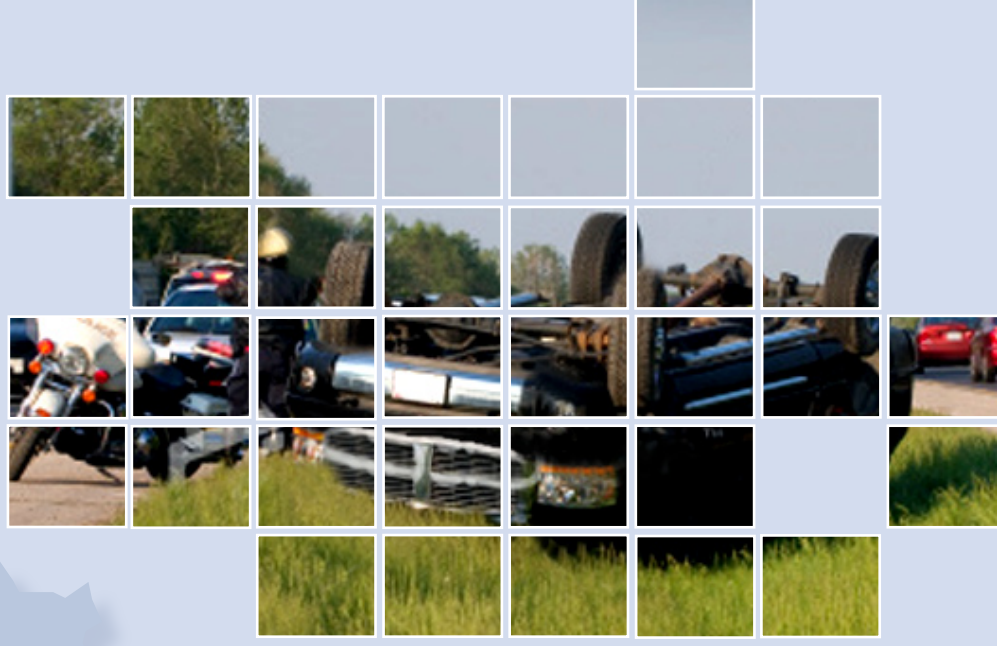
Sandpoint

Coeur d'Alene

Moscow

Lewiston



TRANSPORTATION INCIDENT MANAGEMENT PLAN

QUICK REFERENCE GUIDE

2007

McCall

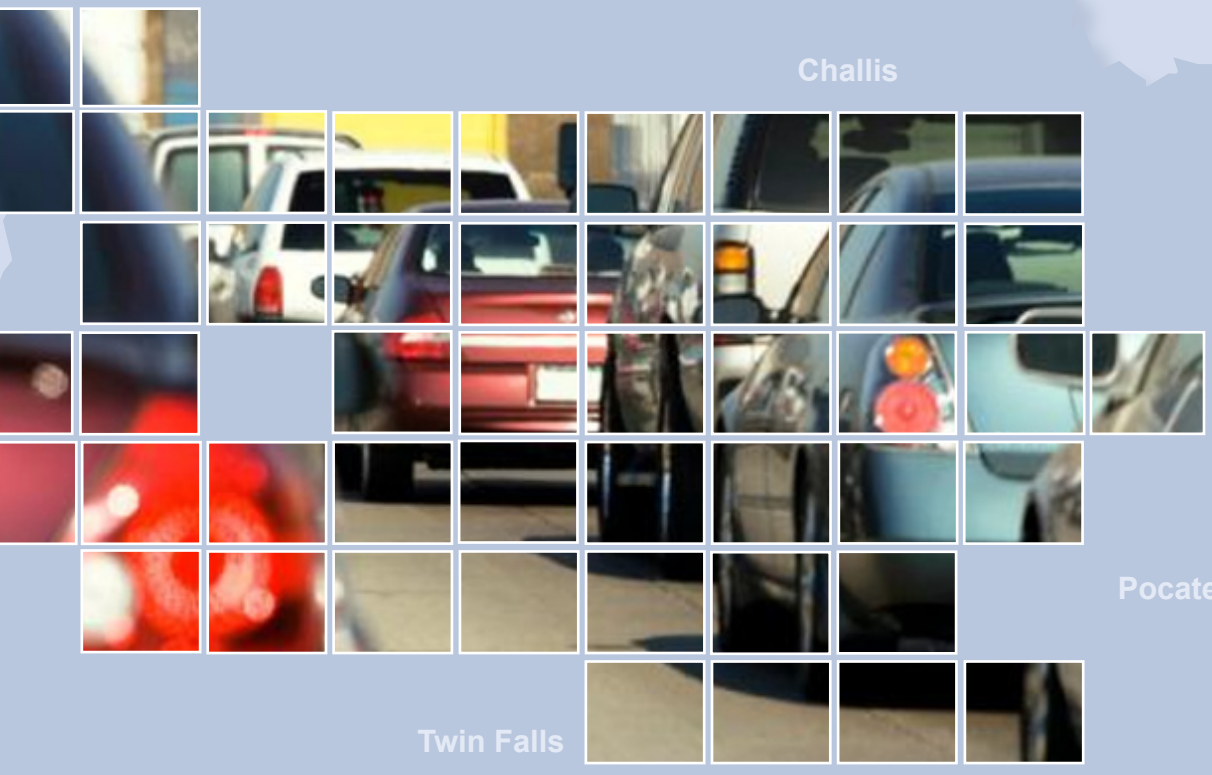
Challis

Dubois

Rexburg

Idaho Falls

Pocatello



Twin Falls

Malad City

IDAHO TRANSPORTATION DEPARTMENT

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Idaho Transportation Department – Transportation Incident Management Quick Reference Guide

PROCEDURE FOR MANAGING THE INCIDENT SCENE (CHECKLIST)

- ☐ The first vehicle on scene should park at an angle which diverts traffic out of the blocked lane(s) and out toward the open traffic lane(s). Park vehicles on the same side of the roadway as the incident, stage non-critical vehicles on the shoulder approximately 300-500 feet in front of the incident or past the incident (see Section 2 for additional information).

