

For any incident, part of the Response Plan will be the paging of applicable personnel. This is to ensure that all concerned personnel have up-to-date information and therefore are able to take the appropriate corrective actions. There are two methods for paging the appropriate personnel. One is from the navigator web site: <http://www.navigator/> and the other is from ATMS. You simply click on the "globe" symbol located on the right side of the "quick access" button bar.

PAGING NOTIFICATIONS

Review the checklist and determine which individual(s) or organization(s) require notification and whether by pager or phone.

For those to be sent by Alpha-Pager, utilize the following format:

- County
- Incident type
- Location
- Lanes blocked
- Vehicles involved
- Injuries
- Cargo/Spillage
- DOT responding units
- (Other Known Information)
- Estimated Time of Clearance (ETC)
- (Ending)
- Name/Organization

- 1) Use all caps when sending all pages.
- 2) Use a semi-colon or slash between each of the above sections.





CHAPTER 9

ALPHA PAGING

FORMAT FOR ALPHA-PAGER MESSAGES:

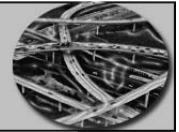
(COUNTY NAME)-(INCIDENT TYPE)-(PRIMARY RD) @ (SECONDARY RD/EXIT NUMBER/MILEPOST)-(NUMBER & DIRECTION OF LANES CLOSED)-(NUMBER & TYPE OF VEHICLE INVOLVED)-(NUMBER OF INJURIES/FATALITIES)-(CARGO CARRIED/AMOUNT AND TYPE OF SPILLAGE)-(RADIO NUMBER OF DOT UNIT RESPONDING)-(OTHER INFO)-(ESTIMATED TIME OF CLEARANCE)-(NAME/OFFICE OF SENDER)

The following is a list of approved abbreviations:

- **INCIDENT TYPES:**
 - ACC: ACCIDENT
 - GAS MAIN BK: GAS MAIN BREAK
 - WTR MAIN BK: WATER MAIN BREAK
 - VEH FIRE: VEHICLE FIRE

- **LOCATION:**
 - BRG: BRIDGE
 - BEF: BEFORE
 - EB: EAST BOUND
 - WB: WEST BOUND
 - NB: NORTH BOUND
 - SB: SOUTH BOUND
 - E/O: EAST OF
 - W/O: WEST OF
 - N/O: NORTH OF
 - S/O: SOUTH OF
 - MP: MILEPOST
 - MI: MILE(S)
 - FT: FEET
 - YD: YARD(S)
 - RMP TO: RAMP TO
 - RMP FR: RAMP FROM
 - RR: RAILROAD CROSSING
 - X: EXIT

- **INVOLVING:**
 - VEH: PASSENGER VEHICLE(S)
 - P/U: PICKUP TRUCK(S)
 - TT: TRACTOR-TRAILER(S)
 - TANK: TANKER TRUCK(S)
 - PED: PEDESTRIAN
 - HAZ-MAT: HAZARDOUS MATERIALS



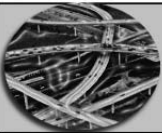
CONSOLE OPERATOR TRAINING MANUAL

- DOT: DOT PERSONNEL/VEHICLE
- SCH: SCHOOL BUS
- OVT: OVERTURNED
- JK: JACKKNIFED
- CONSTR: CONSTRUCTION

- **LANES CLOSED:**
 - LE: LEFT EMERGENCY
 - RE: RIGHT EMERGENCY
 - ME: MEDIAN
 - LL: LEFT
 - CL: CENTER
 - RL: RIGHT
 - #(N): NUMBER OF LANE, COUNTING FROM LEFT TRAVEL
 - LN: LANE(S)
 - ALL: ALL LANES IN BOTH DIRECTIONS
 - BLKD: CLOSED/BLOCKED

- **RESULTING IN:**
 - INJ: INJURIES
 - FATAL: FATALITIES
 - GAL: GALLONS
 - LB: POUNDS
 - EVAC: EVACUATION, FOLLOWED BY RADIUS
 - DETOUR: DETOUR SETUP
 - ETC: ESTIMATED TIME OF CLEARANCE

- **OTHER:**
 - GSP: GEORGIA STATE PATROL
 - PD: POLICE
 - CLEAR: INCIDENT CLEAR/LANES OPEN AT
 - EN RTE: EN ROUTE
 - OS: ON SITE
 - ETA: ESTIMATED TIME OF ARRIVAL
- **EXAMPLE USING FORMAT:**
 - 1315, FULTON, I-75N @ X-106, AC-2VEH-1 OVT TT, 2L N-1L S, 3I/1F, SP-2500 LB WHEAT, #0542 OS, ETC 1 HR
 - 1315: TIME INCIDENT REPORTED
 - FULTON: COUNTY INCIDENT OCCURED
 - I-75N @ X-106: LOCATION OF INCIDENT IS I-75 NORTHBOUND AT WEST PACES FERRY

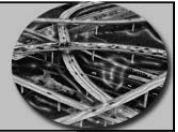


CHAPTER 9

ALPHA PAGING

- AC-2VEH-1 OVT TT: INCIDENT IS AN ACCIDENT INVOLVING TWO CARS AND AN OVERTURNED TRACTOR TRAILER
- 2L N-1L S: TWO LEFT LANES NORTHBOUND AND THE LEFT LANE SOUTHBOUND ARE CLOSED
- 3I/1F: THREE INJURIES AND ONE FATALITY ARE REPORTED
- SP-2500 LB WHEAT: A SPILL OF 2,500 POUNDS OF WHEAT REPORTED
- 8542 OS: DOT UNIT 8542 ON SITE
- ETC 1 HR: ESTIMATED TIME OF CLEARANCE IS ONE HOUR

Once you are in the Navigator web site, click on "Alpha Paging".



Select the recipient(s) (use the scroll function to navigate through the list of personnel) for an automatic pager message.

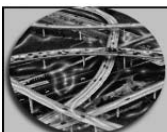
NAVIGATOR Intranet Server
Alphanumeric Paging

Alphanumeric Paging Server

Select the Recipient(s) for an Alphanumeric Pager Message.
Then click the Next button to enter the text of the message.

Clear Next->

- Long, Maj. Chris
- DMVS-Region 01**
- Blythe, Capt. Kenneth Stoe, Lt. Page
- DMVS-Region 02**
- Hart, Lt. Steve
- DMVS-Region 03**
- Cooper, Lt. Teresa Fulton, Capt. Gwen McCain, Lt. Randall
- DMVS-Region 04**
- Brummett, Capt. Winston Compton, Lt. Jerry
- DMVS-Region 05**
- Lively, Capt. Don Raiford, Lt. Randy
- DMVS-Region 06**
- Ford, Lt. Jimmy Kuhn, Capt. Joel
- DMVS-Region 07**
- Hanton, Lt. Blair Nobles, Lt. Kenny Wood, Capt. Porter
- DMVS-Region 08**
- Crosby, Lt. Carey Jones, Capt. Johnny
- DMVS-Region 09**
- Byrd, Lt. Tony King, Capt. Larry
- DMVS-Region 10**
- Baggett, Lt. Doug Jones, Capt. Dan
- GDOT-District 1**
- Dent, Larry Long, Todd Mote, Terry Pope, Terri
- Woodruff, Terry
- GDOT-District 1 I.T. Support**
- Shonts, Steven Thomas, Bobbie
- GDOT-District 1 Maintenance**
- Buchanan, Tommy Gregory, Larry Jacques, Jeff Lynn, Eddie
- McDuffie, Todd Palmer, Terry Whatley, Scott



CHAPTER 9

ALPHA PAGING

Click on “Next” to enter the text of the message.

NAVIGATOR: Paging Server - Microsoft Internet Explorer provided by GA Department of Transportation

File Edit View Favorites Tools Help

Address <http://www.navigator/paging/send2.cfm>

Search

Choose a category for your search:

- Find a Web page
- Find a person's address
- Find a business
- Previous searches
- Find a map
- Look up a word
- Find a picture

Find a Web page containing:

Brought to you by MSN Search

Search for other items:

- [Files or Folders](#)
- [Computers](#)
- [Printers](#)
- [People](#)

©2003 Microsoft Corporation. All rights reserved. Terms of Use

NAVIGATOR

[Home](#) | [Config](#) | [Archive](#) | [Projects](#) | [Signals](#) | [Docs](#) | [Maint](#) | [Const](#)

Intranet Server
Alphanumeric Paging

Alphanumeric Paging Server

Enter the Message to be sent.
Then click the Send button at the bottom of the page.

