DISCLAIMER

The FDOT District Four Incident Response Manual is designed to be a guideline for incident responders who want to know suggested procedures for specific events. It does not, and is not intended to replace an agency’s policies and procedures. In the event there is a conflict, follow the Department’s, Agency’s, or Company’s protocol.
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SECTION 1.0: INTRODUCTION

The Florida Department of Transportation District Four Traffic Incident Management (TIM) Teams are comprised of members forming individual TIM Teams from Broward, Palm Beach, Martin, Saint Lucie, and Indian River counties. Their purpose is to improve the safety and efficiency of traffic incidents while developing a communication network among incident responders. The Palm Beach County Traffic Incident Management Team has put together this document as a guideline for agencies to use when responding to traffic incidents on I-95. Their concept is being expanded to include all counties within District Four. The purpose of this document is to provide incident responders with uniform guidelines for safe operations at the scene of an incident.

Throughout the Incident Response Manual, the following acronyms will be found. This glossary will define them.

GLOSSARY

- CCTV: Closed Circuit Television
- DMS: Dynamic Message Sign
- FDEP: Florida Department of Environmental Protection
- FDOT: Florida Department of Transportation
- HAR: Highway Advisory Radio
- HAZMAT: Hazardous Materials
- MOT: Maintenance of Traffic
- OIC: Officer in Charge
- RISC: Rapid Incident Scene Clearance
- SIRV: Severe Incident Response Vehicle
- TIM: Traffic Incident Management
- TIMA: Traffic Incident Management Area
- TMC: Transportation Management Center
- TTC: Temporary Traffic Control

1.1 DEFINITION OF AN INCIDENT

An incident is defined as any non-recurring event that causes a reduction of roadway capacity such as traffic crashes, disabled vehicles, spilled cargo, or fires. (Incidents also include planned events such as road construction or large special events; however, these types of incidents are not the focus of this document.)

1.2 DOCUMENT ORGANIZATION

The document is broken down into agency/company sections, defining their on-scene responsibilities:

1. Law Enforcement
2. Fire/Rescue
3. Severe Incident Response Vehicle
4. Road Ranger
5. Towing Contractor
6. FDOT Maintenance/Asset Management Contractor
7. Hazardous Material Contractor
8. Transportation Management Center
9. Medical Examiner
10. Media and Information Services

Within those sections, there are specific guidelines for various categories of incidents. These incidents are divided into ten categories as follows:
1. Abandoned Hazardous Materials
2. Crash – Property Damage Only
3. Crash – Minor Injury
4. Crash – Serious Bodily Injury/Fatality
5. Debris
6. Disabled Vehicles
7. Fire - Brush (within highway right of way)
8. Fire - Vehicle
9. Heavy Duty Recovery
10. Natural Disasters

SECTION 2.0: ROLES AND RESPONSIBILITIES

The following outlines the primary roles and responsibilities of the various agencies that respond to highway incidents.

2.1 LAW ENFORCEMENT

The Florida Highway Patrol is the primary LAW ENFORCEMENT agency responding to incidents on I-95, I-75, and I-595. However, some local law enforcement agencies are the primary responder on certain sections of highways. Local police/sheriff agencies serve as backup to the LAW ENFORCEMENT OFFICER during major incidents. Sometimes these agencies are the first to respond on scene.

Responsibilities:

- Assist in incident detection
- Serve as incident commander
- Secure the incident scene
- Provide emergency medical aid until help arrives
- Assist disabled vehicles
- Supervise scene clearance
- Direct traffic
- Conduct crash investigations

2.2 FIRE RESCUE

FIRE RESCUE responses to traffic incidents are provided by a number of agencies depending upon the location of the incident.

Responsibilities:

- Protect the incident scene and provide for responder safety
- Provide emergency medical care
- Provide initial HAZMAT response and containment
- Suppress fire
- Rescue entrapped victims from damaged vehicles
- Coordinate transportation for the injured
- Serve as incident commander
- Assist in incident clearance
- Remove medical waste from incident scene
- Determine need for rehabilitation on extended scenes
2.3 SEVERE INCIDENT RESPONSE VEHICLE (SIRV) (if deployed))

Severe Incident Response Vehicles patrol the designated highways during peak hours looking for and responding to critical incidents.

