

JOINT SOP

Title	Traffic Management at emergencies
Purpose	To describe the procedure to be followed by applicable agency personnel involved in traffic management.
Scope	<p>This Joint Standard Operating Procedure (JSOP) applies to all applicable agency personnel involved in emergencies.</p> <p>This JSOP should be read in conjunction with the Joint Agency Guidelines</p>
Applicable Agencies	<p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> • CFA • DELWP (FFM Vic) • MFB • VICSES • VicRoads <p>Note: Victoria Police discharge their responsibilities in traffic management as per their agency policies and procedures</p>
Content	<p>The procedural contents of this SOP are:</p> <ul style="list-style-type: none"> • Step 1: Authority • Step 2: Establishment of Traffic Management Points • Step 3: Traffic Management Plan • Step 4: Management of TMPs • Step 5: Lifting of TMPs • Schedule 1: Traffic Management Point Activation and Advice Template • Schedule 2: Record and Handover Template • Schedule 3: Traffic Management Information Card • Schedule 4: Traffic Management Plan Template
Responsibilities	The Incident Controller is responsible for traffic management in consultation with the Victoria Police. On advice of the Incident Controller Victoria Police will support and implement traffic management needs which may include development of a Traffic Management Plan.
Definitions	<p>The following definitions apply to this procedure:</p> <p>Direction of traffic The task of directing traffic on any part of the road that is not closed, but not including directing traffic via an alternate route.</p>

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Responsible traffic control authority

Victoria Police, VicRoads, Public Land Manager or the relevant Municipal Officer.

Road

That portion of the road devoted particularly to the use of vehicles, including shoulders and auxiliary lanes.

Traffic Management Manager (TMM)

The individual designated with the responsibility for developing and managing the overall traffic management plan.

Traffic Management Plan

An overall plan to manage access and the movement of traffic in and around an incident. It should include arrangements to divert traffic around the incident and minimise community impact.

Traffic Management Point (TMP)

Traffic Management Points are set up to regulate the flow of road traffic into an area where an emergency has occurred, is presently occurring, or has the potential to occur.

Traffic Management Point Supervisor

Person responsible for functional command of all Traffic Management personnel deployed in the field.

Traffic

All vehicles and persons travelling on a road.

PROCEDURE**1. Authority.**

- 1.1. The Incident Controller has overall responsibility for incident control and is required to consult with Victoria Police to develop, implement and monitor an Incident Traffic Management Plan.
- 1.2. Victoria Police has a responsibility for Traffic Management in consultation with a Control Agency and other expert advice (EMMV, Part 7) as part of the overall incident control strategy.
- 1.3. Responder agencies and Victoria Police under their relevant agency legislation have authority to close a road or any part of a road for the purpose of protecting life or property. Victoria Police and responder agencies have powers to stop people from travelling along a closed road, regardless of whether or not the people have a pecuniary interest in the place they wish to travel to.
 - 1.3.1. DELWP (by provision of section 21 (1A) of the Forest Act) and MFB (section 32B of MFB Act) powers are restricted to closing the roadway or any part of the roadway. No DELWP or MFB member is authorised to re-direct traffic onto alternative routes without the approval of the responsible traffic control authority.
 - 1.3.2. CFA or any person under Section 30 (f) of the CFA Act are authorised to close any road or part of any road affected, or likely to be affected, by a fire or smoke from a fire and may direct traffic on road in the vicinity of the closed road (or closed part of a road).

1.3.3. VICSES has specific traffic management powers contained in Section 40 of the Victoria State Emergency Service Act 2005 to give reasonable traffic directions to the driver of a vehicle.

1.4. During an emergency traffic management points should be managed in accordance with this JSOP, with reference also to current joint agency document '*Guidelines for the operation of traffic management points during emergencies*' (Joint Agency Guidelines).

2. Establishment of Traffic Management Points (TMPs).

2.1. The Incident Controller is responsible for deciding and managing the location and access level of a TMP for all emergencies. Where possible this should be done in consultation with the designated Victoria Police Traffic Management Manager (TMM) and the responsible road authority.