Selected Recipients

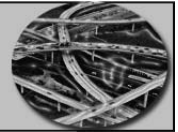
- Davis, Winifred (pin#6554092)

Message

Did you know...
To move to the beginning of a document, press the HOME key.

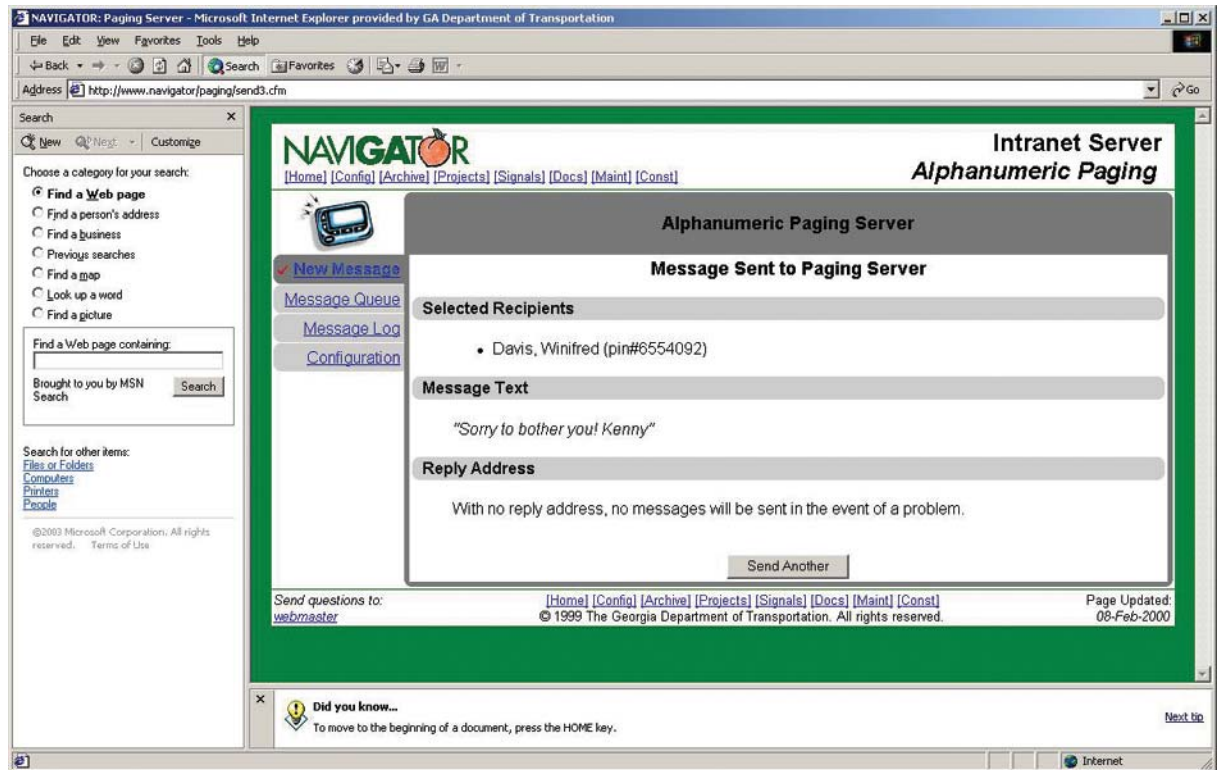
Next tip

Done Internet

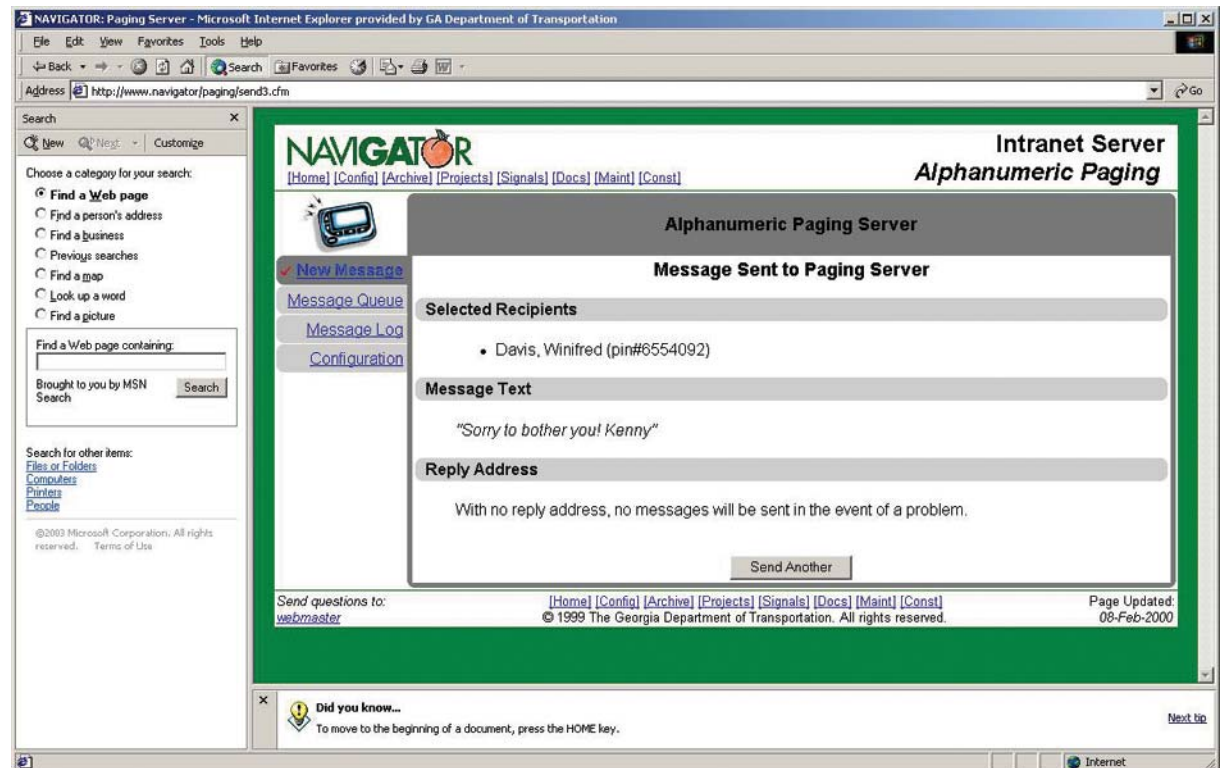


CONSOLE OPERATOR TRAINING MANUAL

Click “Send”. This will automatically send an Alpha page to all selected recipients.



You click on the Message log to check the actual status of the messages that have been sent.





CHAPTER 9

ALPHA PAGING

On the NaviGator web site, you also have available the GDOT Contacts List; access this by clicking on "GDOT Contacts List". Next follow the instructions on each page.

