP / ODOT Statewide Emergency Operations Coordinator.

The DCA or their alternate will contact the DD of Construction Management and the ODOT Assistant Directors.

The ODOT Statewide Emergency Operations Coordinator is:
Carl Merckle:  [Carl.Merckle@dot.ohio.gov](mailto:Carl.Merckle@dot.ohio.gov)
(614) 644-7165 Office
(614) 917-7545 Office
(614) 799-3588 Cell
Guidelines on when to use this emergency reporting protocol:

Reportable Accident or Incident:

- Has resulted in serious injury or death to anyone within the project limits.
- Has involved serious damage to equipment or property owned by the state, city, or the contractor.
- Is catastrophic or may receive wide media coverage, including social media.
- Major accident with the result being road closure within the project limits.
- Had no injuries, but had a high potential to result in serious injury or death, such as: falsework/form failures, bridge or culvert collapse, fire, overturned/damaged large equipment, high-voltage power line contacts, trench or shoring failures, utility fires or explosions, collisions with structures under construction or their supporting falsework that caused major damage.

Unusual or extraordinary construction occurrences are reportable incidents that may not be classified as accidents, such as:

- Non-construction related or natural disasters that result in damage to state property or project work (e.g.: landslide, mine cave-in, flood, fire, high wind.)
- Situations that result in the evacuation of the personnel from the project.
- An unexpected encounter with a hazardous material on the project.
- Other events that affect the state facility or project work and may generate media coverage including social media.

ODOT project personnel may issue a suspension of work order if the emergency involves any of the following situations:

- There is an apparent death or injury that needs investigation, immediately notify OSHP (C&MS 107.07)
- There is damage to state facilities, immediately notify OSHP (C&MS 107.07)
- There is an environmental hazard that needs investigating, immediately notify the OEPA, (C&MS 107.19),
- There is a contractor related safety hazard that needs investigating, immediately notify the OSHA (C&MS 107.01),
- The safety of the traveling public is put at risk, immediately notify OSHP or local authorities (C&MS 107.07)

Any delay/compensation to the contractor will be determined according to C&MS 108.06.
Emergency Action Required on Construction Project Summary

Date / Time of Incident:

Date / time of report:

County-Route-Section: Project Number: PID:

Type of Work underway:

Contractor(s) involved:

Name of Contractors supervisor on site:

Description of Emergency (include photos if available):

Names / Occupation of those Injured / directly involved:

Emergency responders: (Fire Department / EMS / Highway Patrol / District Maintenance)

Full Name of ODOT first responder (the first ODOT employee / consultant witnessing the emergency, or direct aftermath)

Direct Phone Number of ODOT first responder:

Immediate Actions taken by ODOT personnel:

Email this completed form to the District Construction Administrator or designated alternate, ASAP!

File this form with the project records.

The DCA will contact the following ODOT personnel at a minimum:

District PIO ( )
District Deputy Director ( )
Central Office Deputy Director of Construction Management ( )
Statewide Emergency Operation’s Coordinator, Carl.Merckle@dot.ohio.gov