2.2. The Incident Controller is required to document the decision of establishing a TMP on the Traffic Management Points Activation and Advice form (Schedule 1) which will specify:

2.2.1. The Access Level of the TMP.

2.2.2. Any access conditions that may have been applied.

2.3. Either the Incident Controller, or a member of the Victoria Police may initiate an Emergency Services access at a TMP.

2.4. Where the Incident Controller determines that a TMP or a road closure is required, they shall contact Victoria Police (as per Schedule 1) as soon as possible to request its establishment.

2.5. The Incident Controller may delegate the management of TMPs to a member of the IMT. This person is known as the Traffic Management Manager (TMM). Where possible the TMM should be a member of Victoria Police with traffic management/road policing experience.

2.6. Where necessary, the Incident Controller may allocate emergency personnel who are equipped with the appropriate Personal Protective Equipment as appropriate (as per Clause 4.6 of this SOP) to staff the TMP, preferably under direction of Victoria Police. Where possible, this should be restricted to TMPs in the vicinity of the incident.

2.7. Where the Incident Controller establishes a TMP, they should ensure relevant information or warnings are issued to the public regarding the access level and the location of the TMPs and are required to ensure that information on the location TMPs is communicated to VicRoads to enable the updating of VicTraffic.

2.8. The Public Information Officer, where appointed, is required to include information about any TMPs, road closures and other relevant information in any warnings or information to the community.

3. Traffic Management Plan.

3.1. The Incident Controller or TMM is required to develop an Incident Traffic Management Plan for the incident.

3.2. The Traffic Management Plan format will be determined by the Traffic Management Manager and the recommended contents are set out in the Joint Agency Guidelines.

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- 3.2.1. Victoria Police members should use the format for a Traffic Management Plan as set out in Schedule 4.
- 3.3. The duration of the traffic management point operations, which should not restrict access for longer than is necessary for public safety and minimise adverse community impact.
- 3.4. The consideration of alternative methods to facilitate the provision of information to the excluded community members where the TMP is established for an extended period.
- 3.5. The development of a plan to prioritise the assessment and reopening of roads within the incident area for example with consideration to economic and industrial accessibility, relief & recovery considerations, and where applicable evacuation considerations.

4. Management of TMPs.

- 4.1. The TMM may establish a specific functional unit within the IMT/EMT which should consider the inclusion of the following: EMLOs from Victoria Police, VicRoads, local government, other government departments such as agriculture and other agencies and essential services representatives as required. It is important to ensure that someone with local knowledge is included with the specific functional unit.
- 4.2. Where necessary to ensure the effective management of TMP staff, the TMM may appoint a TMP Supervisor.
- 4.3. The Incident Controller is responsible for notifying both the Municipal Emergency Response Coordinator (MERC) and the VicRoads Traffic Management Centre of the establishment of a TMP, other major traffic disruptions and requirements for alternative routes as well as the overall Incident Traffic Management Plan, in accordance with Schedule 1.
 - 4.3.1. Where VicRoads EMLO is present in the ICC the EMLO is responsible for making contact for the VicRoads Traffic Management Centre.
- 4.4. The TMM or where appointed the TMP Supervisor shall as a priority make contact with TMP staff, irrespective of agency, at all established TMPs.
- 4.5. The TMM or the TMP Supervisor is required to provide a briefing to all TMP staff, irrespective of agency and should include the following:
 - 4.5.1. Appropriate locations for TMP staff to operate from.
 - 4.5.2. The Access Level of the TMP (as per Schedule 3).
 - 4.5.3. Any conditions applied by the Incident Controller.
 - 4.5.4. Access and egress for emergency service vehicles and personnel.
 - 4.5.5. Situation reporting requirements.
 - 4.5.6. Current situation reports including community warnings and approved community messaging and information.
 - 4.5.7. Welfare issues, including shift times, catering, breaks and contact procedures.