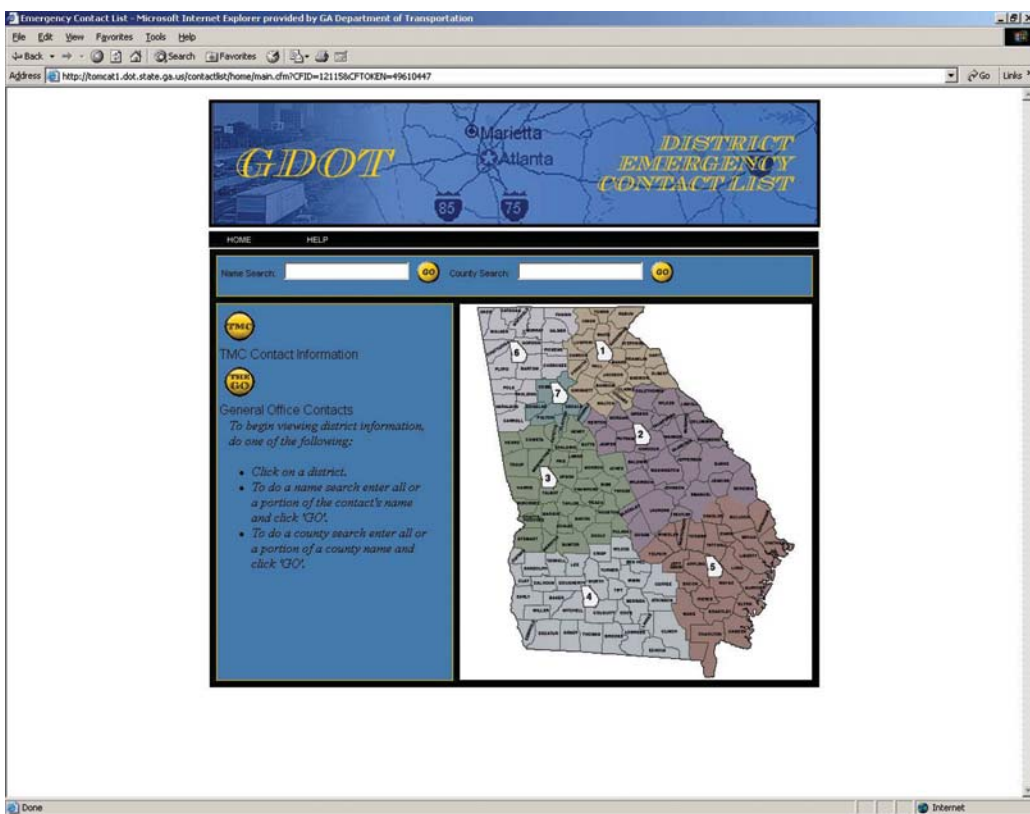
Traffic Operations Contact List
Log-In

ID:

Password:

Login

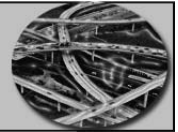
Enter your network user ID and password



VIEWING CONTACT LIST DATA

There are three ways to view contact list information: a data 'drill down' method, a name search, and a county search.





Data Drill Down Method

On the home page, click the district on the map which has data you would like to view. This will link to a page which displays county names, the area office locations to which they are assigned, and the telephone number for the office. From here you may view two types of contact information.

VIEWING DISTRICT LEVEL CONTACT INFORMATION

District level contact information may be viewed by moving the mouse over the 'district positions' button in the navigation bar to get a pop-up menu of categories of district level positions that link to groupings of district level employees.

Example: The 'engineers' category would contain contact information for the district engineer and the assistant district engineer(s). The 'communications' category would contain contact information for the district communications officer.



VIEWING AREA/COUNTY LEVEL CONTACT INFORMATION

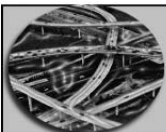
To view area/county contact information click on any county on the district area offices page. This links to a page which will display all contacts for the selected county as well as the other counties in the same area along with the area contacts for the area in which the selected county is located.

The navigation bar containing the district positions menu travels to this page as well. For both district and area/county level contacts, additional comments for a contact such as a specific area of responsibility may be viewed by moving the mouse over any contact name which is highlighted in red.

Name Search

On the home page, a name search may be conducted by entering all or part of a contact name in the name search text box and clicking the 'GO' button. All contact names containing the entered sequence of characters will display. When entering a full name, use the following format: Last Name, First Name.

To ensure good results, the first letters of the first and last names should be capitalized and the last name should be followed by a comma, a space, and the first name.



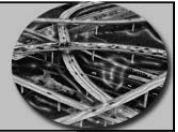
County Search

On the home page, a county search may be conducted by entering all or part of a county name in the county search text box and clicking the 'GO' button. All county level contacts assigned to a county with a name containing the entered sequence of characters will display as well as all area level contacts for the area(s) in which the counties meeting search criteria are located. *The search is case sensitive! Capitalize the first letter of a county name followed by lower case letters in order to get good results!*

CHECKLISTS

In order to assist you in performing your job, there are two sets of checklists (Duty Hours and Non-Duty Hours) available to you.





Duty Hours

The following checklists will assist you in performing your job during normal duty hours.



NON-TRACTOR TRAILER ACCIDENT CHECKLIST

1. Confirm you are on the correct checklist.
2. **Duty Hours Notification**
 - A. Obtain the following information prior to transferring the caller:
 - ___ Name and phone number of the individual making the initial call.
 - ___ What is the exact location (county, state route, intersection or mile post and direction)?
 - ___ In general, what is the nature of the problem?
 - B. If the call is from any source other than DOT, transfer or conference the caller to the appropriate District Maintenance Office and give the caller the phone number of that District Maintenance Office.
 - C. If the call is from a District/Area Office, copy the information in **DETAIL** on an Incident Tracking Form.
 - D. If there has been a cargo spill and it is hazardous, refer to the hazardous material checklist.
3. **Notify**
 - ___ NaviGAtors Paging group (Level 3 and 4 Incidents)
 - ___ **GEMA** If (one or more of the following)
 - All lanes of an interstate in any direction are closed (Level 4 Incidents)
 - A school bus is involved
 - Any food items (grown or manufactured, solid or liquid, livestock, poultry, and horses) are involved
 - ___ **Fatalities? (If yes)** District Safety Enhancement Coordinator for affected districts
4. Provide follow-up information as required.
5. Annotate the Incident Tracking Form.





CHAPTER 9

ALPHA PAGING

TRACTOR TRAILER ACCIDENT CHECKLIST



1. Confirm you are on the correct checklist.

2. Duty Hours Notification

A. Obtain the following information prior to transferring the caller:

- ___ Name and phone number of the individual making the initial call.
- ___ What is the exact location (county, state route, intersection or mile post and direction)?
- ___ In general, what is the nature of the problem?

B. If the call is from any source other than DOT, transfer or conference the caller to the appropriate District Maintenance Office and give the caller the phone number of that District Maintenance Office.

District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		

C. If the call is from a District/Area Office, copy the information in **DETAIL** on an Incident Tracking Form.

D. If there has been a cargo spill and it is hazardous, refer to the hazardous material checklist.

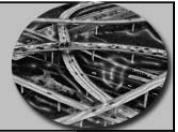
3. Notify

- ___ State Maintenance Engineer (Page during **duty** hours)
- ___ Office of Communications (**Page**)
- ___ TMC Floor Supervisor or if cannot be reached, then notify: 2nd - On-Call Supervisor - Pager 404-382-2462
- ___ GEMA If (one or more of the following):
 - All lanes of an interstate in any direction are closed (Level 4 Incidents)
 - A school bus is involved
 - Any food items (grown or manufactured, solid or liquid, livestock, poultry, and horses) are involved
- ___ **Fatalities? (If yes)** District Safety Enhancement Coordinator for affected districts

4. If the cargo has been leaking and is hazardous, go to the Hazardous Materials Checklist.

5. Provide follow-up information as required.

6. Annotate the Incident Tracking Form.



TRAFFIC SIGNAL CHECKLIST

1. Confirm you are on the correct checklist.
2. **Duty Hours Notification**
 - A. Obtain exact location and problem with the signal (i.e. hold on red, holding too long, bulb out). If the signal is completely out advise them to call the Power Company in that area. Record the name and phone number of the individual making the initial call.
 - B. Determine if the signal belongs to DOT. Use the traffic signal book which is listed by districts. In the event contact is negative, continue down the list sequentially until someone is contacted.
3. **Notify**
 ___ Notify the district traffic signal office of the involved district.



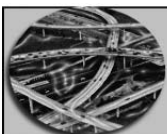
VEHICLE ACCIDENT INVOLVING RADIOLOGICAL MATERIAL CHECKLIST

1. Confirm you are on the correct checklist.
2. **Duty Hour Notification**
 - A. If the call is from any source other than DOT, transfer or conference the caller to the appropriate District Maintenance Office and give the caller the phone number of that District Maintenance Office.