- ☐ Approach incident safely and with caution.

- ☐ Review the scene to be sure that hazardous materials are not present. (Note: If the incident appears to be HAZMAT-related, refer to the HAZMAT manual and contact the Idaho State Communications Center immediately.)

- ☐ Provide initial first aid, emergency response support as necessary; assist those in immediate danger and distress; request additional emergency services response.

- ☐ Set up temporary traffic control using flares or cones until adequate traffic control equipment arrives on the scene (see Section 3 for additional information).

- ☐ Obtain critical vehicle information from each vehicle involved in the incident (e.g., Gross Vehicle Weight, make/model, vehicle condition, etc.).

- ☐ Contact State Communications Center or ISP dispatch to arrange for tower/wrecker service (see Section 6 for additional information).

- ☐ Set up long-term traffic control if the incident is expected to last more than two hours. Utilize appropriate tapers, cones/barricades, and flaggers (if needed). Heavy-duty tow companies are additionally required to be able to perform traffic control at scenes where the recovery operation lasts longer than one (1) hour in duration.

- ☐ Review alternate route options and/or set up detour (if needed).

1. KEY PHONE NUMBERS AND ADDRESSES

State EMS Communications Center

700 South Stratford Drive, Building 7
Meridian, ID 83642
1-888-575-2666 (ITD Only)
1-800-632-8000 (Emergency Response and HAZMAT)
(208) 846-7610

Idaho Transportation Department (ITD) Districts

District 1
600 West Prairie
Coeur d'Alene, ID 83815
(208) 772-1200

District 2
2600 Frontage Road
P.O. Box 837
Lewiston, ID 83501
(208) 799-5090

District 3
8150 Chinden Boulevard
P.O. Box 8028
Boise, ID 83707
(208) 334-8300

District 4
216 South Date Street
P.O. Box 2-A
Shoshone, ID 83352
(208) 886-7800

District 5
5151 South 5th Avenue
P.O. Box 4700
Pocatello, ID 83205
(208) 239-3300

District 6
206 North Yellowstone Highway
P.O. Box 97
Rigby, ID 83442
(208) 745-7781

Idaho State Police – Patrol

Region 1
602 Prairie Avenue
Coeur d'Alene, ID 83815
(208) 772-6055

Region 2
2700 North and South Highway N
Lewiston, ID 83502
(208) 799-5151

Region 3
3056 Elder Street
Boise, ID 83705
(208) 334-3731

Region 4
18 West 200 South
Jerome, ID 83338
(208) 324-6000

Region 5
5205 South 5th Avenue
Pocatello, ID 83204
(208) 236-6466

Region 6
1540 Foote Drive
Idaho Falls, ID 83402
(208) 525-7377

Idaho State Police – Regional Communications Centers

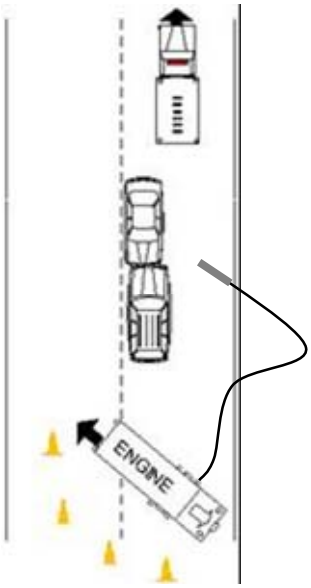
RCC North
602 West Prairie Avenue
Coeur d'Alene, ID 83815
(208) 772-8585 (Emergency)
(208) 772-6055 (Business)

RCC West
700 South Stratford Drive
Meridian, ID 83642
(208) 846-7500 (Emergency)
(208) 846-7550 (Business)

RCC East
5205 South 5th
Pocatello, ID 83204
(208) 236-6066 (Emergency)
(208) 236-6466 (Business)

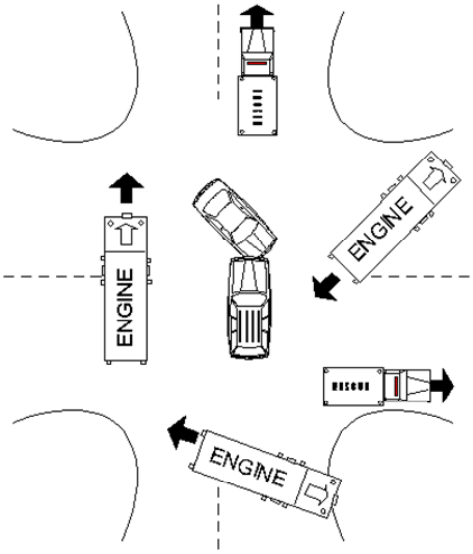
2. SAFETY AND SECURITY PRECAUTIONS

2.1 Parking Vehicle at the Scene



• Where possible, angle apparatus at a 45 degree angle from the curb

•To protect pump operator, position apparatus with the pump panel on the opposite side of on-coming traffic.



• Often times two or more sides may need to be protected.