- 4.6. Emergency Services personnel who are allocated to traffic management duties will use, where practical;
- 4.6.1. Appropriate PPC/E in line with agency requirements; this should include the use of hi visibility reflective clothing, flares/e-flares, slow/stop bats, and any other means to ensure that their safety is paramount.
- Note:** Where Emergency Services do not have the appropriate traffic control devices they should advise the Incident Controller, who will make alternative arrangements. Where TMP's are to be in place during night or times of extreme low visibility, consideration of the additional use of lights and signs (e.g. VMS) should be paramount.
- 4.7. The Incident Communications Plan (JSOP 2.02) and the Traffic Management Plan should outline preferred methods of Communications between all traffic management points and the ICC.
- 4.8. If TMP staff have specific questions, require clarification or can provide community feedback to the Incident Controller regarding access to an incident area they are to make contact through TMM or TMP supervisor.
- 4.9. Where a breach of the TMP occurs details of the vehicle are to be recorded and reported to the Incident Controller as soon as practicable.
- 4.10. Traffic Management is required to be a standing agenda item during Incident Management Team and Emergency Management Team meetings. Topics to be covered include location, status, exemptions, expected duration, community impact, community communications, re-entry, animal welfare and emerging issues.
5. Lifting of TMPs.
- 5.1. Where public access is required, priority should be given to opening the road to the public as soon as it is considered safe and possible to do so. The Incident Controller will decide on when to allow public access.
- 5.2. When the Incident Controller considers that there is no longer a safety issue in the area controlled by a TMP, they may hand over control of that TMP to an authorised officer of the responsible road authority, in accordance with Schedule 2. The responsible road authority determine if it is safe to reopen the road.

SAFETY

Emergency Personnel need to ensure that the protection and preservation of life is maintained at all times.

In the application of this JSOP the following safety considerations apply:

- The Incident Controller must consider the benefits of controlling traffic versus closing the roadway (refer to Schedule 3).
- When selecting locations for TMPs, the Incident Controller, TMM and TMP staff, need to consider the road conditions, sight distances and probable stopping distances for road users.
- Establishment of a TMP should consider the assessment list contained in the Joint Agency Guidelines document.
- Where possible emergency service vehicles should be positioned in such a way as to protect entry the scene and provide protection of TMP staff.

- TMP staff are to be included in the Incident Action Plan for each shift they are deployed and have a nominated contact in the IMT.
- TMP staff are required to ensure that there is adequate lighting provided for TMPs operating at night or reduced visibility conditions.
- TMP staff are required to wear appropriate PPC/E in line with agency requirements; this should include the use of hi visibility reflective clothing
- The Incident Controller, or other personnel involved in operating TMPs should apply an ongoing risk management process to traffic management operations.
- All personnel in operating TMPs will maintain situational awareness undertake dynamic risk assessment.
- A regular check in process between the IMT and TMP staff is required to be implemented.

REFERENCE

Related Documents	<p><i>Emergency Management Act 1986</i></p> <p><i>Emergency Management Act 2013</i></p> <p><i>Country Fire Authority Act 1958</i></p> <p><i>Metropolitan Fire Brigade Act 1958</i></p> <p><i>Victoria State Emergency Services Act 2005</i></p> <p>State Emergency Response Plan (EMMV Part 3)</p> <p>Emergency Management Agency Roles (EMMV Part 7)</p> <p>JSOP 2.02 Incident Communications Planning</p> <p>JSOP 3.06 Incident Briefings</p> <p>Guidelines for the Operation of Traffic Management Points during Emergencies (Joint Agency Guidelines).</p>
Environment	Nil

REVIEW

Date Issue	27 August 2018
Date Effective	1 October 2018
Date to be Reviewed	September 2021
Date to Cease	N/A

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AUTHORITY

The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.

Approved	Signature	Date
Andrew Crisp Emergency Management Commissioner		
Michael Malouf Chief Executive Officer, VicRoads		
Endorsed	Signature	Date
Steve Warrington Chief Officer, CFA		
Chris Hardman Chief Fire Officer, DELWP		
Greg Leach Acting Chief Officer, MFB		
Tim Wiebusch Chief Officer Operations, VICSES		

Schedule 1

Traffic Management Point Activation and Advice Template

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TRAFFIC MANAGEMENT POINT ACTIVATION & ADVICE

For Official Use Only



Traffic Management Point Activation and Advice

Date: _____ Time: _____

To: Victoria Police Traffic Management Manager/Liaison Officer/other member

TMP to be located at: _____

I hereby provide notification of the initiation of a Traffic Management Point at the listed location, for the given times and with the conditions under which access is authorised.