District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		

- B. Obtain the following information:
 - ___ Name and phone number of individual making the initial call.
 - ___ What is the exact location (county, state route, intersection or mile post and direction)?
 - ___ Type(s) of material involved?
 - ___ Quantities of material (tons, gallons, etc.), type containers (concrete encased, steel drums, rods, etc.), and in what state (liquid, solid, gaseous).
 - ___ Obtain law enforcement case number for incident if applicable.
 - ___ How many lanes are effected?



CHAPTER 9

ALPHA PAGING

- ___ How many lanes at the scene?
- ___ Are there any injuries/fatalities?
- ___ How many and what type vehicles involved?
- ___ How long will the road be closed?
- ___ Are there any detours?
- ___ What was the cause of the accident?
- ___ Complete the Incident Tracking Form in **DETAIL**.

3. Notify

- ___ NaviGator's paging group
- ___ GEMA
- ___ **Fatalities (If yes)** District Safety Enhancement Coordinator for affected districts.

4. Provide follow-up information as required.

5. Annotate the Incident Tracking Form.

MOTOR VEHICLE ACCIDENT INVOLVING HAZARDOUS MATERIAL (NON-RADIOLOGICAL)



1. Confirm you are on the right checklist.

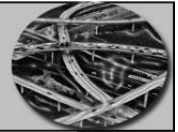
2. Duty Hours Notification

A. If the call is from any source other than DOT, transfer or conference the caller to the appropriate District Maintenance Office and give the caller the phone number of that District Maintenance Office:

District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		

B. Obtain the following information:

- ___ Name and phone number of individual making the initial call.
- ___ What is the exact location (county, state route, intersection or mile post and direction)?
- ___ Type(s) of material involved?
- ___ Quantities of material (tons, gallons, etc.), type containers (concrete encased, steel drums, rods, etc.), and in what state (liquid, solid, gaseous).
- ___ Obtain law enforcement case number for incident if applicable.
- ___ How many lanes are effected?



CONSOLE OPERATOR TRAINING MANUAL

- ___ How many lanes at the scene?
- ___ Are there any injuries/fatalities?
- ___ How many and what type vehicles involved?
- ___ How long will the road be closed?
- ___ Are there any detours?
- ___ What was the cause of the accident?
- ___ Is there an evacuation in progress or planned? If yes, what is the extent of the evacuation?
- ___ Complete the Incident Tracking Form in **DETAIL**.

3. Notify

- ___ GEMA
- ___ NaviGator's paging group
- ___ **Fatalities (If yes)** District Safety Enhancement Coordinator for affected districts.

4 Provide follow-up information as required.

5 Annotate the Incident Tracking Form.

ROAD KILLS (10-12)

1. Confirm you are on the correct checklist.

2. Duty Hours Notification

A. Obtain the following information:

- ___ Get exact location. Be sure it is on the DOT system.
- ___ Is it in the roadway? If so, what lane(s)?
- ___ What type of dead animal is it? (Example: deer, cow, dog cat, etc.)
- ___ Obtain name of caller and telephone number (in case additional info is needed).

B. Report the caller to district involved.



District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		



CHAPTER 9

ALPHA PAGING

COMPLAINTS (Grass clippings, drainage problems, litter pickup, potholes, etc.)

1. Confirm you are on the correct checklist.
2. **Duty Hours Notification**



Obtain the following information:

- ___ Obtain the name and phone number of the individual registering the complaint, for conformation if required.
- ___ What is the nature of the complaint?
- ___ What is the exact location? Is this on the state right of way? What is the State Route Number? If it is not on a state route it is probably not our responsibility.
- ___ Take down the information and contact the district office involved.
- ___ Does the complaint require DOT employees/crew to respond?

3. Notify

Provide the caller with the appropriate DOT District Office phone number.

- ___ District Maintenance Engineer's Office (if non-construction related)

District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		

- ___ District Construction Engineer's Office (if construction related)

District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		



DEBRIS IN THE ROADWAY

1. Confirm you are on the correct checklist.
2. **Duty Hours Notification**
 - A. Advise the DOT District Office involved.
 - B. If debris is blocking a lane(s) of roadway, complete Incident Tracking Form.



****Note: Within Dist. 7 - use cameras to locate debris within coverage area.**

PERMITTED LOADS CHECKLIST

1. Confirm you are on the correct checklist.
2. **Duty Hours Notification**

Transfer all calls to the Atlanta Office of Permits
at 800-570-5428 (Local Permits Office - 0730-1700 hrs.)



SCHEDULED LANE CLOSURE

1. Confirm you are on the correct checklist.
2. **Duty Hours Notification**

Obtain the following information:

- ___ Location (include county, state route, and mile post or intersection).
- ___ How many lanes are closed to traffic? (And in which direction)?
- ___ What are the total number of lanes at this location?
- ___ What type of work is being done?
- ___ Who is doing the closure?
- ___ How long will the lane(s) be closed?
- ___ Contact proper DOT personnel, when requested by the unit or person setting up the lane closure.

3. **Notify**
Floor Supervisor or On-Call Supervisor

4. Annotate the Incident Tracking Form.





ROAD CLOSINGS (NON-ACCIDENT)

1. Confirm you are on the correct checklist.

2. Duty Hours Notification

All major roads/lane closings caused other than by accidents (Example: water main break, roadway failure, gas line open, and snow and/or ice). If road is closed due to spillage of petroleum products such as diesel or gasoline in quantities greater than 30 gallons, refer to "Hazardous Materials" Checklist. For all other non-specific items requiring closure to the roadway, refer to "Debris in Roadway" Checklist.

3. Obtain the following information:

- Record the name and number of the individual making the initial call.
- Get exact location. Be sure it is on the DOT State Route System. What is the route number?
- Reason for the closure.
- Length (linear) of closure and estimated time to open.
- Is a detour in place, if so length and location of detour.
- Number of lanes effected.
- Any other damage or injuries involved.

4. Inquiries About Road Closing/Conditions Due to Weather

- Provide caller with the current information on hand at TMC concerning any road closures due to inclement weather. Also provide the caller with the NaviGator web address (www.Georgia-Navigator.com) and advise them to refer to the Road Closures section.

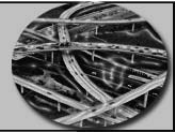
DO NOT GIVE OUT ANY OTHER NUMBER FOR ROAD CONDITIONS OR CLOSINGS TO THE GENERAL PUBLIC FOR GEORGIA ROADS

5. Give the caller the number of the District Maintenance Office and transfer the caller to the involved DOT District.

District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		

6. **Notify**

- State Maintenance Engineer (404-656-5314)
- Office of Communications (404-463-6457)
- District Maintenance Engineer



CONSOLE OPERATOR TRAINING MANUAL

- ___ TMC Floor Supervisor or, if can not be reached, then notify 2nd On-Call Supervisor
- ___ NaviGator's paging list

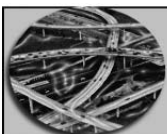
****Notify GEMA only if all lanes of an interstate in any direction are closed.**

- 7. Provide follow-up information as received.

CONSTRUCTION SITE INCIDENTS



- 1. Confirm you are on the correct checklist.
- 2. **Duty Hours Notification**
 - A. If the problem is within District 7, advise the contact person who called the closure in. Retrieve contact number from filed construction report located in the Construction Manual or on the Construction Incident Tracking form. If contact cannot be made, advise the construction office in Chamblee (770-986-1030).
 - B. Advise the HERO Unit patrolling that particular route (Metro Atlanta).
 - C. If the problem is within Districts 1-6, contact the District Construction Office for the particular area where the incident occurs.
 - D. Obtain the following information:
 - ___ Exact location of interruption.
 - ___ Type of interruption/what lanes are effected.
 - ___ Name and telephone number of caller (for additional info if needed).
 - ___ The police case number if applicable.
 - E. Attempt to locate with cameras in the area if applicable (Metro Atlanta).
- 3. If any lane(s) are closed for more than a minimal amount of time (30 min. or more), contact the following:
 - ___ State Maintenance Engineer (**Page during duty hours**)
 - ___ Office of Communications (**Page**)
 - ___ TMC Floor Supervisor or, if can not be reached, then notify: 2nd On-Call Supervisor
 - ___ **GEMA only if all lanes of an interstate in any direction are closed (Level 4 Incidents).**
- 4. Provide follow-up information as received.