Responsibilities:

- Patrol the highway to assist in incident detection
- Respond to critical incidents (injury crashes and lane closures)
- Protect the incident scene and provide additional MOT for responder safety
- Contact additional incident management agencies
- Assist in incident management
- Provide inter-agency communications
- Provide initial HAZMAT response and containment
- Advise on lane closure/openings
- Advise on arrival/departure of other incident responders
- Assist in incident clearance, debris removal, and roadway repair

2.4 ROAD RANGER

ROAD RANGERs patrol designated highways looking for crashes, abandoned vehicles, disabled vehicles, debris, and provide motorist services in an effort to keep traffic lanes open.

Responsibilities:

- Assist in incident detection
- Secure the incident scene
- Set up Maintenance of Traffic (MOT)
- Relocate stalled vehicles via push bumpers or tow
- Assist disabled vehicles (jump start, tire change and gasoline)
- Remove debris
- Provide for temporary traffic control (TTC)
- Communicate details of incident to the TMC

2.5 TOWING CONTRACTOR

Towing and recovery services are provided by private towing companies. These services are requested through LAW ENFORCEMENT on a rotation basis.

Responsibilities:

- Removing vehicles from incident scene
- Protecting motorists’ property and vehicles
- Remove debris from roadway
- Provide transportation for vehicle occupants, if applicable.
- Provide containment of minor spills
- Provide additional equipment to set up Maintenance of Traffic (MOT)
- Rapid Incident Scene Clearance (RISC) Contractors, if activated, will respond to the scene within 1 hour of notification, with all required equipment
- RISC Contractors will perform recovery after official Notice to Proceed, within 90 minutes, if possible
- RISC Contractors will remove vehicles and debris, repair and remediate the road surface, and notify the TMC when roadway is opened
2.6 FDOT MAINTENANCE / ASSET MANAGEMENT CONTRACTOR

FDOT MAINTENANCE provides for additional long term MOT traffic control, debris removal, and repairs damaged transportation infrastructure (roadway, guardrail, bridges, and abutments).

ASSET MANAGEMENT CONTRACTOR is a private company, under contract to FDOT, that provides the same services for additional long term MOT traffic control, debris removal, and repairs damaged transportation infrastructure (roadway, guardrail, bridges, and abutments).

Responsibilities:

- Set up long term maintenance of traffic (MOT).
- Determine incident clearance needs such as loaders, dump trucks, sweepers, tandems, brooms or other pertinent equipment and materials.
- Coordinate use of FDOT resources (personnel, equipment and materials) for clearance and recovery of incident.
- Assess infrastructure damage; make necessary arrangements for repairs, and report resources used for billing.
- At night and on weekends, FDOT/AMC will ensure the responsible party has contacted a Hazardous Material Contractor for spill mitigation.

2.7 HAZARDOUS MATERIAL CONTRACTOR

Initial mitigation of hazardous materials incidents in District Four is provided through a Hazardous Material response program, involving notification to the County/State Warning Point. Environmental Specialists from FDOT respond to highway incidents involving release of hazardous cargo from vehicles, large fuel spills, and the abandonment of hazardous materials on highway right of way. These state responders assist the responsible party in contacting spill cleanup companies or will contact state cleanup contractors if the responsible party is unknown.

Responsibilities:

- Respond to Hazardous Material calls for service
- Use appropriate clothing, footwear, helmets, shields, gloves etc. to prevent exposure or contamination by recovery personnel
- Collect, absorb, sweep, and contain loose hazardous materials
- Remediate or recover contents ejected onto the roadway and shoulders
- Safely contain and seal hazardous materials in appropriate recovery containers
- Transport and properly dispose of hazardous materials in accordance with OSHA requirements

2.8 TRANSPORTATION MANAGEMENT CENTER

FDOT provides for the overall planning and implementation of traffic incident management programs. They are also responsible for running the Transportation Management Center, ROAD RANGER, RISC, and SIRV programs.