TMP Status: Emergency Services only B Access C Access
 D Access

Access Status Conditions

- Emergency Service Personnel (List below)
- Emergency Response Support Personnel (list below)
- Residents of immediate area (detail area below)
- Recovery Services Personnel (list below)
- Council or Vic Roads employees or sub-contractors
- Media
- Persons Authorised by the Incident Controller (list below)
- Other conditions as authorised by the Incident Controller (list below)

Specific Instructions

Justification and Further Advice

Authorising Incident Controller/Delegate:

Name:

Agency: ICC Located at:

Signature: Date:

This form is to be completed and signed by the Incident Controller or Delegate and forwarded to the Police Operations Centre (for Police Communications (as applicable), MFB and VicRoads when requesting Victoria Police

Schedule 2

Record and Handover Template

TRAFFIC MANAGEMENT POINT RECORD



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Traffic Management Point Record

Record of fire status and works undertaken in vicinity of Traffic Management Point at the listed location, authorised by the Incident Controller.

Traffic Management Point Location: _____

The following record of fire status and hazard mitigation works are provided in support of the proposal to transfer Emergency Services control of the above Traffic Management Point to the road owner (Section 78, Road Management Act).

<input type="checkbox"/> Designated area that the TMP provides access to is unlikely to be further impacted by the incident	Date:	Time:
<input type="checkbox"/> Road passage cleared of debris	Date:	Time:
<input type="checkbox"/> 'Clear and Present' danger from hazardous trees mitigated	Date:	Time:
<input type="checkbox"/> Municipal reconnaissance (RIA) complete	Date:	Time:
<input type="checkbox"/> Infrastructure, power and gas services no longer a hazard	Date:	Time:
<input type="checkbox"/>	Date:	Time:
<input type="checkbox"/>	Date:	Time:

Handover to Road Authority:

Road Authority:		Road Authority Representative	Name: Title:
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Incident Controller:

Name:			
Agency:			
Signature:		Date:	

This form is to be completed and signed by the Incident Controller and a copy forwarded to the Road Authority following agreed handover back from the Emergency Services Organisation

Schedule 3

Traffic Management Information Card

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TRAFFIC MANAGEMENT POINT ACCESS WRISTBANDS

Traffic Management Point access wristbands are issued to people to allow access through Authorised Access C and Authorised Access D traffic management points

Who gets a wristband?

- Residents of an affected area
- Owners or managers of businesses within an affected area
- Persons involved in 'recovery activities' within an affected area

What does having a wristband allow someone to do?

- Once issued with a wristband, the wearer is able to enter the area to which they are associated for a valid reason, as frequently as they require
- The wristband will be endorsed by TMP staff with the date of issue and the PSA location

How does someone wanting to enter an area get a wristband?

A wristband will be issued to a person who requires access to an affected area, and can prove on the balance of probabilities that they are associated with that area

- Driver licence, or other form of photographic identification
- Vehicle registration
- Other form of identification

Where and when can person obtain a wristband?

Wristbands can be obtained from police where they are present at:

- a TMP when a person is relocating (evacuating) from an affected area
- a TMP when a person wishes to enter an affected area and is able to provide identification
- a community location (which will be advised by police commander)

TRAFFIC MANAGEMENT POINTS

Information card

The role of Traffic Management Points (TMPs) is to facilitate access for those with a valid reason (justified need) to enter the area affected by an emergency. This will be dependent on meeting the access level of a particular TMP, which will be specified by the Incident Controller (or delegate).

- Consider the safety at the TMP, eg lighting and warnings signs, overhead dangers such as trees. Also consider your own welfare, health and wellbeing, including hydration
- Where a person attends at a TMP, and the access level is above that which would normally allow them access, TMP staff should;
 - deny access, or
 - in compelling circumstances, eg those requesting access are primary producers, landowners or those involved in urgent care and management of land, refer the issue to their supervisor or the Traffic Management Manager (TMM) at the Incident Control Centre who will seek direction from the Incident Controller
- In urgent circumstances where police exercise a power of discretion they must notify the Incident Controller via the TMM without delay, if time and circumstances allow
- If you believe that your location is, or will become unsafe for any reason, move to a safe location and notify your supervisor or police commander as soon as possible
- Any breaches of the TMP must be reported to the Incident Controller / TMM at the earliest opportunity

If in doubt, ask a supervisor!

