

## **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](mailto:Carl.Merckle@dot.ohio.gov)**