Figure 1 – Emergency Responder Parking
(Source: Best Practices for Emergency Personnel Operating in or near Vehicle Traffic, ITD)

- Park non-critical response vehicles on the shoulder and as far out of the way as possible (300 – 500 feet) to keep from blocking any additional traffic.
- Park on the same side of the roadway on which the incident occurred.
- First vehicle upstream is usually positioned outward at 45 degrees away from the curbside to "channel" traffic to open lane.
- Allow enough "buffer" distance to prevent moving vehicles from knocking apparatus into work areas.
- If the charge hose line is needed, angle engine so that the pump panel is "downstream" of oncoming traffic.
- *Advanced Warning Signs* should quickly be placed upstream of the incident (see **Table 1** in **Section 3 – Traffic Control Guidelines**) and response vehicles placed according to the spacing guidelines of the Advanced Warning Area specified in **Section 3 – Traffic Control Guidelines**.
- Before stepping out of the vehicle and into the incident site, responders should wear Class 2 or Class 3 retroreflective garments in accordance with 23 CFR Part 634 (see Section 4 for more information); always exit curb side or non-traffic side of the vehicle.

When operating in or near moving vehicle traffic, always keep in mind the following:

- Never trust the traffic;
- Engage in proper protective parking;
- Wear high visibility reflective vests;
- Reduce motorist vision impairment; and
- Use traffic cones and flares.

2.2 Emergency-Vehicle Lighting

(source: Manual on Uniform Traffic Control Devices, Chapter 6I; 23 CFR Part 655)

Use of Emergency-Vehicle Lighting

The use of emergency-vehicle lighting (such as high-intensity rotating, flashing, oscillating, or strobe lights) is essential, especially in the initial stages of a traffic incident, for the safety of emergency responders and persons involved in the traffic incident, as well as road users approaching the traffic incident. Emergency-vehicle lighting, however, provides warning only and provides no effective traffic control. It is often confusing to road users, especially at night. Road users approaching the traffic incident from the opposite direction on a divided facility are often distracted by emergency-vehicle lighting and slow their vehicles to look at the traffic incident posing a hazard to themselves and others traveling in their direction.

The use of emergency-vehicle lighting can be reduced if good traffic control has been established at a traffic incident scene. This is especially true for major traffic incidents that might involve a number of emergency vehicles. If good traffic control is established through placement of advanced warning signs and traffic control devices to divert or detour traffic, then public safety agencies can perform their tasks on scene with minimal emergency-vehicle lighting.

Public safety agencies should examine their policies on the use of emergency-vehicle lighting, especially after a traffic incident scene is secured, with the intent of reducing the use of this lighting as much as possible while not endangering those at the scene. Special consideration should be given to reducing or extinguishing forward facing emergency-vehicle lighting, especially on divided roadways, to reduce distractions to oncoming road users.

Vehicle headlights not needed for illumination, or to provide notice to other road users of the incident response vehicle being in an unexpected location, should be turned off at night.

2.3 Incident Site Management

Accurately Assess Incident

- Determine Situation Type
  - Injuries?
  - Fatalities?
  - HAZMAT?
- Stabilize the Situation
  - Establish a safe perimeter around the scene
  - Administer basic first aid
  - Extinguish fire (if possible)
- Examine Site Characteristics
  - Accessibility of the site
  - Location of nearest interchange
  - Condition of the road (wet/dry/snow/ice)
  - Number of lanes affected
  - Need for traffic control
  - Impact to local traffic
- Manage the Traffic
  - See **Section 3 – Traffic Control Guidelines** for more details
- Notify and Coordinate with Appropriate Agencies (use dispatch centers and State Communications Center for assistance)
  - First responders (Fire, EMS, Law Enforcement)
  - ITD at **1-888-575-2666**
  - County Coroner (if fatality is involved)
  - Towing providers (via ISP)
  - If HAZMAT is involved, notify State Communications Center immediately at **1-800-632-8000** or **(208) 846-7610** and refer to Idaho HAZMAT management plan
- Acquire Adequate Resources
  - If medivac helicopter is required, see **Section 5 – Landing Zones for Helicopter/Medivac** for more details
  - If towing service is required, see **Section 6 – Procedures for Requesting Towing Assistance**

3. TRAFFIC CONTROL GUIDELINES

Responders arriving at a traffic incident should, within 15 minutes of arrival on-scene, estimate the magnitude of the traffic incident, the expected time duration of the traffic incident, and the expected vehicle queue length, and then should set up the appropriate temporary traffic controls for these estimates.

For traffic incidents, particularly those of an emergency nature, Temporary Traffic Control (**TTC**) **devices on hand may be used for the initial response as long as they do not create unnecessary additional hazards**. If time and resources permit, or after 24 hours, the following guidelines are recommended.

3.1 Traffic Control through Traffic Incident Management Areas

TTC zone in a traffic incident management area extends from the first warning devices (such as a sign, light, or cone) to the last TTC device or to a point where vehicles return to the original lane alignment and are clear of the incident. See **Figure 2** for a typical layout of a TTC zone in a traffic incident management area.