CHAPTER 9

ALPHA PAGING

BRIDGE/RAILROAD TRESTLE DAMAGE REPORTS



1. Confirm you are on the correct checklist.
2. Copy information in **DETAIL** on an Incident Tracking Form.
3. If received from general public, obtain location, name of caller and telephone number. Obtain information on individual and object which hit the bridge. If the road is closed or if there is an accident resulting from the bridge which was damaged, then go to the corresponding checklist.

4. **If on State Route System notify:**

- Local law enforcement for assistance until DOT personnel can respond.
- District Maintenance Engineer:

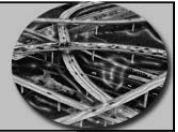
District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		

- State Maintenance Engineer (**Page during duty hours**)
- State Bridge Maintenance Engineer - Brian Summers
Office: 404-657-6063; Home: 770-435-0949; Pager; 404-655-3991
- Office of Communications (**Page**)

5. **If Off State Route System notify:**

- State Bridge Maintenance Engineer - Brian Summers
Office: 404-651-8522; Pager # 404-655-3991
- Office of Communications (**Page**)

6. Provide follow-up information as required.
7. Annotate Incident Tracking form.



DOT VEHICLE ACCIDENT/INJURIES TO DEPARTMENT PERSONNEL



1. Confirm you on the correct checklist.
2. Obtain the exact location of the accident and DOT # of vehicle involved, if applicable, along with the following information:
 - ___ Name and phone number of individual making the initial call.
 - ___ Name of individual(s) with DOT that are involved in the accident.
 - ___ Are there any injuries/fatalities? If fatalities are involved, notify the District Safety Enhancement Coordinator for the affected District.
 - ___ Location where injured individuals were transported.
 - ___ What caused the accident/injury?
 - ___ Obtain the law enforcement case number if applicable.
 - ___ Were there any other vehicles involved? Any tractor trailers? If so, refer to the Tractor Trailer Accident Checklist.
 - ___ Is vehicle driveable? If not, notify immediate supervisor for assistance with appropriate wrecker service.
3. Complete Incident Tracking Form in **DETAIL**. (Obtain name and phone number of any additional callers supplying information.)
4. Contact GSP for assistance; if not available, contact local law enforcement agency. (Note that Georgia State Patrol is most desirable.)
 - ___ Obtain as much information as possible (as shown on section 2 above) about the accident prior to notifying the individuals listed below.
 - ___ District Safety Officer
 - ___ District Engineer

District 1	770-532-5563	District 2	478-552-4626
District 3	706-646-6514	District 4	229-386-3304
District 5	912-427-5782	District 6	770-387-3605
District 7	404-986-1060 (or Ext. 1207)		

- ___ State Maintenance Engineer (**Page**)
 - ___ Office of Communications (**Page**)
 - ___ Office of Risk Management - 404-656-5229 or Page
 - ___ TMC Floor Supervisor
 - ___ District Maintenance Engineer (As required)
 - ___ District Construction Engineer (As required)
 - ___ Employee's Immediate Supervisor
 - ___ **GEMA only if all lanes of an interstate in any direction are closed (LEVEL 4 INCIDENTS).**
5. Provide follow-up information as received.
 6. Annotate Incident Tracking Form.



EARTHEN DAM PROBLEM

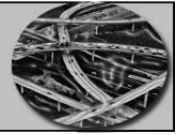
1. Confirm you are on the correct checklist.
2. Copy information in **DETAIL** on an Incident Tracking Form
 - ___ Name and phone number of individual making the initial call.
 - ___ Is the roadway affected?
 - ___ Is there any other immediate danger?
 - ___ Are there any fatalities or accidents related to the dam failure? If so, then refer to the appropriate checklist for further notification; then proceed with this checklist.
3. **Notify**
 - ___ GEMA
 - ___ NaviGator's paging group
4. Provide follow-up information as needed.
5. Annotate Incident Tracking Form.



TREE CUTTINGS ON RIGHT OF WAY

1. Confirm you are on the correct checklist.
2. Complete an Incident Tracking Form in **DETAIL**. Obtain the following:
 - ___ Name and phone number of caller.
 - ___ Exact location of cuttings.
3. Any reported tree cuttings on DOT rights-of-way are to be immediately handled as follows:
 - ___ When tree cutting is in progress notify the local **Law Enforcement** and the **District Maintenance Engineer**.
4. **Notify**
 - ___ Contact Rights of Way Office (404-656-5372)
 - ___ State Maintenance Engineer (**Page**)
 - ___ Office of Communications (**Page**)





NON-DUTY HOURS

NON-TRACTOR TRAILER ACCIDENT CHECKLIST



1. Confirm you are on the correct checklist.
2. Obtain the following information:
 - ___ Name and phone number of the caller.
 - ___ What is the exact location (county, state route, intersection or mile post and direction)?
 - ___ In general, what is the nature of the problem?

3. Type the information in **DETAIL** in an Incident Tracking Form.

*Metro Atlanta area incidents need to be located on GIS Map and a Response Plan should be applied if applicable.



4. If there has been a cargo spill and it is hazardous, refer to the hazardous material checklist.

**** Regardless if assistance is requested or not** and no HERO Units are enroute or on site, use on-call list for Districts 1 and 7. If on-call list is unavailable, notify the county foreman for the corresponding district.

****Note: Only call county foremen if the estimated time of clearance of the incident exceeds 30 minutes.**

- Ask county foreman/on-call person to call you via landline or Southern Linc if possible for a conference call after inspecting the accident.
- When the county foreman/on-call person returns your call via Southern Linc or telephone, obtain the following information:
 - ___ What is the exact location of the accident (county, state route number, direction, milepost, and intersection name/reference point)?
 - ___ Obtain the law enforcement case number when applicable.
 - ___ How many lanes are blocked?
 - ___ What is the total number of lanes on the highway/state route?
 - ___ Are there any injuries/fatalities?
 - ___ How many vehicles are involved?
 - ___ How long will the road(s) be blocked?
 - ___ Are there any detours?
 - ___ What caused the accident?
 - ___ Repeat all information to the caller to ensure that your information is correct.



CHAPTER 9

ALPHA PAGING

5. Notify

_____ HERO Manager (If Level 4 incident occurs in Metro Atlanta, he will advise if an On-Call HERO unit should be dispatched.)

****Note: Only call State Maintenance Engineer at home if there is a Level 4 incident, hazardous materials, and/or fatalities.** (Conference the call with the foreman when possible.)

_____ NaviGator's paging group

_____ State Maintenance Engineer's On-Call representative

_____ Assistant State Maintenance Engineer

_____ State Maintenance Engineer

_____ Maintenance Activity Engineer

_____ FHWA (If 20 or more vehicles involved)

_____ Railroad Section Manager (If train or railroad crossing involved)

_____ **Fatalities (If yes)** District Safety Enhancement Coordinator for affected district.

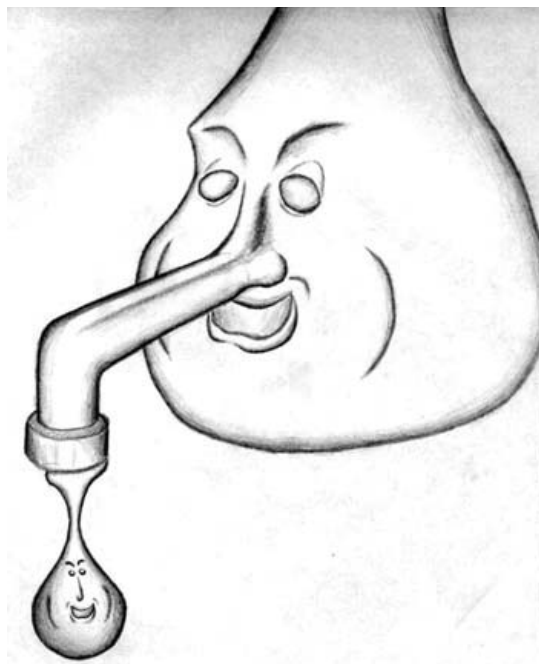
_____ GEMA if:

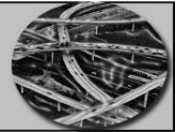
- All lanes of an interstate in any direction are closed (LEVEL 4 Incidents).
- Any food stuffs (grown or manufactured, solid or liquid, livestock, poultry, and horses are involved), and alcoholic beverages. ** for contact with Dept. of Agriculture or Revenue.
- A **School Bus** is involved; in this case also notify:
 - _____ NTSB
 - _____ State Traffic Operations Engineer
 - _____ State Maintenance Engineer's On-Call representative
 - _____ FHWA On-Call representative

6. If the cargo has been leaking and is hazardous, go to the Hazardous Materials Checklist.

7. Provide follow-up information to everyone contacted as required.

8. Annotate the Incident Tracking Form.





TRACTOR TRAILER ACCIDENT CHECKLIST



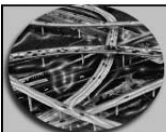
1. Confirm you are on the correct checklist.

