

INCIDENT RESPONSE REMINDERS

Incident Occurs

<input type="checkbox"/>	Gather as much information as possible for Alpha page-Who? What? When? Where? Why?
<input type="checkbox"/>	If necessary, call 911, or, for smaller emergencies, Police Non-Emergency # for pertinent municipality
<input type="checkbox"/>	Contact Administrator, Administrator will contact Safety Coordinator, Deputy Director, Director
<input type="checkbox"/>	If you are in the field, ask for assistance to send out SW Alpha
<input type="checkbox"/>	Respond to scene of the incident immediately
<input type="checkbox"/>	During summer months, take ice chest with drinks for large incidents/inop vehicles, floor dry for spills

Assess Incident Scene

<input type="checkbox"/>	Ensure personal safety, do not approach vehicle with electrical wire contact, stay at least 100 feet
<input type="checkbox"/>	upwind of burning trash heap/vehicle
<input type="checkbox"/>	If employee is injured, ask for assistance to transport to Banner/await emergency personnel
<input type="checkbox"/>	Secure scene- use caution tape, cones, or vehicle to prevent further incidents
<input type="checkbox"/>	Vehicles involved in vehicular accidents with minimal damages and impeding traffic should be moved to
<input type="checkbox"/>	safe area to prevent further injury.

Incident Investigation

<input type="checkbox"/>	Ask employee/Operator again Who? What? When? Where? Why?
<input type="checkbox"/>	Fill out incident report form, include witness names, accident report number, Property Manager
<input type="checkbox"/>	Take photos of incident scene (all four angles) close ups of damaged areas, swirl marks, contact areas, tire tracks, and any other pertinent items to the investigation
<input type="checkbox"/>	Ensure responding Police Officer requests Forensics Services to respond for all auto accidents
<input type="checkbox"/>	Identify witnesses and take witness statements, look for cameras in the area and try to get video

MOTOR VEHICLE ACCIDENTS

Vehicular Accident Reminders

<input type="checkbox"/>	Determine if DOT Mandatory Drug Test Criteria is met:
<input type="checkbox"/>	Did accident involve fatality? If yes, send Operator to Banner for drug test and contact Jackie Hale
<input type="checkbox"/>	Did motor vehicle accident result in Operator citation and Bodily injury with immediate medical attention away from the scene or disabling damage to any motor vehicle requiring tow away? If yes,
<input type="checkbox"/>	send Operator to Banner for Post-Accident Drug Testing and contact Jackie Hale
<input type="checkbox"/>	If accident involves fatality/catastrophic injury and vehicle is not towed, follow Solid Waste
<input type="checkbox"/>	"Motor Vehicle Accidents Resulting in Fatality/Catastrophic Injury" procedures

Damage Assessment

<input type="checkbox"/>	Determine if Solid Waste vehicle is safe to operate, if not safe, contact Fleet to repair/tow vehicle
<input type="checkbox"/>	Determine extent of property damage. If unsure of structural integrity of damaged item (awning, wall)
<input type="checkbox"/>	contact Engineering Department and request assessment. (On weekends, call UCC for on-call Rep)
<input type="checkbox"/>	Secure any unsafe areas with cones, barricades, caution tape, vehicle, etc. Contact Transportation
<input type="checkbox"/>	Call appropriate utility for downed wire repair (use Incident Investigation Emergency Contact List)

**Follow Up
Communication**

<input type="checkbox"/>	Contact residents exposed to the damaged structures and advise of the incident and secured areas
<input type="checkbox"/>	Provide property owner with incident information and Claim Form for any damages and explain
<input type="checkbox"/>	Claim procedures (do not make any guarantees that the damages will be covered)
<input type="checkbox"/>	Ensure you write down all contact names of Property Owners to include in Incident Report/follow up
<input type="checkbox"/>	SW Alpha

**Complete
Incident
Investigation
Report**

<input type="checkbox"/>	Incident investigation should be completed immediately and prepared for Accident Board Review
<input type="checkbox"/>	Forward incident investigation report, photos, witness statements, police report, etc. to Safety Coord.
<input type="checkbox"/>	Incident investigation will then be reviewed by Management Team and returned with signatures
<input type="checkbox"/>	Present signed Incident Investigation Report to employee and get signature in DocuSign
<input type="checkbox"/>	