



**First Responder Action**

**To be taken by ODOT employee witnessing the emergency**

1. **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.)
  
2. Immediately **Call 911** or Emergency Services if Any Injuries.
  
3. **Provide emergency care** until help arrives.
  
4. **Warn others** in the immediate vicinity, and the public as necessary to secure the site.
  
5. **Contact the ODOT Project Manager/Area Engineer** or designated alternate(s) as soon as possible.  
Names & contact information:  

---

---

---
  
6. If there are impacts to the roadway such as closures or restrictions, **notify the Statewide Traffic Management Center (TMC)** at [statewidetmc@dot.ohio.gov](mailto:statewidetmc@dot.ohio.gov) or 614-387-2438.

**Area Engineer (or designated alternate) will complete this sheet & email to**  
**District Construction Engineer (or designated alternate) ASAP**

1. Date/Time of Incident: \_\_\_\_\_
2. Date/Time of Report: \_\_\_\_\_
3. County-Route-Section: \_\_\_\_\_ Project Number: \_\_\_\_\_ PID: \_\_\_\_\_
4. Type of work underway:
5. Contractor(s) involved:
6. Name of Contractor's supervisor on site:
7. Description of Emergency (include photos if available):
8. Names/Occupations of those Injured or directly involved:
9. Emergency Responders: (Fire Department/EMS/Highway Patrol/District Maintenance):
10. Full name of ODOT first responder (the first ODOT employee/consultant witnessing the emergency, or direct aftermath):
11. Direct phone number of ODOT first responder:
12. Immediate Actions taken by ODOT personnel:

**File this sheet with the project records.**

**The District Construction Engineer (or designated alternate) will contact the following ODOT personnel:**

1. District Public Information Officer: \_\_\_\_\_
2. District Capital Programs Administrator: \_\_\_\_\_
3. District Deputy Director: \_\_\_\_\_
4. District County Manager: \_\_\_\_\_
5. Statewide Emergency Operations Coordinator: [Carl.Merkle@dot.ohio.gov](mailto:Carl.Merkle@dot.ohio.gov) (office 614-644-7165, cell 740-213-5206)
6. Other: \_\_\_\_\_

**The District Deputy Director (or designated alternate) will contact the following personnel:**

1. Central Office Deputy Director, Division of Construction Management:  
[Joshua.Bowman@dot.ohio.gov](mailto:Joshua.Bowman@dot.ohio.gov)
2. ODOT Assistant Directors:  
\_\_\_\_\_
3. Federal Highway Administration – Ohio Division (for federally-funded projects):  
[ron.garczewski@dot.gov](mailto:ron.garczewski@dot.gov)

**NOTE:** 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) #677 (cell phones only) or 614-466-2660 or local number \_\_\_\_\_.
- There is damage to state facilities, immediately notify OSHP (C&MS 107.07) #677 (cell phones only) or 614-466-2660 or local number \_\_\_\_\_.
- There is an environmental hazard that needs investigating, immediately notify the OEPA (C&MS 107.19), 1-800-282-9378 or local number \_\_\_\_\_.
- There is a contractor-related safety hazard that needs investigating, immediately notify the OSHA (C&MS 107.01), 1-800-321-6742 or local number \_\_\_\_\_.
- The safety of the travelling public is put at risk, immediately notify OSHP or local authorities (C&MS 107.07) #677 (cell phones only) or 614-466-2660 or local number \_\_\_\_\_.

Any delay/compensation to the contractor will be determined according to C&MS 108.06.