2. **Regardless of assistance requested or not** and no HERO Units are in route or on site, use on-call list for Districts 1 and 7. If on-call list is unavailable, notify the county foreman for the corresponding district.
 - Ask county foreman/on-call person to call you via landline or Southern Linc, if possible, for a conference call after inspecting the accident.
 - When the county foreman/on-call person returns your call via Southern Linc/telephone, obtain the following information:
 - _____ What is the exact location of the accident (county, state route number, direction, milepost, and intersection name/reference point)?
 - _____ Obtain the law enforcement case number when applicable.
 - _____ How many lanes are blocked?
 - _____ What is the total number of lanes on the highway/state route?
 - _____ Are there any injuries/fatalities?
 - _____ How many and what type vehicles are involved?
 - _____ How long will the road(s) be blocked?
 - _____ Are there any detours?
 - _____ What caused the accident?
 - _____ What is the tractor trailer carrying and how much (total tons, gallons, drums, etc.) material involved?
 - _____ Repeat all information to the caller to ensure that your information is correct.

3. Complete the Incident Tracking Form in **DETAIL!**

Metro Atlanta area incidents need to be located on GIS Map and a Response Plan should be applied if applicable.

4. **Notify**
 - _____ HERO Manager (If **Level 4** incident occurs in Metro Atlanta). He will advise if On-Call HERO unit should be dispatched.
 - _____ ****Note: Only call State Maintenance Engineer On-Call representative at home if there is a Level 4 incident, hazardous materials, and/or fatalities.**
 - _____ Assistant State Maintenance Engineer
 - _____ State Maintenance Engineer
 - _____ Maintenance Activity Engineer
 - _____ TMC Floor Supervisor if present.
 - _____ NaviGator's paging group
 - _____ **Fatalities (If yes)** District Safety Enhancement Coordinator for affected district.



CHAPTER 9

ALPHA PAGING

____ GEMA if:

- All lanes of an interstate in any direction are closed (LEVEL 4 incidents).
- Any food stuffs (grown or manufactured, solid or liquid, livestock, poultry, and horses are involved), and alcoholic beverages. ** for contact with Dept. of Agriculture or Revenue.
- A **School Bus** is involved; in this case also notify:
 - ____ NTSB
 - ____ State Traffic Operations Engineer
 - ____ State Maintenance Engineer's On-Call representative
 - ____ FHWA On-Call representative

5. If the cargo has been leaking and is hazardous, go to the Hazardous Materials Checklist.
6. Provide follow-up information to everyone contacted as required.
7. Annotate the Incident Tracking Form.

TRAFFIC SIGNAL CHECKLIST

1. Confirm you are on the correct checklist.
2. Fill out traffic signal repair request form to ensure all pertinent information is gathered. The forms are located in the Traffic Signal On-Call Manuals.
3. Obtain exact location and problem with the signal (i.e. hold on red, holding too long, bulb out). If the signal is completely out advise them to call the Power Company i that area. Record the name and phone number of the individual making the initial call.
4. Advise the caller you will be placing them on HOLD to determine if the signal belongs to DOT. Use the traffic signal book that is listed by districts. In the event contact is negative, continue down the list sequentially until someone is contacted.

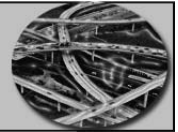


** If the signal is not maintained by the State and the caller is persistent that it is, notify the On-call or County Signal Tech. and provide him or her with the caller's name and callback number.

5. **Notify**

____ Check DOT Traffic Signal Book for on-call list; if unavailable, use the first name on the traffic signal district list.

6. Complete an Incident Tracking Form.



VEHICLE ACCIDENT INVOLVING RADIOLOGICAL MATERIAL CHECKLIST



1. Confirm you are on the correct checklist.

2. Obtain the following information:
 - ___ Name and phone number of individual making the initial call.
 - ___ What is the exact location (county, state route, intersection or mile post and direction)?
 - ___ Type(s) of material involved?
 - ___ Quantities of material (tons, gallons, etc.), type containers (concrete encased, steel drums, rods, etc.), and in what state (liquid, solid, gaseous)?
 - ___ Obtain law enforcement case number for incident if applicable.
 - ___ How many lanes are effected?
 - ___ How many lanes at the scene?
 - ___ Are there any injuries/fatalities?
 - ___ How many and what type vehicles involved?
 - ___ How long will the road be closed?
 - ___ Are there any detours?
 - ___ What was the cause of the accident?

3. Complete the Incident Tracking Form in **DETAIL!!**
 *Metro Atlanta area incidents need to be located on GIS Map and a Response Plan should be applied if applicable.

4. **Notify:**
 - ___ DOT Area County Foreman/on-call person
 - ___ HERO Manager (If **Level 4** incident occurs in Metro Atlanta). He will advise if On-Call HERO unit should be dispatched.
 - ___ GEMA
 - ___ State Maintenance Assistant Engineer/Engineer
 - ___ Assistant State Maintenance Engineer
 - ___ State Maintenance Engineer
 - ___ Maintenance Activity Engineer
 - ___ TMC Floor Supervisor if present, or phone the On-Call Supervisor at home
 - ___ NaviGator's paging group
 - ___ Public Service Commission 404-675-6171, (Office)
 - ___ Special Projects Coordinator, Law Enforcement Division, Georgia DMV Safety 678-413-8825
 - ___ **Fatalities (If yes)** District Safety Enhancement Coordinator for affected district.

5. Provide follow-up information to everyone contacted as required.

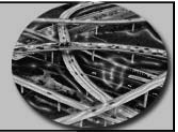
6. Annotate the Incident Tracking Form.



MOTOR VEHICLE ACCIDENT INVOLVING HAZARDOUS MATERIAL (NON-RADIOLOGICAL)



1. Confirm you are on the right checklist.
2. Obtain the following information:
 - ___ Name and phone number of individual making the initial call.
 - ___ What is the exact location (county, state route, intersection or mile post and direction)?
 - ___ Type(s) of material involved?
 - ___ Quantities of material (tons, gallons, etc.), type containers (concrete encased, steel drums, rods, etc.), and in what state (liquid, solid, gaseous)?
 - ___ Obtain law enforcement case number for incident if applicable.
 - ___ How many lanes are effected?
 - ___ How many lanes at the scene?
 - ___ Are there any injuries/fatalities?
 - ___ How many and what type vehicles involved?
 - ___ How long will the road be closed?
 - ___ Are there any detours?
 - ___ What was the cause of the accident?
 - ___ Is there an evacuation in progress or planned? If yes, what is the extent of the evacuation?
3. Complete the Incident Tracking Form in **DETAIL!!**
*Metro Atlanta area incidents needs to be located on GIS Map and a Response Plan should be applied if applicable.
4. **Notify**
 - ___ HERO Manager at home (If **Level 4** incident occurs in Metro Atlanta). He will advise if the On-Call HERO should be dispatched.
 - ___ DOT Area Foreman/On-Call Person
 - ___ GEMA
 - ___ DOT State Maintenance Engineer
 - ___ Assistant State Maintenance Engineer
 - ___ State Maintenance Engineer
 - ___ Maintenance Activity Engineer
 - ___ TMC Floor Supervisor or phone the On-Call supervisor at home. *(Level 4)
 - ___ Public Service Commission
 - ___ Special Projects Coordinator, Law Enforcement Division, Georgia DMV Safety 678-413-8825
 - ___ NaviGator's paging group
 - ___ **Fatalities (If yes)** District Safety Enhancement Coordinator for affected district.
5. Provide follow-up information as required.
6. Annotate the Incident Tracking Form.



