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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Traffic Control Safety Checklist**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

This provides guidance on equipment and procedures required for effective traffic control safety at incidents.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Traffic Control Safety Checklist/Worksheet, vfis.com

**Traffic Control Safety Checklist/Worksheet**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Incident #

Incident Commander: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Safety Officer:

Vehicles on Scene:

Type of Incident:

Estimated Time on Scene:  Less than 20 minutes  20-60 minutes  More than 60 minutes

Time of Day: \_\_\_\_\_\_\_ Type of Roadway: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Posted Speed Limit:

Weather Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Light Conditions:

Traffic Conditions:  Low  Moderate  Heavy

**Initial Traffic Control (Less than 60 minutes) √ Completed**

Work area evaluated for hazards

Emergency vehicle positioned properly

Safety vests WORN

Advanced warning sign (10 placed (100’-1000’)

Traffic cones placed for taper (max of 20” intervals)(100’ length)

Traffic cones placed along work area (max of 40' intervals)

Emergency warning lights reduced

Law enforcement notified

Staging area established

Incident terminated - cones/signs removed

**Set-Up (Initial) Equipment Needed:** Traffic cones (12), Emergency scene sign (1), Class 2 safety vest (2), Road flares (10)

Advanced Warning Area: Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of signs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transition Area (taper): Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of cones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Area: Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of cones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Temporary Traffic Control (More than 60 minutes) √ Completed**

Work area evaluated for hazards

Emergency vehicle positioned properly

Safety vests WORN

Advanced warning signs (2) placed (100' - 1500')

Transition area (taper) established (Cones - max of 20' intervals) (max 100' length)

Buffer space established

Work area established

Termination area established (Downstream taper) (max of 100' per lane)

Flaggers with equipment positioned properly

Emergency air siren cans issued

Portable radios issued

Emergency warning lights reduced

Law enforcement traffic control points established

Local department of transportation on scene with advanced warning signs in place

Staging area established

Incident terminated - cones/signs removed

**Set-Up (Temp.) Equipment Needed**: Traffic cones (25-50), Emergency scene sign (2), Flagger signs (2), Stop/slow paddles (2), Emergency air siren cans (3), Portable radios (3), Class 2 safety vest (4), Road flares (1 case)

Advanced Warning Area: Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Signs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Flaggers \_\_\_\_\_\_\_\_\_\_\_\_\_

Transition Area (taper): Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Cones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buffer Area: Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Cones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Area: Termination Area: Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Cones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Termination Area Distance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Cones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous Information**

1. One advanced warning sign - Urban (Low speed) - 100', Urban (High speed) - 350', Rural - 500', Expressways/Freeways - 1000'
2. Second advanced warning sign - Urban (Low speed) - 100', Urban (High speed) - 350', Rural - 500', Expressways/Freeways - 1500'
3. Buffer area - 30 MPH - 625',40 MPH - 825', 50 MPH - 1000', 60 MPH - 1300', 70 MPH - 1450'
4. One lane taper - 100' max.- cone placement 1O' - 20'
5. Downstream taper - 100' per lane - cone placement - 10' - 20'
6. The equipment listed is the minimum required. Additional safety vests may be required based on the number of personnel on the scene

For additional information check with your State Department of Transportation and the Federal Highway Administration's Manual on Uniform Traffic Control Devices, Millennium Edition, http//mutcd.fhwa .dot.gov.