State Emergency Response Coordination Division April 2018

Responsibility and authority	Access level	Emergency status and risk assessment	Access <small>(Incident Controller may authorise access for specific persons or groups and impose restrictions)</small>	Identification or authorisation
Control Agency	 Emergency Services Only Access	<ul style="list-style-type: none"> Going / New Designated area likely to be impacted by emergency Access route blocked and/or danger of hazardous trees 	<ul style="list-style-type: none"> Emergency services or emergency contractors Other emergency or essential services authorised by Incident Controller or delegate Any person authorised by Incident Controller or delegate (this may include residents, accredited media, etc) 	<ul style="list-style-type: none"> Emergency unit Emergency agency ID Emergency agency contractor ID Escort by fire unit (eg wet escort) Authority of Incident Controller or delegate (eg private/ temporary vehicle pass) Agency Media Accreditation
	Restricted Access B Essential Services Assessment	<ul style="list-style-type: none"> Contained / Assessed Emergency impact no longer occurring Access route cleared and danger of hazardous trees removed 	<ul style="list-style-type: none"> Access Safety Assessment: Vehicle/s (to consist of Council, VicRoads, essential services, to conduct road and infrastructure assessment as required) Emergency services, as authorised by the Incident Controller or delegate People other than emergency-agency staff for the purposes of urgent care and management of land, or other reasons as deemed appropriate by the Incident Controller 	<ul style="list-style-type: none"> Designated Access Safety Assessment Team Vehicle – details to be advised by ICC Agency identification Appropriate wristband and/or authorisation by the IC via the TMM
	Authorised Access C Residents, Media, Recovery Services, B Access	<ul style="list-style-type: none"> Controlled Infrastructure, road integrity, essential services do not present hazard 	<ul style="list-style-type: none"> Residents returning to their homes People providing recovery and relief services Council or VicRoads employees or sub-contractors Accredited Media Business owners in immediate area DED/ITR or DELWP staff or vets facilitating the treatment and humane destruction of injured animals Individuals or groups delivering relief and aid to residents and animals 	<ul style="list-style-type: none"> Resident – driver licence, authorising wristband Organisation ID Agency Media Accreditation Business owner – suitable identification
Road Authority	Authorised Access D C Access, Others authorised, eg employees	<ul style="list-style-type: none"> Agency no longer requires TMP Road owner requires TMP to address road-related issues 	<ul style="list-style-type: none"> Employees working in specified area People bringing food and supplies for people and animals 	<ul style="list-style-type: none"> Organisation ID Authorising wristband
	Open	<ul style="list-style-type: none"> Road owner satisfied that road-related issues no longer impact on road users 	<ul style="list-style-type: none"> Open to all TMP removed and signed off by road owner 	<ul style="list-style-type: none"> Not applicable

Coroners Act 2008 Section 38 Restriction of access to fire area

1) A coroner or the Chief Commissioner of Police may take reasonable steps to restrict access to – (a) the place where a fire occurred; or (b) a place reasonably connected to the place where a fire occurred.

2) The coroner or Chief Commissioner of Police may cause a notice in the prescribed form stating that access is restricted to a place to be put up at that place or as near as possible to that place.

Schedule 4

Traffic Management Plan (Operations Order)

