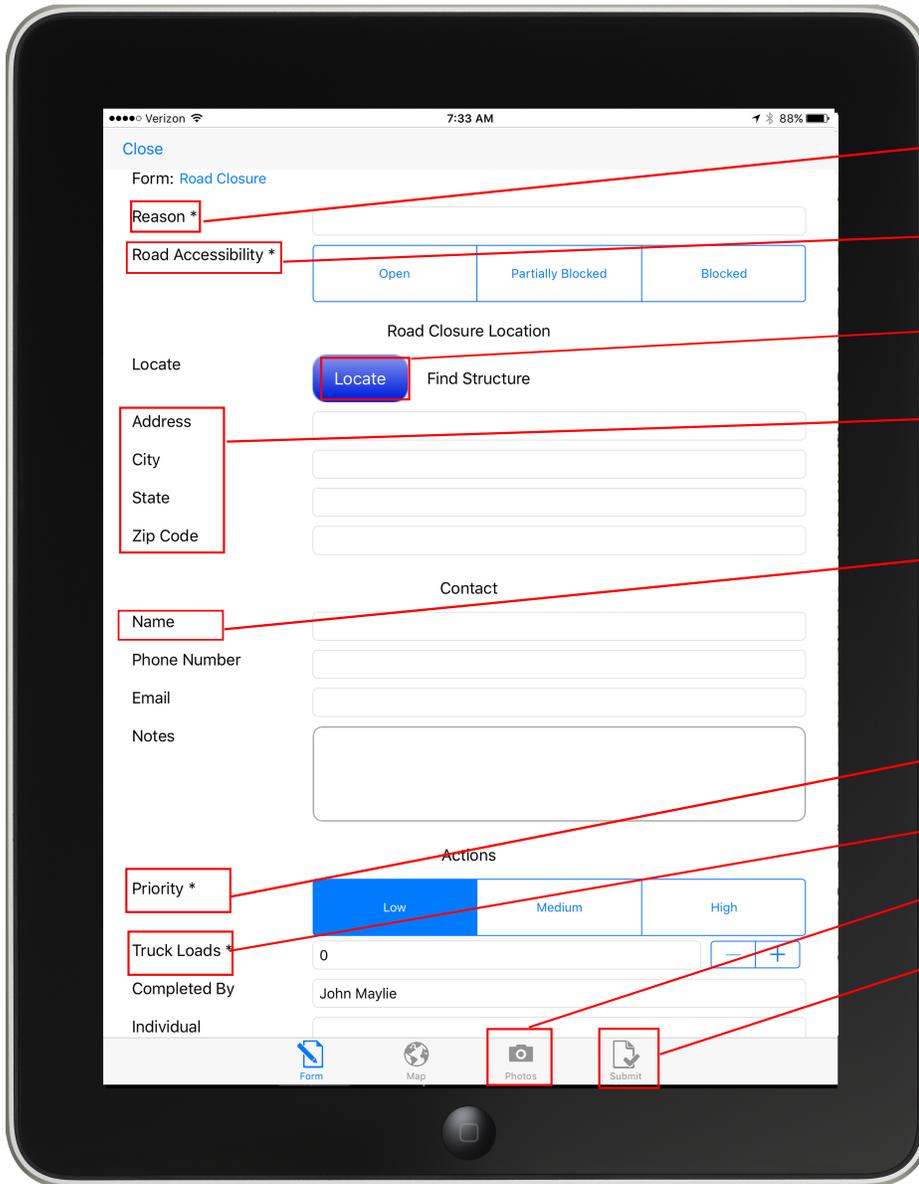


**Road Closures
Quick Reference Guide**

Select the Incident --> Select Your Team --> Select Your Task --> Click Start



1. Choose the cause of the closure
2. Select Accessibility Status
3. Click on Locate Button to find closest address
4. Verify Address
5. Contact information of and notes from who reported the issue.
6. Priority of the issue
7. Estimate the number of truckloads needed to remove debris
8. Take a photo and click "Use"
9. Review information and click "Save"

Service Request Status

- Request – no work has started to remedy the service request.
- Holding – work on the request is placed on hold.
- In Progress – work has started to remedy the service request and is not yet completed.
- Complete – work is complete. The service request is resolved and can be closed.