

## MVI Incident Investigation Equipment Checklist

An effective incident investigation begins with collecting timely and accurate information. The first list below shows equipment that employees can use to capture key information if they are involved in a near miss or minor crash. These items are common, inexpensive and compact. All work vehicles should carry this gear.

### **BASIC INVESTIGATION GEAR** - for capturing crash information

1. a cell phone with camera and charger
2. hard-backed notebook with note and graph paper
3. pens, pencils and erasers, ruler
4. incident investigation report form
5. incident response checklist
6. flashlight and extra batteries
7. disposable gloves, suitable footwear and clothing, hi-vis vest, safety glasses
8. suitable traffic control devices - cones or reflective triangles

The second list shows equipment for collecting more detailed information. If employees that conduct in-depth investigations have an assigned vehicle, they should carry this equipment in that vehicle. If they don't have an assigned vehicle, assemble this equipment and store it an accessible location so it is ready for action when they are called to a crash scene.

### **CRASH INVESTIGATION KIT** - for collecting in-depth information

1. digital camera with flash and extra batteries, or a cell phone
2. audio recording device - storage capacity and batteries
3. measuring tape
4. hard-backed notebook or clipboard with a pad of paper, and graph paper for scale sketches
5. pens, pencils and erasers
6. all-weather or permanent marker or crayon
7. incident investigation form
8. traffic template ("Blue Blitz") for sketches
9. incident checklist (see IF YOU'RE INVOLVED IN A CRASH ACTION CHECKLIST)
10. flashlight and extra batteries
11. plastic bags or containers for samples, plastic covers or bags to protect notes if wet weather
12. adhesive labels and markers for identifying equipment and labeling samples
13. "Do Not Enter" tape or other means to cordon off the site
14. disposable gloves, suitable footwear and clothing, hi-vis vest, hard hat, safety glasses