Responsibilities:

- Incident detection and verification
- Update and maintain information regarding incidents via advanced traffic management software
- Operate overhead Dynamic Message Signs (DMS), Highway Advisory Radio (HAR), and Closed Circuit Televisions cameras
- Provide traveler information to the public and media
2.9 MEDICAL EXAMINER

The Medical Examiners Office is required by law to investigate the untimely or unnatural death of a human being as a result of, but not limited to, crash, fire, chemical exposure, natural/man-made disaster.

Responsibilities:

- Upon notification, gather information and circumstances of death
- Determine if further detailed investigation or examination is required on the scene of the incident
- Respond to the scene to conduct an investigation.
- Remove the deceased from the scene
- Conduct autopsy and laboratory analysis of deceased to determine cause of death
- Notify next of kin for disposition of the deceased

2.10 MEDIA AND INFORMATION SERVICE PROVIDERS

MEDIA plays an important role in reporting on crash and highway incidents, construction, highway congestion, and traveler information via the radio, television, and the internet.

INFORMATION SERVICE PROVIDERS play an important role in distributing traveler information via dynamic message signs, 511 traveler information, internet access to highway cameras, and telephone texting notification services. They are responsible for reporting the impact of traffic incidents and providing alternate route information to travelers.

SECTION 3.0: RECOMMENDED GUIDELINES

3.1 TEAMWORK

While each responding agency has their own roles and responsibilities at an incident scene, all agencies should understand and recognize the importance of communication, coordination, and cooperation with other agencies.

3.2 SAFETY

It is required that incident responders wear appropriate high-visibility safety apparel or Personal Protection Equipment (PPE) to minimize their risk of being struck by traffic. Refer to the Manual of Uniform Traffic Control Devices (MUTCD) Chapter 6D.03, for proper application. Responders should always be aware of traffic moving around the incident scene, especially when exiting any emergency response vehicle. Specifically, ALL Road Ranger Service Patrol Operators, Severe Incident Response Vehicle (SIRV) Operators, Rapid Incident Scene Clearance (RISC) vendors, and FDOT Maintenance personnel will comply with ANSI/ISEA 107-2004 American National Standard for High-Visibility Safety Apparel and Headwear.

3.3 RESPONSE

Emergency responders should make every effort to minimize the risk of injury to themselves and those who use the highway system. If possible, responders should respond to the incident with the flow of traffic.
Dispatchers should relay specific information about the incident location to help with response. Responders should coordinate their response through their Dispatch to ensure they are needed. If not needed, on-scene responders should cancel responders that are still enroute.

3.4 PARKING/PLACING OF RESPONSE VEHICLES

All vehicles responding to an incident should park on the same side of the roadway and in the same direction as the incident, preferably on either one side of the highway or the other, not both. Equipment and vehicles arriving on the incident scene should be placed to protect the scene and provide access to needed equipment while only blocking necessary lanes of traffic. Additional responder vehicles should park downstream beyond the incident, along the shoulder.

3.5 WARNING LIGHTS

Use only the necessary flashing emergency lights at the scene of an incident. If possible, have emergency lights activated only to the rear to minimize any unnecessary motorist distraction. Low beam headlights should be used to light an incident scene to minimize the blinding effect to drivers of vehicles. Turn off flashing headlamps to reduce driver glare/distraction.

3.6 UNIFIED COMMAND

All responding agencies shall operate under the Incident Command System as published in the Florida Incident Field Operations Guide. Upon arrival, each agency should locate the Officer In Charge (OIC) and coordinate their activities. During major incidents this is often the senior officer on scene. The designated OIC should set up a command post near the incident where other agencies and private companies can present their recommendations and incident response can be coordinated. Agencies should not assume when they arrive at an incident scene that other responders know their plan of action.

3.7 TRAFFIC CONTROL

As soon as possible, the initial responding unit should position traffic control devices, such as vehicles, cones, or flares, to assist in channeling traffic away from an incident. This is called Maintenance of Traffic (MOT) or Temporary Traffic Control (TTC). As additional responders arrive, the MOT can be lengthened using additional equipment. If the incident is anticipated to last more than one hour, FDOT MAINTENANCE should be called to provide long-term traffic control.