ROAD KILLS (10-12S)

1. Confirm you are on the correct checklist.
2. Copy information in **DETAIL!**
3. Obtain the following information:
 - ___ Get exact location. Be sure it is on the DOT system.
 - ___ Is it in the roadway? If so, what lane(s)?
 - ___ What type of dead animal is it? (Example: deer, cow, dog cat, etc.)
 - ___ Obtain name of caller and telephone number (in case additional info is needed).
 - ___ If the dead animal is located on the shoulder of the roadway, notify the district involved the next working day (a.m.).
 - ___ If in roadway, and causing a traffic hazard due to size, contact the on-call person/county foreman.



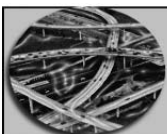
***Note:** Small animals that are not large enough to cause a traffic hazard, such as squirrels, rabbits, and cats for example, do not warrant non-duty field response. These type of road kills require district notification the next *work day* (a.m.). Again, leave a note attached to the Incident Tracking Form for the next day operator.

4. Annotate the Incident Tracking Form.

DEBRIS IN THE ROADWAY

1. Confirm you are on the correct checklist.
2. Request/copy the following information in detail on an Incident Tracking Form:
 - A. Exact location of debris. (Be sure it is on DOT system.)
 - B. Obtain name and telephone number of caller (in case additional information is needed).
 - C. Identify the type of object(s).
 - D. Is it in the roadway? If so, what lane(s), in which direction?
 - E. Get a Law Enforcement Unit to check out situation. If the object is in the roadway, ask police unit to remain at the site until DOT personnel arrive. If law enforcement unit cannot check it out, make contact with on-call personnel/county foreman and have them check it out.
 - F. If not in the roadway, leave a note in the Incident Tracking Form for the next day operator.
 - *Complete the Incident Tracking Form in **DETAIL!**
 - **Metro Atlanta area incidents need to be located on GIS Map and a Response Plan should be applied if applicable.





CHAPTER 9

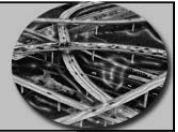
ALPHA PAGING

3. **Notify:**
___ Notify on-call person/area or county foreman.
4. When the DOT person reaches the site, he/she will advise you of the situation and whether or not assistance is required.
5. If crew (of 3 or more) assistance is required by the DOT person at the site, you must **Notify:**
 - A. The District Maintenance Engineer for the district involved
 - B. State Maintenance Engineer
 - ___ Assistant State Maintenance Engineer
 - ___ State Maintenance Engineer
 - ___ Maintenance Activity Engineer
 - C. TMC Floor Supervisor
 - D. Office of Communication on call person
6. Annotate the Incident Tracking Form.

COMPLAINTS (GRASS CLIPPINGS, DRAINAGE PROBLEMS, LITTER PICKUP, POTHOLES, ETC.)



1. Confirm you are on the correct checklist.
2. Obtain the following information:
 - ___ Obtain the name and phone number of the individual registering the complaint for confirmation if required.
 - ___ What is the nature of the complaint?
 - ___ What is the exact location? Is this on the state right of way? What is the State Route Number? If it is not on a state route it is probably not our responsibility.
 - ___ Complete an Incident Tracking Form in **DETAIL**.
 - ___ Does the complaint require DOT employees/crew to respond?
3. **Notify**
 - ___ If not a road hazard, notify the district involved the next working day a.m. Leave a note on Incident Tracking Form for the next day a.m. operator.
 - ___ If a road hazard, call on-call person from list for Districts 1 and 7. If list is unavailable, call area/county foreman.
 - ___ **If caller is persistent about a response, contact the District Maintenance Engineer or his assistant and have him respond by phone to the caller.*
4. Fill out an Incident Tracking Form if immediate roadway hazard or if not, a TMC Complaint form. Fax report to the correct DOT office or district, and provide a copy to the Operations Manager.



PERMITTED LOADS CHECKLIST



1. Confirm you are on the correct checklist.
2. Upon receiving telephone call for emergency move (i.e. train derailment, hazardous chemical spill) verify caller has a valid Georgia Annual Permit, one alpha with six numbers (e.g. S012345); if no Annual Permit, do not proceed. If they have a valid Annual Permit, ask for emergency notification form to be faxed to your location.
 - A. If the vehicle's total weight is **100,000 lbs or less**, approve move, fax all completed information sheets to Permits @ 404/635-8166.
 - B. If vehicle total weight is **greater than 100,000 lbs, not to exceed 125,000 lbs**, the requested route must be on the pre-approved route list for each of the following companies: **Hulcher Services, Utilco, or R. J. Corman**.
 - C. If company calling is requesting approval to move a load greater than 100,000 lbs and is not one listed above, deny movement, and advise company to call Permit Office at 1-800-570-5428 during normal business hours. If the company desires to inquire how to get on the pre-approved list, have them call 404-635-8176 during normal business hours.
3. If the caller is a power company such as Georgia Power Company or other similar utility company, hauling transformers or responding to storm damaged areas or power outage, inquire if they have a valid Annual Permit and their **total weight does not exceed 100,000 lbs**. Approve the move. Once you have obtained the necessary information call: State Oversize and Permits Office Director, Southern Linc 43900.
 * Once approved, complete all forms and fax to Permits at 404-635-8166.
 Place the original and fax confirmation sheet in the Day Shift Supervisor's box who will follow up with permits first thing on the next work day to ensure that they received them.

SCHEDULED LANE CLOSURE



1. Confirm you are on the correct checklist.
2. Complete Incident Tracking Form in **DETAIL**; obtain the following information:
 - ___ Location (include county, state route, and mile post or intersection?).
 - ___ How many lanes are closed to traffic? (And in which direction)
 - ___ What are the total number of lanes at this location?
 - ___ What type of work is being done?
 - ___ Who is doing the closure?
 - ___ How long will the lane(s) be closed?
 - ___ Contact proper DOT personnel when requested by the unit or person setting up the lane closure.
3. Annotate the Incident Tracking Form; accept and update the proper Response Plans for Atlanta Metro Construction.

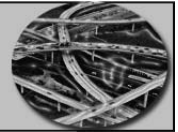


ROAD CLOSINGS (NON-ACCIDENT)



1. Confirm you are on the correct checklist. All major roads/lane closings caused other than by accidents (example: water main break, roadway failure, gas line open, and snow and/or ice).
2. If road is closed due to spillage of petroleum products such as diesel or gasoline in quantities greater than 30 gallons, refer to "Hazardous Materials" Checklist. For all other non-specific items requiring closure to the roadway, refer to "Debris in Roadway" Checklist.
3. Obtain the following information:
 - ___ Record the name and number of the individual making the initial call.
 - ___ Get exact location. Be sure it is on the DOT State Route System. What is the route number?
 - ___ Reason for the closure.
 - ___ Length (linear) of closure and estimated time to open.
 - ___ Is a detour in place; if so length and location of detour.
 - ___ Number of lanes effected.
 - ___ Any other damage or injuries involved?
4. Inquiries About Road Closing/Conditions Due To Weather
 - ___ Provide caller with the current information on hand at the TMC concerning any road closures due to inclement weather. Also provide the caller with the NaviGator web address (www.Georgia-Navigator.com) and advise them to refer to the Road Closures section that is routinely updated during crisis situations.
 - *If calls pertain to road conditions in states other than Georgia, provide the caller with the phone number and/or web address supplied in the Information Directory.
 - DO NOT GIVE OUT ANY OTHER NUMBER FOR ROAD CONDITIONS OR CLOSINGS TO THE GENERAL PUBLIC FOR GEORGIA ROADS.**
5. **Notify**
 - ___ Contact on-call person/Area/County Foreman.
 - ___ State Maintenance Engineer
 - ___ Assistant State Maintenance Engineer
 - ___ State Maintenance Engineer
 - ___ Maintenance Activity Engineer
 - ___ District Maintenance Engineer
 - ___ TMC Floor Supervisor
 - ___ NaviGator's paging group

****Notify GEMA if all lanes of an interstate in any direction are closed (Level 4 incidents).**
6. Provide follow-up information as received.