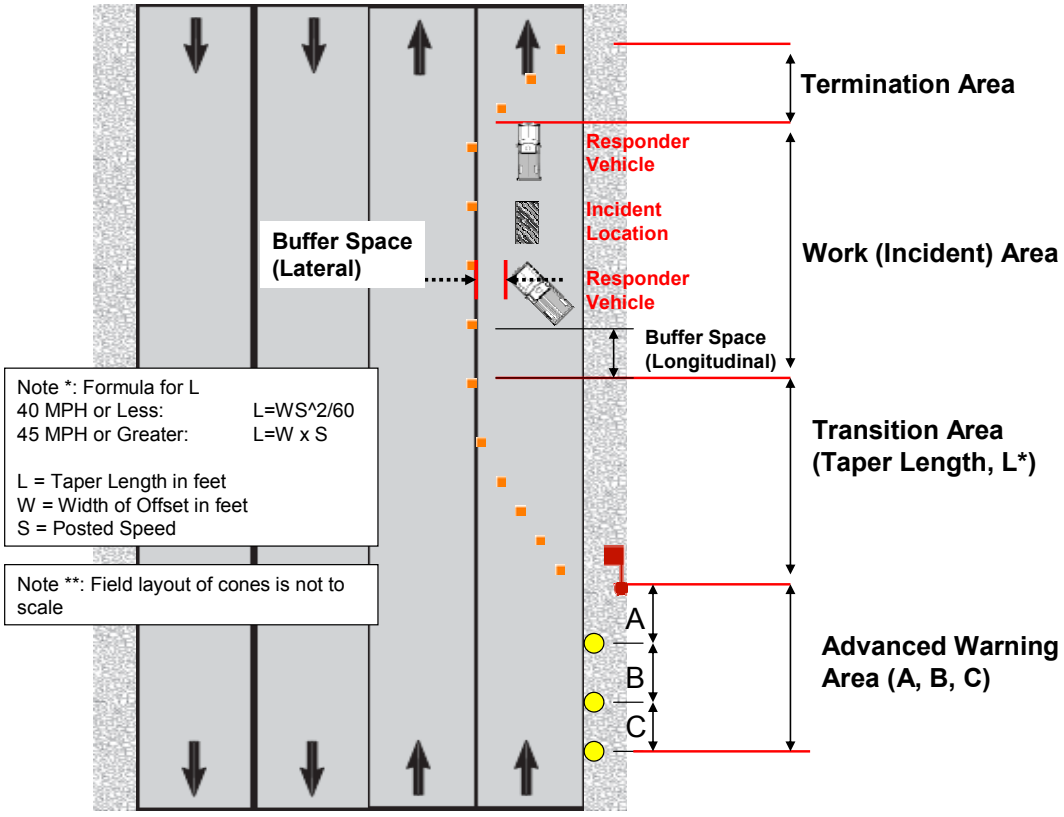


Figure 2 – Temporary Traffic Control Zone

Figure 3 through Figure 5 are suggested layouts for three typical scenarios including spacing specifications for warning devices.