	Traffic Management Plan Relative To		ISSUES: Any issues arising at a TMP need to be reported to the Incident Controller and Traffic Management Manager via the Police Supervisor ASAP.	
SITUATION	MISSION, EXECUTION GENERAL OUTLINE	TASKS & TIMINGS	ADMINISTRATION & LOGISTICS	COMMAND, COMMUNICATION & SAFETY
<p>On the <i>(date and place)</i>, a <i>(emergency event)</i> has occurred / is in progress and has the potential to significantly impact on the safety of the community/public within the area of <i>(insert location)</i></p> <p>After discussions with <i>(name / position)</i> of <i>(Control Agency)</i>, the Incident Controller for this Incident, it has been agreed that a traffic management plan for the potentially affected area is required, as a matter of public safety, in line with the Traffic Management Point Guidelines.</p> <p>The area to be impacted is bound by Grid References: <i>(complete using Spatial Vision maps or Melways as appropriate- Appendix E)</i></p> <p>Approximately <i>(number)</i> of TMPs will be implemented located at <i>(nominate)</i>. The TMPs will be operating at <i>(nominate)</i> Access Levels.</p> <p>Special access may be granted by the Incident Controller either with or without conditions if required.</p> <p>The Traffic Management Plan will continue to be monitored and adjusted by the Incident Controller in consultation with the Traffic Management Manager.</p>	<p>MISSION</p> <p>To implement a Traffic Management Plan in order to facilitate safe, systematic and controlled access to the designated area.</p> <p>EXECUTION GENERAL OUTLINE</p> <p>Community Alerts and/or Warnings relative to incident will be issued by the Incident Controller.</p> <p>This Traffic Management Plan will be conducted with the assistance of support agencies listed under Supply of Personnel <i>(Appendix A)</i>.</p> <p>The Incident Controller in consultation with the Traffic Management Manager will provide ongoing advice as to the need and status of the traffic management points.</p> <p>An Assessment Team will provide advice to the Incident Controller as to the safety of the road and associated infrastructure. Based on this advice the Incident Controller will authorize the handover of the TMP to the relevant road authority.</p> <p>Whilst the TMPs are in place personnel will endeavor to facilitate the safe access to the incident scene whenever possible in a controlled manner in line with the Incident Commander's strategic intent and instructions. This will be achieved through the issue of wristbands to the local community or on the advice of a supervisor if required.</p>	<p>Rostered Duty & Overtime</p> <p>Members will parade at the <i>(nominate)</i> Police Station prior to each shift where a briefing will be conducted. Overtime will be at discretion of the Police Commander.</p> <p>Supply of Personnel</p> <p>Personnel from Victoria Police and other support agencies are listed in <i>Appendix A</i>.</p> <p>General Policing Instructions</p> <p>Safety of members and other responders is paramount and regular welfare checks will be conducted.</p> <p>Members are to ensure the operation of the TMP is carried out in accordance with the briefing instructions and directions of the Incident Controller.</p> <p>Members will be specifically tasked prior to deployment as per Detail Sheets at <i>Appendix D</i>.</p> <p>Members will take action that is appropriate to each incident and minimize conflict with the community.</p> <p>Traffic Control</p> <p>Traffic control will be carried out as per the Traffic Management Plan</p> <p>Escalation</p> <p>If there is any uncertainty regarding the granting of access to an area advice of the supervisor is required.</p>	<p>Dress</p> <p>Uniform & Hi Vis vests (where safe) Hi Vis Fire Overalls (where available) PPE to be utilized as necessary.</p> <p>Equipment</p> <p>Full OSTT equipment</p> <ul style="list-style-type: none"> - Police radio - Notebook - Wrist Bands - Road Signage - TMP Information Cards <p>Vehicles</p> <p>As per resource list at <i>Appendix B</i>.</p> <p>Meals & Refreshments</p> <p>At discretion of Police Commander.</p> <p>OH&S</p> <p>Each member is to be briefed on fire ground safety, possess and wear approved PPE, be provided with sufficient hydration and communications.</p> <p>Communications must be established at the TMP location. If communications cannot be established an alternative TMP location needs to be established in consultation with the Traffic Management Manager and Incident Controller.</p>	<p>Police Commander</p> <p><i>(nominate)</i></p> <p>Zone Commander</p> <p><i>(nominate)</i></p> <p>Sector Commander</p> <p><i>(nominate)</i></p> <p>Traffic Management Manager</p> <p><i>(nominate)</i></p> <p>COMMUNICATIONS</p> <p>See Communications Plan at <i>Appendix C</i>.</p> <p>SAFETY</p> <p>Appendices:</p> <ul style="list-style-type: none"> A - Personnel Log B - Resources Log C - Communications Plan D – Tasking E - Maps F - Community Information Sheet G - Evacuation Traffic Management Plan