**TRAFFIC MANAGEMENT IN EMERGENCIES**

**Traffic Management Plan**

**For use by Hazard Management/Controlling Agencies**

Further information provided in State Emergency Management Traffic Management During Emergencies Guideline

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| **Incident Type/Name:** | **Incident Controller:** | **Operational Period:** | **Date**  **Completed** | **Time**  **Completed:** | **Plan No**  **(1, 2, 3, etc):** |  |
|  |  | **From To**  **Date:** |  |  |  |
| **Area of Operations:** | | | **WebEOC/other incident management system reference:** | | |
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| **SITUATION** | |
| Describe the situation or emergency leading to the need for Vehicle Control Points (VCPs) to be established: |  |

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| **MISSION** | |
| Describe the mission in this traffic management plan: |  |

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| **EXECUTION** | |
| **Roles** | |
| Hazard Management Agency (HMA): |  |
| Controlling Agency  *(if different to HMA)*: |  |
| Incident Controller:  *(or Police Commander with incident control if ‘Police’ hazard)* | Name & contact number: |
| Police Commander: | Name & contact number: |
| Main Roads WA representative: | Name & contact number: |
| Local Government representative *(with responsibility for local roads):* | Name & contact number: |
| Local and/or District Emergency Coordinator(s): | Name & contact number: |
| Other relevant contacts: | Names & contact numbers: |

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| **Authority** | |
| Legislative authority to close the road(s): *Refer to Police Request for Assistance form if applicable.* | |
| Actions required for breaches of VCP(s):  *Expectations supported by legislation & consistent with public messaging.* | |
| **VCP REGISTER** | |
| All active VCPs to be updated in the Annex of this plan as circumstances change throughout the incident response. Additional pages to be added as required. | |
| **Is the Restricted Access Permit System (RAPS) activated? YES / NO** | |
| If yes, location of RAPS issuing unit: |  |
| Location of VCP(s) designated as RAPS entry and/or exit points: |  |
| Conditions (including re-entry): |  |
| RAPS Unit Leader (DFES): | Name & contact number: |

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| **ADMINISTRATION & LOGISTICS** | |
| Incident Staging Area location (or VCP staging area, if different): |  |
| Welfare arrangements for VCP operators: |  |
| Emergency relief and support arrangements for public at VCPs |  |
| Evacuation Centre location (if applicable): |  |
| Shift relief arrangements: |  |
| Other: |  |

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| **COMMAND & COMMUNICATIONS** | |
| Controlling Agency’s lead officer for traffic management: | *E.g. Traffic and Access Management Officer (DFES)* |
| VCP Commander / Supervisor mobile(s): | *For each agency providing VCP operators:* |
| Radio Channel(s): |  |
| Other (e.g. satellite phone): |  |

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| **SAFETY** | |
| Risks and impacts: (known or anticipated) associated with VCPs for this incident and controls in place to mitigate: | Risk of direct/indirect (consequential) impact from incident and from road users, any Controlling Agency warnings. |
| VCP operators safety briefing: | Minimum safety standards, dynamic risk assessment, emergency warning system (e.g. Red Flag). |

Attachments (as appropriate):

* Map of operational area/VCPs (ideally to show full/partial/RAPS VCPs, vehicle/agency identifiers, signage, light/heavy vehicle detours, staging area(s), etc. Annex A is provided to sketch VCP layout if formal map not yet available).
* Details of all VCPs in VCP Register (using Annex B templates).
* Public information for VCPs if provided by Controlling Agency (e.g. script for VCP operators or handouts for the public).
* Police Request for Assistance form (if Police assistance required).

This Plan and Annexes/Attachments to be updated as required throughout the response.

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|  | **Name:** | **Agency:** | **Date:** | **Time:** |
| **Prepared by:** |  |  |  |  |
| **Endorsed by:** | *Police Commander* | WA Police Force |  |  |
|  |  | Main Roads WA |  |  |
|  |  | Local Government |  |  |
|  |  | Other agency/ organisation (specify) |  |  |
| **APPROVED BY:** | ***INCIDENT CONTROLLER*** |  |  |  |

**ANNEX A: Overview map of operational area relating to VCPs**

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To be used where a formal map is not available, to indicate relative locations of all VCPs in this Plan.

**ANNEX B: VCP REGISTER**

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| **VCP number:** | | **Closed between:** | |
| **Road name(s)** | |  | |
|  | |
| **VCPs to be located at:** | **Location: (Intersection Name):** | | **Staff: (Names, Call sign)** |
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| **To be established as: FULL □ (DEFAULT)**  **PARTIAL □ WITH RAPS****[[1]](#footnote-1) □ WITHOUT RAPS □** | | | |
| **Controlling Agency/HMA:** | |  | |
| **Legislative Authority to close the road(s):** | | **[[2]](#footnote-2)EM Act □ BF Act □ FB Act □ RT Act □ MR Act □ LG Act □ DG Act □ OTHER □ (specify section):** | |
| **Direction/information to be given to the public:** | |  | |
| **Actions agreed for breaches of VCP:** | |  | |
| **Specific conditions**  (e.g. emergency vehicles/personnel allowed through VCP): | |  | |
| **Methods of communication for this VCP:** | |  | |
| **Anticipated Duration of this VCP** | |  | |

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| **VCP number:** | | **Closed between:** | |
| **Road name(s)** | |  | |
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| **VCPs to be located at:** | **Location: (Intersection Name):** | | **Staff: (Names, Call sign)** |
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| **To be established as: FULL □ (DEFAULT)**  **PARTIAL □ WITH RAPS**1 **□ WITHOUT RAPS □** | | | |
| **Controlling Agency/HMA:** | |  | |
| **Legislative Authority to close the road(s):** | | 2**EM Act □ BF Act □ FB Act □ RT Act □ MR Act □ LG Act □ DG Act □ OTHER □ (specify):** | |
| **Direction/information to be given to the public:** | |  | |
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| **Anticipated Duration of this VCP** | |  | |

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1. Restricted Access Permit System (i.e. A partial VCP nominated for this purpose) [↑](#footnote-ref-1)
2. EM Act - *Emergency Management Act 2005*; BF Act - *Bush Fires Act 1954;* FB Act - *Fire Brigades Act 1942;* RT Act - *Road Traffic (Administration) Act 1974*; MR Act – *Main Roads Act 1930*; LG Act *- Local Government Act 1995;* DG Act – *Dangerous Goods Safety Act 2004.* [↑](#footnote-ref-2)