

# Hazard #3 Transportation



## Accident



Remain calm, assess the situation and call the local emergency number if medical services are required. If medical services are not required, request a police report number for insurance purposes. Refer to the Functional Procedure for "Transportation Accident."

To ensure proper handling of all claims, always call the local police when an accident occurs. At the accident scene, be sure to get the name, address, phone number, and insurance information of the other driver(s) involved. An auto accident report must be filled out within 24 hours of the accident. The Target office will report the accident to the insurance carrier.

Contact your supervisor and/or after business hours contact the

**Administrative Cell Phone = 443-536-8808.** You, the director on call, and possibly paramedics will assess the situation and determine if any individuals need to be taken to the nearest hospital emergency department.

Complete the appropriate paperwork in the company vehicle and submit to Julie Develin in Human Resources within 24 hours.

The police should be called regardless of how minor the accident is. If the accident is more serious, a Target director will meet staff at the hospital to help assist the medical personnel with evaluating and or providing treatment for the clients.

### Accident Procedure

Towing of the vehicle, appraisal, and repairs will be handled by Target administration. Mechanical work on a Target vehicle CANNOT be authorized by staff, as appraisals are done by the insurance company and towing and repair work is done by an authorized company.

It will be necessary for the employee to discuss the accident in detail with administration for a proper investigation of the accident. A letter will be sent to the employee stating the findings of the investigation and any corrective action necessitated by those findings.

The information from the investigation will also be used when preparing the employee's annual performance evaluation. Safe driving is as much a part of employment as is high productivity and good work habits.

The (on-call) director responsibilities will include the need to assess the situation over the phone to determine if support is required at the site of the accident. If it is a fender bender and staff reports they can handle the situation while indicating no injuries to the individuals, the director will most likely not visit the scene.

### Broken Down Vehicles

Carroll County - (24 hour towing **800-782-2378**) Directors will prompt staff to call a towing company and get the vehicle towed to the nearest Chrysler or Toyota dealership. Directors will assist staff to acquire another vehicle. Cars from the CC office may be utilized in the interim. If staff is given a vocational vehicle, the car must be **RETURNED NO LATER THAN 8:00AM MONDAY MORNING.**

Montgomery County - (24 hour towing-Luxury Towing **301-253-3192**); Directors will prompt staff to call the towing company and have vehicles towed to the MC office. Directors will assist staff to arrange with the MC vocational department to borrow a company car.

**\*Keep in mind the 4 / 12 rule\***

**\*Keep 4 car lengths behind the car in front of you and allow 12 feet for stopping\***

# Hazard #14 Aviation Accident

*Immediately take cover under tables, desks, or other such objects, which will give protection against falling glass or debris.*

\*As soon as possible, notify 911.

\*Give your name and describe the location and nature of the emergency.

\*If possible, obtain medical Face Sheets and medications before exiting the building.

\*When you are told to leave by the Building Coordinator, or when you feel it is safe to leave, walk quickly to the nearest marked exit and alert others to do the same.



**ASSIST THE CLIENTS IN EXITING THE BUILDING.** Remember that elevators are reserved for disabled persons' use only. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

\* Once outside, move to an assigned clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Stay with your group in assigned areas and await further instructions.

\* If requested, assist the Security Officer, the Emergency Response Team, or the Building Coordinator.

\* An On-Site Command Post may be established near the emergency site. Keep clear of the On-Site Command Post unless you have important information to report.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by Authority Personnel.

### Aviation Accident/Explosion Recovery

\* Be aware of new safety issues created by the disaster. Watch for contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.

\* Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

\* Returning home can be both physically and mentally challenging. Above all, use caution.

\* Keep a battery-powered radio with you so you can listen for emergency updates and news reports.

\* Use a battery-powered flashlight to inspect a damaged home. (Note: The flashlight should be turned on outside before entering - the battery may produce a spark that could ignite leaking gas, if present.)

\* Use the phone only to report life-threatening emergencies.

\* Stay off the streets. If you must go out, watch for fallen objects, downed electrical wires, and weakened walls, bridges, roads, and sidewalks.

\* Walk carefully around the outside and check for loose power lines, gas leaks, and structural damage. If you have any doubts about safety, have the residence inspected by a qualified building inspector or structural engineer before entering.

\* Do not enter if you smell gas, floodwaters remain around the building, or the ALU/work site was damaged by fire and the authorities have not declared it safe.

Contact maintenance personnel to repair damages to the ALU/work site.

\* Relocate all clients and CLMs to the designated back-up living locations, if needed.

Consult with the clients' therapists (if applicable) in order to provide Post-Crisis counseling.