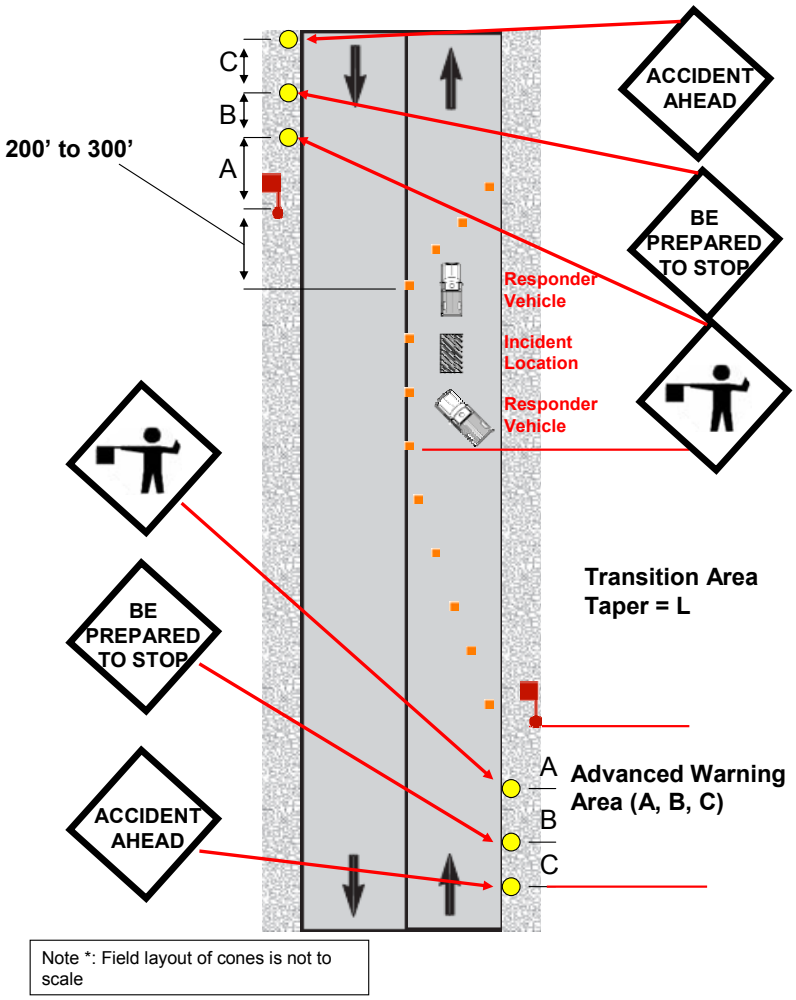


Figure 3 – Two-lane Road/One Lane Closed

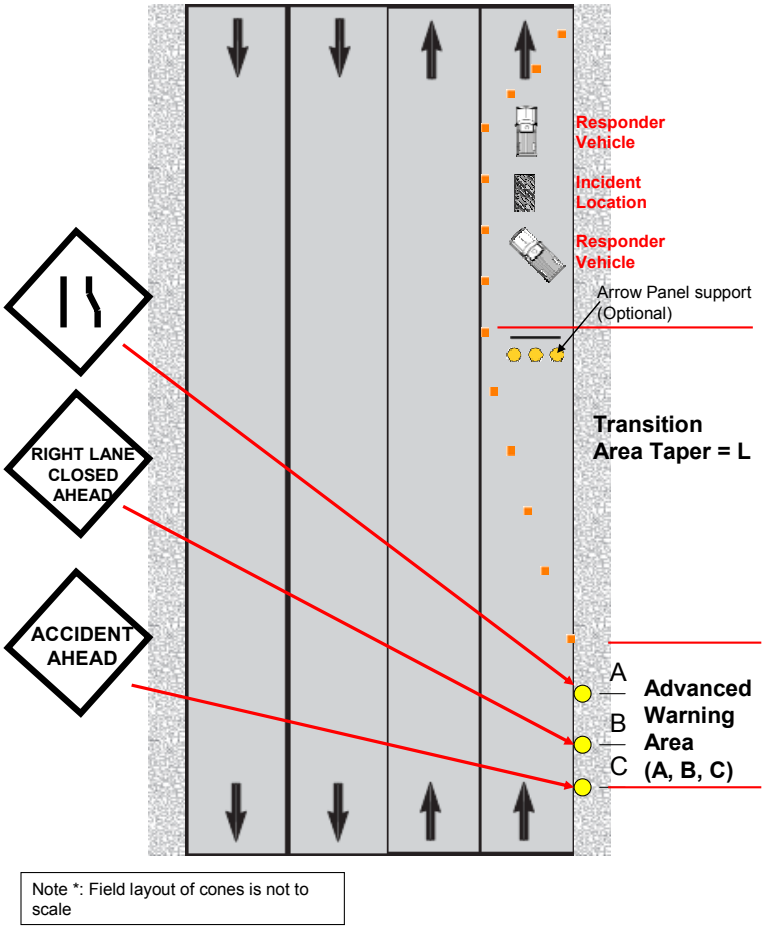


Figure 4 – Four-lane Road/One Lane Closed

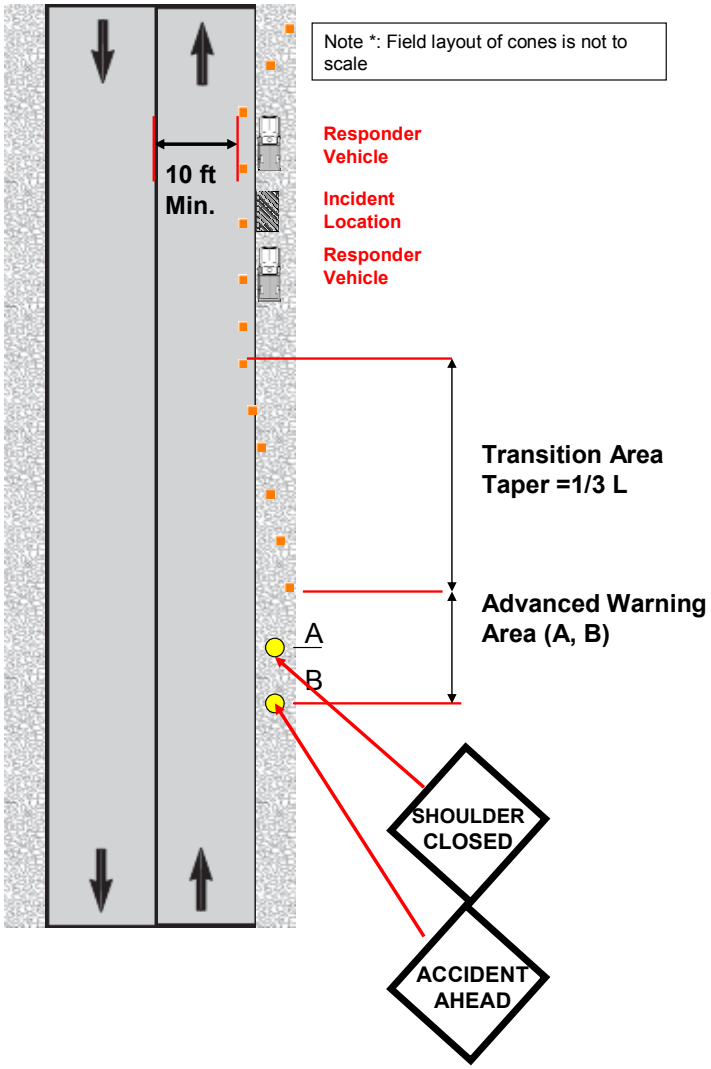


Figure 5 – Shoulder Closed

3.2 Criteria for Placement of Warning Signs

Advanced warning signs should be placed far enough in advance of an incident location to adequately warn drivers and provide sufficient time for them to act. Recommended warning sign placement distances are shown in **Table 1**.

Table 1 – Advanced Warning Sign Spacing

Road Type	Distance Between Signs		
	A	B	C
Urban (35 mph or less)	100	100	100
Urban (40 mph or more)	350	350	350
Rural	500	500	500
Expressway/Freeway	1000	1500	2640

(Source: MUTCD 2003 Edition Rev. 1, FHWA)

Other key considerations for placement of advance warning signs include the following:

- Right-hand side of the roadway
- Right angles, facing traffic
- As near to the edge of the road as possible, but no closer than two feet
- No obstructions
- In advance of hills and curves

During an incident, traffic control warning and guide signs may have a black legend and border on a fluorescent pink background (see **Figure 6**).

Figure 6 – Signage along Traffic Incident Management Area

(Source: MUTCD 2003 Edition Rev. 1, FHWA)

3.3 Transition Area

The transition area taper length and recommended cone spacing are determined as shown in **Table 2** and **Table 3**, respectively.

Table 2 – Taper Length

Type of Taper	Taper Length
Merging Taper - The number of lanes is reduced on a multilane road	L minimum
Shifting Taper - A lateral shift, no reduction in the number of travel lanes	L/2 minimum
Shoulder Taper - Shoulder is closed	L/3 minimum
Two-way Traffic Taper - Opposing directions of traffic share one open lane	50 feet minimum 100 feet maximum
Downstream Taper - The work area ends and traffic resumes normal driving (use is optional)	100 feet per lane minimum

Formulas for L	
Speed Limit	*Formula*
40 MPH or less	$L = WS^2 / 60$
45 MPH or greater	L = WxS
L = Taper Length in feet *W = Width of offset (lane width or lane shift) in feet* *S = Posted speed, off-peak 85th percentile speed prior to work starting, or the anticipated operating speed in mph*	

(Source: MUTCD 2003 Edition Rev. 1, FHWA)

Table 3 – Recommended Cone Spacing

Types of Tapers	Cone Spacing
Merging	1.0 feet *x* Speed Limit
Shifting and Shoulder	1.0 feet *x* Speed Limit
One-lane, two-way traffic	20 feet

(Source: Emergency Traffic Control for Responders, Kentucky Transportation Center)

Sample taper lengths for single lane closures are listed in the **Table 4**. The length shown has to be ***MULTIPLIED*** by the number of lanes closed.

