

# SE Region Emergency Response Protocol

<<<< IMPORTANT >>>>

**Make sure all project contacts are up to date in AASHTOWARE PROJECT**

Contact sheets are generated monthly from AWP and shared with the region duty officer (RDO), communications manager (RCM), and incident manager (RIMC). The RDO and RIMC positions rotate who is on call, so having the correct contact information is critical to the region's response time.

Below is a list of the different roles and responsibilities when responding to an emergency. The order of who to call is specific and should be followed as it is laid out in this document. If the person you are trying to reach is not available, follow the chain of command.

## 1. CONSTRUCTION LEADER (CL) CONTACTS

- a. 911
- b. CONTRACTOR
- c. TRAFFIC MANAGEMENT CENTER (TMC) (1-800-375-7302)
  - Incident description / effect on traffic.
  - Estimate of how long the disruption will last.
  - Detour routes - if road is closed and a route is available.
  - Injury count and severity.
- d. PROJECT MANAGER (PM) (call or text)

WHEN COUNTY FORCES ARE NEEDED. CONTACT THE REGION INCIDENT MANAGER (RIMC) SEE SECTION 4:

**ONLY** Contact the RIMC directly if you need assistance during an emergency and cannot get a hold of the contractor.

Example - heavy rainfall + staging + work zone inlet protection results in flooding on a high-speed roadway. The construction leader is unable to reach the contractor and would like to deploy PCMS controlled by the County.

## 2. PROJECT MANAGER (PM) CONTACTS

- a. SUPERVISOR
- b. CHIEF
- c. REGIONAL COMMUNICATION MANAGER (RCM)
  - Dan Sellers* (262) 422-7513
  - Trevor Fannon* (414) 750-7181
  - Chris Verhyen* (414) 750-0315
- d. RISK MANAGEMENT (within 24 hrs)\*  
[dotpropertyandliability@dot.wi.gov](mailto:dotpropertyandliability@dot.wi.gov)

Verify with CL that the TMC has been notified.

Risk management would like to be informed of all incidents. Their primary focus is damage to WisDOT facilities and potential liability claims. Email them with a brief description of the incident. Let them know when and where the incident occurred, how many vehicles were involved, number and severity of injuries and if there was any damage to WisDOT facilities.

## 3. PDS CHIEF CONTACTS

- a. DIRECTOR
- b. REGIONAL COMMUNICATION MANAGER (RCM)

*Dan Sellers* [daniel.sellers@dot.wi.gov](mailto:daniel.sellers@dot.wi.gov)  
*Trevor Fannon* [trevor.fannon@dot.wi.gov](mailto:trevor.fannon@dot.wi.gov)  
*Chris Verhyen* [chris.verhyen@dot.wi.gov](mailto:chris.verhyen@dot.wi.gov)

The PDS Chief will include the RCM in any correspondence to Director/AO. This information should be more project related and not duplicate the Region Duty Officer (RDO) updates.

Shortly after the incident is over, PDS Chief should provide project specific update and status of crash impacts to the project (injuries, DOT facilities damaged, contractor working or not working, schedule impacts, cost impacts, etc.)

## 4. OTHER CONTACTS

- a. REGIONAL DUTY OFFICER (RDO): (262) 523-3058
- b. REGION INCIDENT MANAGER (RIMC): (414) 750-1541

The RDO and RIMC are notified by the TMC when the situation warrants. The PDS Supervisor, Chief or Region Communication Manager will also include them in their correspondence.