### Initial Action Items: Within 15 Minutes

- Estimate magnitude / expected **duration** of incident.
- Estimate vehicle **queue** (backup) length.
- Identify the need for and request **secondary response agencies**.
- Make appropriate **notifications**.
- Set-up appropriate TTC components based on estimates. **Upgrade TTC every 15 minutes**.
- Set initial **taper** in direction of traffic travel.
- Report to the incident Command / Unified **Command Post**. Assign Traffic Control Officer.
- **Remove** taper in opposite direction of traffic travel.

### Vehicle Positioning

- **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.
- Set traffic **cones** for transition and activity area.
- Set out cone **taper** in the direction of travel.
- Create a large enough **activity area** to accommodate apparatus and responders **SAFELY**.
## Personnel

- **ALL** responders **identifiable** and in appropriate **High Visibility** apparel.
- Be alert. Minimize exposure. Face traffic.
- Place **Flagger** at accident vehicles site.

## Considerations

- Time of day and amount of traffic congestion.
- Can vehicles be moved from roadway? **Move It!**
- Can more lanes be opened?
- Determine emergency vehicle access route(s).
- Will closures create backups on other roadways?
- How quickly can all lanes reopen? Minimize on-scene time.
- Take steps to avoid secondary accidents.
- Look for opportunities to make the scene SAFER.
- Update dispatch periodically and as incident changes (escalation, termination, queue estimate, etc.).
### Haz-Mat Safety Checklist

- Notify dispatch immediately upon detection of an unidentified or placarded cargo spill.
- Approach incident cautiously, from **upwind**.
- Stay clear of hazardous cargo and the spill as well as any vapors, fumes, or smoke.
- Identify the cargo from placards from a safe distance and update dispatch with the information.
- Check the driver’s condition but only approach and assist if it is safe.
### Non-Cargo Fluid Spill Quick Action Guide

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Determine that spill is vehicle fluid, not cargo.</td>
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<tr>
<td>Stop leaking fluid at the source.</td>
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<tr>
<td>Contain and limit spill from spreading.</td>
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<tr>
<td>Apply available absorbents.</td>
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<tr>
<td>Sweep material off travel lanes.</td>
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<tr>
<td>Make second absorbent application if needed.</td>
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<tr>
<td>Gradually restore traffic flow.</td>
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<tr>
<td>Assure proper notifications are made.</td>
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<tr>
<td>Identify responsible party.</td>
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<tr>
<td>Mark location of material.</td>
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</tbody>
</table>
## Push Bumper Checklist

- Check bumper alignment.
- Look for any obstructions.
- Communicate with motorist:
  - What to do
  - Where to go
  - Listen for instructions
- Advise motorist of the following:
  - Steering and brake pedal operation will be harder.
  - Turn key to “on.”
  - Place transmission in neutral and release parking brake.
- Make gentle bumper contact.
- Check traffic.
- Get the motorist’s vehicle in motion and back off.
- Communicate clearly to STOP.
- Set the parking brake on the motorist’s vehicle.