Table 4 – Taper Length Required for Closure of a Single Lane

Speed Limit (mph)	Taper length (in feet) for 11' lane	Taper length (in feet) for 12' lane	Min. Number of Cones For Taper	Spacing of Cones along Taper (in feet)
20	75	80	5	20
25	115	125	6	25
30	165	180	7	30
35	225	245	8	35
40	295	320	9	40
45	495	540	13	45
50	550	600	13	50
55	605	660	13	55
60	660	720	13	60
65	715	780	13	65
70	770	840	13	70

(Source: Procedures for Incident Response, Kansas DOT)

Emergency personnel must always remember to place and retrieve cones while facing oncoming traffic. Flares may be placed, where safe to do so, in combination with traffic cones for nighttime operations.

3.4 Buffer Area (Recommended)

The longitudinal buffer spacing is determined as shown in **Table 5**.

Table 5 – Longitudinal Buffer Spacing

Longitudinal Buffer Space	
Speed (mph)	Distance(ft)
25	155
35	250
45	360
55	495
65	645

(Source: Emergency Traffic Control for Responders, Kentucky Transportation Center)

3.5 Work Area

The length of the Work Area varies by incident, but will include the involved vehicles, emergency response vehicles (fire, EMS, law enforcement), and incident command/staging areas. The work area should be protected by emergency vehicles and allow patients to be safely extricated, treated, moved about scene, and loaded into ambulances.

3.6 Termination Area

The Termination Area is the area of the TTC zone where traffic is gradually transitioned back to the original roadway cross-section. Typical characteristics of a transition zone include the following:

- Approximately 100 feet in length per lane closed on a multilane highway;
- 50 feet to a maximum of 100 feet in length on two-lane, two-direction roads with flagger operation; and
- Six channelizing devices spaced evenly.

4. FLAGGING PROCEDURES

If time and resources permit, or after 24 hours, the following guidelines are recommended.

> **Remember** – for your personal safety during a response to an incident on-site, NEVER turn your back on, or put yourself in the path of, moving traffic.

Clothing

All responders working within ITD right-of-way shall be required to wear OSHA-approved Class 2 or Class 3 retroreflective clothing at all times.

> 23 CFR Part 634.3 Rule. All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel.

The purpose is to decrease the likelihood of worker fatalities or injuries caused by motor vehicles and construction vehicles and equipment while working within the right-of-way on Federal-aid highways.

Workers means people on foot whose duties place them within the right-of-way of a Federal-aid highway, such as highway construction and maintenance forces, survey crews, utility crews, responders to incidents within the highway right-of way, and law enforcement personnel when directing traffic, investigating crashes, and handling lane closures, obstructed roadways, and disasters within the right-of-way of a Federal-aid highway.

Recommended Tools

- Standard STOP/SLOW paddle
  - 18” x 18” minimum octagon
  - Five-foot minimum staff (to the bottom of the sign); seven-foot is recommended
  - Fully reflectorized in standard colors
- Two-way radios for two flagger situations
- Floodlights and flashlight with wand, if flagging at night

Flagging Position

- Face oncoming traffic
- Station on the shoulder of the road, near the lane line
- Park vehicle off the road, away from your station
- Be ***ALERT***, do not mingle with others, remain standing at all times
- Station at a location in advance of the incident to allow oncoming traffic enough Decision Sight Distance (see **Table 6**) to respond to the incident

Table 6 – Decision Sight Distance

Posted Speed (mph)	Decision Sight Distance (feet)
0 - 30	550
35 - 40	700
45 - 50	900
55	1200
60 - 65	1400
70 - 75	1600

(Work Zone Safety, Guidelines for Construction, Maintenance, and Utility Operations, Wisconsin DOT)

Sample flagging procedures using the tools described above are shown in **Figure 7**. These sample actions are typical procedures for conducting basic flagging operations. All flagging operations should be conducted in accordance with the MUTCD, ITD policy, and the recommendations of this plan.