3.8 ALTERNATE ROUTES/DETOURS

Detours are established only when the highway is entirely closed down for an extended period. LAW ENFORCEMENT will coordinate with FDOT Maintenance and local police/sheriff to determine the best route. LAW ENFORCEMENT will monitor signalized intersections. The Transportation Management Center will utilize the Dynamic Message Signs, 511 Traveler information, text message alerts, and traffic radio to warn travelers of the closure and advise avoiding the area.

3.9 OFF SCENE STAGING

Response vehicles not needed immediately on the scene, should stage their vehicles off the highway. Commercial vehicle inspections should also be conducted off the highway.

3.10 CLEARING TRAFFIC LANES

As the incident progresses toward the clearing stage, taking the safety of all personnel into consideration, traffic lanes should be opened as soon as practical.
SECTION 4.0: INCIDENT RESPONDERS

4.1 LAW ENFORCEMENT

ABANDONED HAZARDOUS MATERIALS

LAW ENFORCEMENT may respond to this type of incident to conduct an investigation when the abandoned material contains chemicals from illegal drug labs or in high hazard situations. FDEP may also respond to investigate such incidents.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

CRASH - PROPERTY DAMAGE

Upon arrival, protect the scene by utilizing vehicle with emergency lights activated to the rear.

Once it is determined that there are no injuries to motorists and the vehicles are moveable, attempt to move vehicles onto the shoulder or off the Interstate, onto the same side of the roadway.

If first to arrive, LAW ENFORCEMENT should set up an initial MOT to control traffic.

If needed, request further assistance for traffic direction and scene protection, utilizing additional temporary traffic control (TTC) such as cones or flares.

Call for rotation towing immediately if vehicles have been rendered immovable due to damage. Advise TOWING CONTRACTOR through dispatch of any special tow equipment that will be needed.

Obtain necessary information from involved parties.

Maintain control of involved parties by allowing them to remain in their respective vehicles, in the safety of the law enforcement vehicle, or on the shoulder.

Review physical evidence at scene and take photos, if necessary.

Request FDOT MAINTENANCE.

Clear scene as quickly as possible and consider completing paperwork off the highway.

CRASH - MINOR INJURY

If first to arrive, LAW ENFORCEMENT should protect the scene by utilizing vehicle with emergency lights activated to the rear and set up initial MOT to control traffic.

Provide first aid if possible and call for FIRE RESCUE. Relay injury status to responding FIRE RESCUE such as multiple injuries, and entrapment.

Determine if vehicles can be removed from the traveled lanes.

Attempt to move vehicles onto the shoulder on the same side of the roadway.

Request further assistance for traffic direction and scene protection and/or utilize additional temporary traffic control devices such as cones or flares.
Call for rotation tow immediately if vehicles have been rendered immovable due to damage. Advise TOWING CONTRACTOR through dispatch of any special tow equipment that will be needed.

Obtain necessary information from involved parties.

Maintain control of involved parties by allowing them to remain in their respective vehicles, in the safety of the law enforcement vehicle, or on the shoulder.

Review physical evidence at scene and take photos, if necessary.

Request FDOT MAINTENANCE if there is any roadway or structural damage to state property.

Clear scene as quickly as possible and consider completing paperwork off the highway.

**CRASH – SERIOUS INJURY/FATALITY**

If first to arrive, LAW ENFORCEMENT should protect the scene by utilizing vehicle with emergency lights activated to the rear and set up initial MOT to control traffic.

Provide first aid if possible and call for FIRE RESCUE. Relay injury status to responding FIRE RESCUE such as fatalities, multiple injuries, and entrapment.

Upon determining that this is a major incident/fatality situation, responding LAW ENFORCEMENT or dispatcher should begin coordinating with FIRE RESCUE to shut down the highway, to establish a helicopter landing zone.

Notifications should then be made to any other appropriate parties/agencies (i.e. traffic homicide investigator, medical examiner, supervisor, other law enforcement personnel, tow trucks, FDOT MAINTENANCE and TMC).

