

KDOT Communication Plan for all Incidents Involving KDOT Employees or Equipment, and Crashes

This communication plan is intended to provide the necessary notifications when a crash occurs within or nearby,

1. A Work Zone set up for work performed by KDOT employees.
2. Work Zones set up by others for work performed by contractors or utility companies on KDOT roadways.
3. Other work done by permit on or near a State highway.
4. When any incident occurs, involving KDOT employees or equipment.

The following criteria should be used to determine when this plan is activated:

- A vehicular or pedestrian crash occurs in, or near, a work zone that results in a serious personal injury or fatality to the public; or an injury to a KDOT employee or a KDOT contractor's employee.
- Any vehicular or pedestrian incident occurs that causes personal injury or a fatality to a KDOT employee or substantial damage to KDOT equipment. (For example, leaves the equipment unable to drive, roll-over, head on collision.)

Who Do you Notify?

- The supervisor or project inspector will notify the Area Office by phone.
- The person notified at the Area Office will notify the District Office by phone and then notify others at the Area Office as appropriate.
- The person notified at the District Office will then notify the Director of Field Operations or the Assistant to the Director of Field Operations by phone, and then notify others at the District Office as appropriate, including the District Engineer, District Maintenance Engineer, District Construction Engineer, Public Affairs Manager, Human Resource Professional, District Safety Specialist.
- The Director or Assistant to the Director of Field Operations will notify the Secretary, Deputy Secretaries, the Director of Communications, the Office of Chief Council, and the Division of Safety, depending on the circumstances.

Information communicated should include who was involved, (KDOT work zone, work zone by others, or a non-work zone incident), brief details about **what** happened, **when** and **where** the event occurred; and what information about injuries or fatalities is available at the time. As additional information is obtained, keep all parties notified.

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Traumatic Events:

If an incident resulted with employees witnessing or experiencing a traumatic incident, the person notified at the District Office will also notify the Bureau Chief of Human Resources. The Bureau Chief will contact the peer support personnel to get a meeting scheduled as soon as possible. KDOT uses KHP's peer support program which is a proactive and employee-centric approach to providing emotional support to individuals who have experienced traumatic events at work. This would include providing traffic control for a fatality crash or other distressing incident. The primary goal of a peer support program is to create a supportive environment where employees receive comfort and have access to resources that help them cope with the emotional aftermath of such events. Emotional trauma can be the result of an event, series of events, or set of circumstances that is experienced by a person. It can be emotionally harmful, or life threatening and have lasting adverse effects on the individual's functioning and mental, physical, social, or emotional well-being. That is why providing quick emotional support aids in the recovery of the individual.

What Services Does Kansas Highway Patrol Peer Support Offer?

KHP's Peer Support is available to help and provide guidance by trained peer support personnel to all employees who experience or have experienced a sudden, unexpected, and traumatic event.

In an event of an unexpected, sudden, or traumatic event and it is recognized that staff could benefit from the Peer Support Services that KHP has to offer you should:

1. Gather information.

- a) The location where the event took place.
- b) Identify a meeting location, address and meeting space.
- c) Estimate the number of people that will participate,
- d) Provide date and time options for scheduling peer support meeting.

2. Request assistance

Name:	Title:	Email:	Office Phone:	Work Cell:
Teresa Prochaska	Bureau Chief of Human Resources	Teresa.Prochaska@ks.gov	785-296-8521	785-806-1015
Brandy Hartpence	Benefits Manager	Brandy.L.Hartpence@ks.gov	785-296-0939	785-817-4267
Troy Whitworth	Director of Safety	Troy.Whitworth@ks.gov	785-296-1009	785-220-0944
Steve Gillespie	Bureau Chief of ADA/EEO/Employee Relations	Steven.Gillespie@ks.gov	785-296-4566	785-925-7661

KDOT's Employee Assistance Program (EAP), provides 24/7 support, resources and information to help with many other of life's challenges beyond traumatic incidents.

Guidance Resources: Employees should be provided EAP information and reminded of the services offered, which include confidential assistance from caring professionals who can help you evaluate the situation, answer questions, explore possible alternatives, develop a plan of action, and then help you find a solution.

1-888-270-8897 TRS: Dial 711 TDD 800-697-0353
[Guidance Resources Online www.guidanceresources.com](http://www.guidanceresources.com)
App: GuidanceNow Company ID: SOKEAP