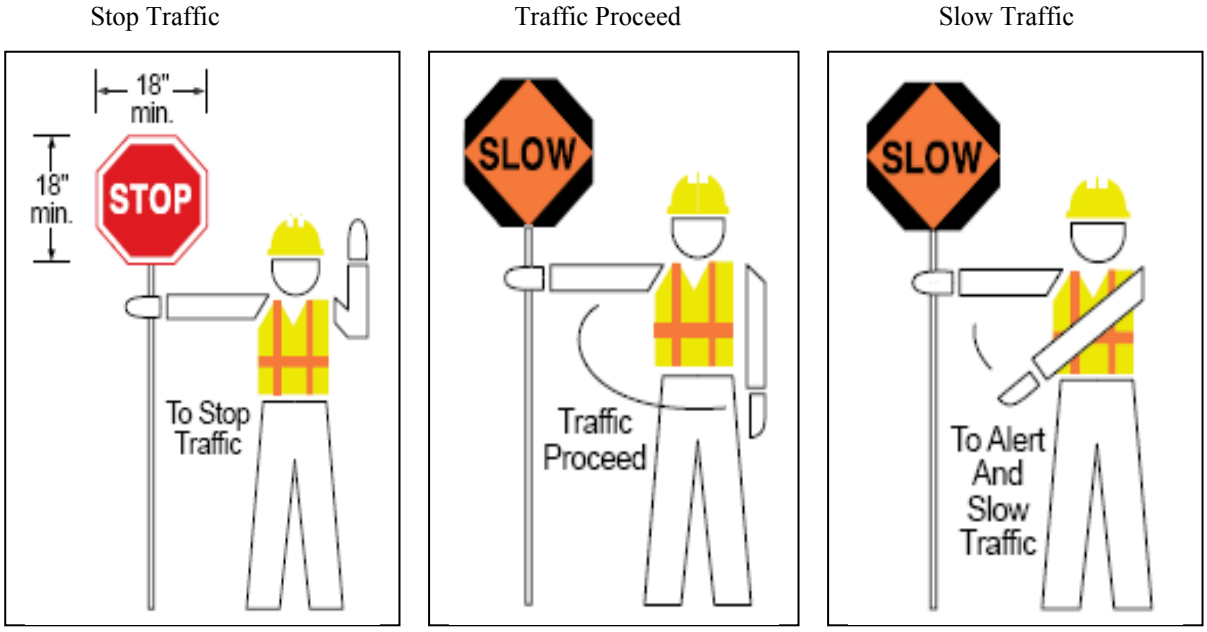


Figure 7 – Typical Flagging Procedures

(Source: Work Zone Safety, Guidelines for Construction, Maintenance, and Utility Operations, Wisconsin DOT)

For a list of certified flaggers in Idaho, please consult: (http://www.atssa.com/cs/flagger) or contact the ITD Highway Operations and Safety office at (208) 334-8556.

5. LANDING ZONES FOR HELICOPTER/MEDIVAC

ITD District 1 is equipped with portable helicopter landing zone kits in the event that an incident requires victims to be transported via helicopter. The following is a list of minimum requirements for a medivac helicopter:

- 100 feet by 100 feet of firm level (less than 10 degrees) open space clear of obstacles such as trees, power lines, and other major vertical obstructions;
- The landing area should be free of debris to reduce the likelihood of stationary objects becoming projectiles during take-off and landing; and
- Stay within the pilot's vision and approach the helicopter only when signaled by the pilot or crew.

Minimum Visibility Requirements

- One-quarter mile visibility; and
- 500-foot ceiling.

Basic procedures for establishing a temporary landing zone and key safety procedures for helicopter operations are shown in **Figure 8**.

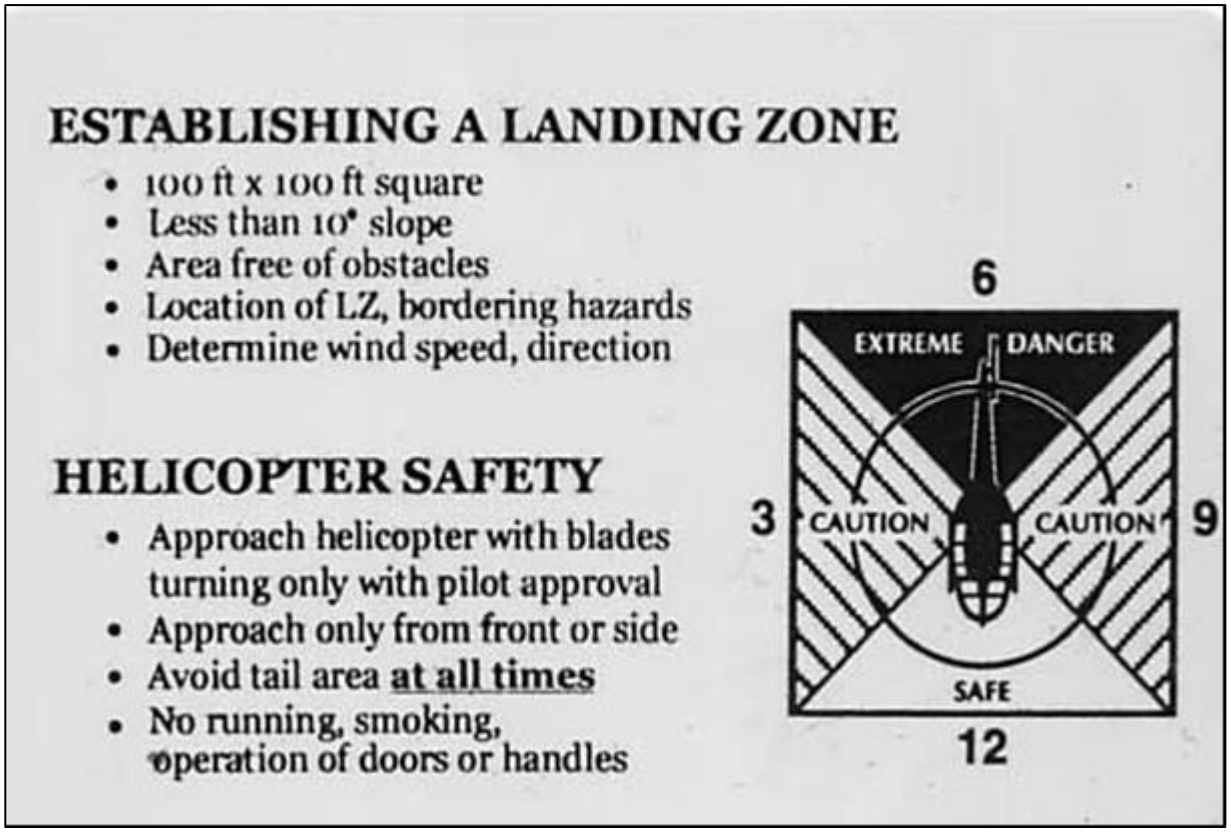
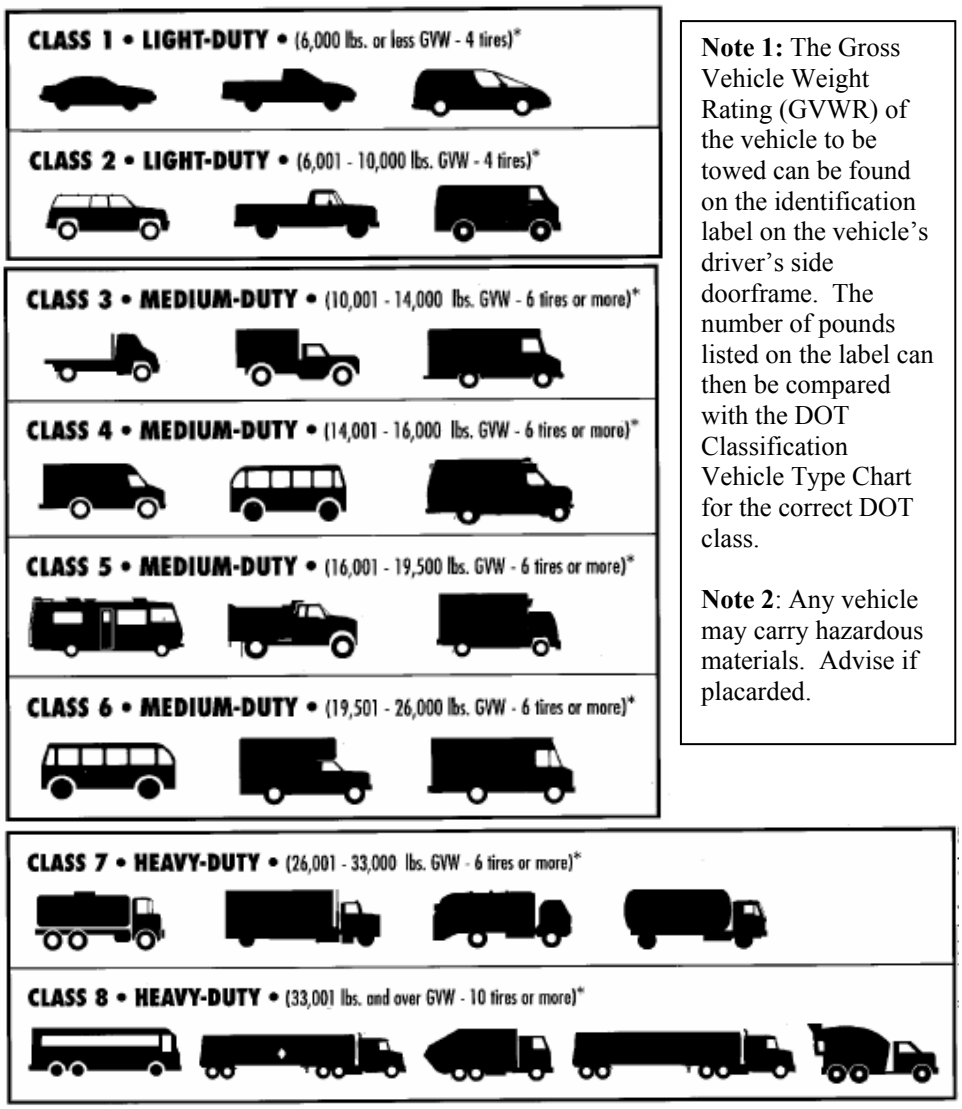