CONSTRUCTION SITE INCIDENT(S)

1. Confirm you are on the correct checklist.
2. Complete Incident Tracking Form in **DETAIL**.
3. Obtain the Law Enforcement **Case Number** for the incident if applicable.



4. **NOTIFY**

___ Contact the Area Assistant Engineer-Construction for that area. If unable to contact, then go to District Construction Engineer or District Engineer.

___ If any lane(s) are closed for more than a minimal amount of time (30 min. or more), contact the following:

- ___ State Maintenance Engineer
 - ___ Assistant State Maintenance Engineer
 - ___ State Maintenance Engineer
 - ___ Maintenance Activity Engineer
- ___ TMC Floor Supervisor
- ___ NaviGator's paging group
- ___ State Construction Group

****Notify GEMA personnel only if all lanes of an interstate in any direction are closed (Level 4 incidents).**

5. Provide follow-up information as received.
6. Annotate the Incident Tracking Form.

**BRIDGE/RAILROAD TRESTLE
DAMAGE REPORTS**

1. Confirm you are on the correct checklist.
2. Copy information in **DETAIL** on an Incident Tracking Form.
3. If received from general public, obtain location, name of caller and telephone number. Obtain information on individual and object that hit the bridge. If the road is closed or if there is an accident resulting from the bridge which was damaged, then go to the corresponding checklist.



4. **If on State Route System notify:**

___ Local law enforcement for assistance until DOT personnel can respond.



CHAPTER 9

ALPHA PAGING

- ___ District Maintenance Engineer
- ___ State Maintenance Engineer
- ___ Assistant State Maintenance Engineer
- ___ State Maintenance Engineer
- ___ Maintenance Activity Engineer
- ___ State Bridge Maintenance Engineer
- ___ Assistant Bridge Maintenance Engineer
- ___ Office of Communications

5. **If off State Route System notify:**

- ___ State Bridge Maintenance Engineer
- ___ Office of Communications:

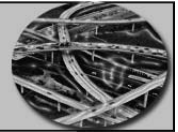
6. Provide follow-up information as required.

7. Annotate the Incident Tracking Form.

DOT VEHICLE ACCIDENT/INJURIES TO DEPARTMENT PERSONNEL

1. Confirm you on the correct checklist.
2. Obtain the exact location of the accident and DOT number of vehicle involved, if applicable, along with the following information:
 - ___ Name and phone number of individual making the initial call.
 - ___ Name of individual(s) with DOT that are involved in the accident.
 - ___ Are there any injuries/fatalities? If fatalities are involved, notify the District Safety Enhancement Coordinator for the affected district.
 - ___ Location where injured individuals were transported.
 - ___ What caused the accident/injury?
 - ___ Obtain the law enforcement case number if applicable.
 - ___ Were there any other vehicles involved? Any tractor trailers? If so, refer to the Tractor Trailer Accident Checklist.
 - ___ Is vehicle driveable? If not, notify immediate supervisor for assistance with appropriate wrecker service.
3. Complete Incident Tracking Form in **DETAIL**. (Obtain name and phone number of any additional callers supplying information.)





CONSOLE OPERATOR TRAINING MANUAL

4. Contact GSP for assistance; if not available, contact local law enforcement agency.

(Note that Georgia State Patrol is **REQUIRED**.)

- Obtain as much information as possible (as shown on section 2 above) about the accident prior to notifying the individuals listed below.
- District Safety Officer
- District Engineer
- State Maintenance Engineer
 - Assistant State Maintenance Engineer
 - State Maintenance Engineer
 - Maintenance Activity Engineer
- Office of Communications
- Office of Risk Management
- District Maintenance Engineer (As required)
- District Construction Engineer (As required)
- Employee's Immediate Supervisor
- NaviGator's paging group

****Notify the following GEMA personnel only if all lanes of an interstate in any direction are closed.**

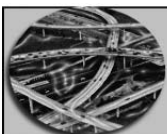
5. Provide follow-up information as received.
6. Annotate the Incident Tracking Form.

EARTHEN DAM PROBLEM

1. Confirm you are on the correct checklist.
2. Copy information in **DETAIL** on an Incident Tracking Form.
 - Name and phone number of individual making the initial call.
 - Is the roadway affected?
 - Is there any other immediate danger?
 - Are there any fatalities or accidents related to the dam failure? If so, then refer to the appropriate checklist for further notification; then proceed with this checklist.



3. **Notify**
 - GEMA
 - NaviGator's paging group
 - State Maintenance Engineer
 - Assistant State Maintenance Engineer
 - State Maintenance Engineer
 - Maintenance Activity Engineer
4. If the road is closed, then go to the Road Closed Checklist.
5. Provide follow-up information as needed.
6. Annotate the Incident Tracking Form.



CHAPTER 9

ALPHA PAGING

TREE CUTTINGS ON RIGHT OF WAY

1. Confirm you are on the correct checklist.
2. Complete an Incident Tracking Form in **DETAIL**.
 - ___ Obtain name and phone number of caller.
 - ___ Exact location of cuttings.
3. Any reported tree cuttings on DOT rights-of-way are to be immediately handled as follows:
 - ___ When tree cutting is in progress notify the rea foreman who will determine if further action is required.
4. Any unauthorized cutting as determined by the local area foreman will require notifying the Office of Right of Ways.



ALARM, BREAK-IN OR FIRE AT THE MAINTENANCE ACTIVITY BUILDING, 25 KENNEDY DRIVE, FOREST PARK

1. Confirm you are on the correct checklist.
2. Obtain the following information from caller:
 - ___ Name and phone number of the individual making the initial call.
 - ___ In general, what is the nature of the problem?
 - ___ Fill out, in **DETAIL**, an Incident Tracking Form
3. When an alarm is received at DOT Communication Center it means the boiler in that building is **OVERHEATING**; do the following:
4. When a **BREAK-IN or FIRE** has been reported to DOT Communication Center, contact the Clayton Co. 911 Center at 404-366-7280 first, then **NOTIFY** the following (starting with the first person on the list, than in order thereafter):

Buildings and Grounds Craftsman	Pager (404) 382-5939
M.A.U. Engineer Assistant	Pager (404) 655-0326
M.A.U. Engineer Assistant	Pager (404) 655-3334
M.A.U. Engineer	Pager (404) 382-5837



DAMAGE TO A FIELD DEVICE

In the case of damage to any GDOT field device, the number on the sticker (fixed to all field devices) will ring into the Operations Center on CO5 or 404-624-2657.

This will alert the operator of the device in question that has received damage and the details of the cause of the damage.

The operator will create an incident including all information and then notify the on call TSEF person about the damaged device.





CHAPTER TEST

1. What is the format for all Alpha page messages?
 - a. Sentence style
 - b. All caps
 - c. Lower case
 - d. Title caps
2. When sending an Alpha page what is the authorized abbreviation for fatalities?
 - a. Fat
 - b. Fatal
 - c. FAT
 - d. FATAL
3. How many ways are there for viewing contact list information on the GDOT Contact Emergency Website?
 - a. 2
 - b. 3
 - c. 4
 - d. 5
4. What is the first step on all Duty & Non-Duty hours checklists?
 - a. Check with supervisor
 - b. Confirm you are on the correct checklist
 - c. Location
 - d. Problem
5. What do you do in addition to notification if debris is blocking a lane of roadway?
 - a. Call your supervisor
 - b. Complete Incident Tracking Form
 - c. Page state engineer
 - d. Wait until confirmation, then contact DOT District Office



