**Emergency Responder Checklist**

"Traffic Control is the Responsibility of On-scene Responders – Communicate, Coordinate, Cooperate"

**INITIAL ACTION ITEMS: (Within first 15 minutes)**
- Estimate magnitude/expected duration of incident
- Estimate vehicle queue (backup) length
- Establish Incident Command/Unified Command Post
  - Assign Traffic Control Officer
- Identify the need for and request secondary response agencies: NITTEC, HazMat, Towing/Recovery, DPW, NYS DEC, DOT, Ag & Markets (perishable loads), Accident Reconstruction, Medical Examiner, etc.
- Set-up appropriate TTC Components based on estimates. Upgrade TTC every 15 minutes.
- Set initial taper in direction of traffic travel
  - Remove taper in opposite direction of traffic travel

**VEHICLES:**
- Limit number of responding vehicles
- Stage unnecessary vehicles off roadway
- Park ALL vehicles on same side of roadway
- Position apparatus to protect responders
- Minimize emergency lighting (Go Amber!)
- Create work area large enough to accommodate apparatus and responders SAFELY!

**PERSONNEL:**
- ALL responders Identifiable & in High Visibility Apparel
- Always: Be alert - Minimize exposure - Face traffic
- Place spotter at point of impact/accident scene

**CONSIDERATIONS:**
- Time of the incident and amount of traffic congestion
- Can vehicles be moved from roadway? Steer it. Clear it.
- Can all lanes remain open?
  - For Limited Access Highways: 1 minute of lane closure = 1 mile of backup
- Determine emergency vehicle access route(s)
- Will closures create backups on other roadways?
- How quickly can lanes reopen? Minimize on-scene time.
  - Post incident Recovery: 1 minute of initial delay = 8 minutes to return to normal traffic
- How can we avoid secondary accidents?
- What can we do to make the scene SAFER?
- Update NITTEC periodically and as incident changes (escalation, termination, etc.)

---

**RULES OF THUMB:**
1. Travel lanes numbered from right-to-left.
2. Skip line is 10 ft. long with 30 ft. between skips. Taper cones at start of each skip line (40 ft.)
3. Length of Advance Warning Area = 8 x Roadway MPH. Use 12x factor for rural roads due to limited sight distance. Sign distance is from start of taper/transition.