Figure 8 – Helicopter Landing Zone and Safety Procedures

6. PROCEDURES FOR REQUESTING TOWING ASSISTANCE

Identify equipment needs and mobilize required equipment via communication with the Idaho State Police dispatch center using Vehicle Identification Guide (V-ID) (see **Figure 9**).



Note 1: The Gross Vehicle Weight Rating (GVWR) of the vehicle to be towed can be found on the identification label on the vehicle's driver's side doorframe. The number of pounds listed on the label can then be compared with the DOT Classification Vehicle Type Chart for the correct DOT class.

Note 2: Any vehicle may carry hazardous materials. Advise if placarded.

Figure 9 – Vehicle Identification Guide
(Source: Idaho Towing Professionals)

7. GUIDELINES FOR REQUESTING TOWING ASSISTANCE

Call for towing assistance if the following supporting activities are required during an incident response:

- Removal of disabled vehicle(s) and/or cargo from the roadway;
- Transportation for the uninjured vehicle occupants; and/or
- Clearance of the crash debris from the roadway.

By providing a description of the vehicle(s) and the scene, the towing service provider can better mobilize the appropriate equipment to respond.

Information to provide dispatchers when requesting towing assistance:

1) Exact Vehicle Location:
   - Direction of travel _____
   - Proximity to major intersection or mile post marker _____
   - Which shoulder (if on multi-lane highway) _____
   - Distance off of roadway _____
   - Access to the scene, number of lanes or ramps closed _____
2) Vehicle Description:
   - Make and model _____
   - Camper or trailer attached YES or NO
   - Double or triple _____
   - Box truck length _____
3) General Vehicle Condition:
   - Rolled over YES or NO
   - Flat/Missing Tires YES or NO
     - If YES, how many and which tire(s)? _____
   - Is the vehicle still on the roadway? YES or NO
   - Are the keys with the vehicle? YES or NO
4) For all Commercial Vehicles:
   - How many axles does the truck have? _____
   - Is trailer loaded? YES or NO
   - What is the estimated weight of truck and/or cargo? _____
   - What is the estimated length of truck and/or cargo? _____
   - Is the cargo organized on pallets? YES or NO
   - If so, is cargo dislodged from the pallet? YES or NO
   - HAZMAT involved? YES or NO

Note: The Regional Communications Officer (RCO) may relay damage, cargo, or location/position that could require special handling; however, neither the police officer nor the RCO should specify what equipment the tow truck company might need in response to special handling circumstances.