Determine traffic needs, closing down portions of highway as needed for crash investigation and detour traffic as necessary.

Request further law enforcement assistance for traffic direction and scene protection and/or utilize additional traffic control devices such as cones or flares.

Coordinate with other emergency units to make the scene longer, not wider. Move units to one side of the road, without compromising the investigation.

If a spill of a hazardous substance over 100 gallons is found, have the dispatcher call FDOT MAINTENANCE, hazardous material contractor, and/or the state or county warning point. Coordinate activities with these groups as they arrive at the scene.

Secure witnesses, involved parties, and obtain necessary information.

Review physical evidence at scene and take photos, if necessary. Try to complete mapping of vehicles blocking lanes first, to enable the opening of traffic lanes as soon as possible.

Complete investigation as dictated by agency guidelines, removing debris and vehicles from roadway as soon as possible.

Call for a rotation tow as soon as investigation allows and advise the tow company through dispatch of any special tow equipment that will be needed.

Contact FDOT MAINTENANCE if there is any roadway or structural damage to state property.
Monitor arrival of media personnel and/or family members making sure they are not compromising the crash investigation or inhibiting the safe flow of traffic.

Clear all emergency units from scene as soon as possible to remove any visual hazards that may continue to contribute to the traffic backup.

Clear scene as quickly as possible and consider completing paperwork off the highway.

**DEBRIS**

If first to arrive at scene of debris, utilize emergency warning lights to divert traffic and remove the debris completely from the roadway.

If unable to remove the debris, report the debris to dispatch and request a ROAD RANGER.

Remain on the scene to assist ROAD RANGER with additional emergency lighting and traffic direction.

If a large quantity of debris is present, contact FDOT MAINTENANCE. Stand by to provide traffic control, if needed.

**DISABLED VEHICLES**

If first to arrive at a disabled vehicle, utilize emergency warning lights to divert traffic, and remove the disabled vehicle completely from the roadway.

If unable to remove the disabled vehicle, report it to dispatch, and request a ROAD RANGER.

Remain with the vehicle until ROAD RANGER arrives.

**Blocking**

Protect the scene by proper placement of vehicle utilizing emergency lights to the rear. If available, place cones or flares to extend MOT.

**If unoccupied blocking:**

Immediately call dispatch for a ROAD RANGER or a rotation TOWING CONTRACTOR for rapid removal. Check interior of the vehicle.

Complete impound document and notify dispatch with appropriate vehicle identification information.

**If occupied blocking:**

Coordinate with the motorist a removal method and a site to push/tow the vehicle to a non-blocking location, such as the shoulder.

**Not Blocking – No Hazard**

**If unoccupied:**

Run registration check and mark the vehicle with grease pencil or red tag document to monitor time frame which vehicle has been abandoned. Check interior of the vehicle.

First available opportunity, remove vehicle from roadway using agency guidelines.
If occupied:

Work with motorist to contact a ROAD RANGER (for repair attempt), rotation tow, or other appropriate parties.

**FIRE - BRUSH**

First officer on scene should confirm the need for fire apparatus and additional LAW ENFORCEMENT assistance. This will depend on area and size of fire, location on roadway, travel direction, and volume of smoke.

Immediately request FDOT MAINTENANCE or ASSET MANAGEMENT CONTRACTOR for traffic control.

If the fire is small and easily contained, attempt to extinguish the fire with available resources such as a fire extinguisher.

Upon arrival by fire personnel, provide traffic diversion as needed. Either divert or detain traffic depending on the time frame needed to extinguish the fire and the number of emergency vehicles needed on site.

For long term incidents, request dispatch contact FDOT MAINTENANCE for deployment of traffic control devices.

Always contact FDOT MAINTENANCE or ASSET MANAGEMENT CONTRACTOR for all fires.

**FIRE - VEHICLE**

Upon arrival, protect the scene by utilizing vehicle with emergency lights activated to the rear. Set up appropriate MOT.

Immediately request FIRE RESCUE and ROAD RANGER for traffic control.

Position emergency vehicle in a fire safe position up hill and/or upwind from the burning vehicle.

Evacuate occupants if the fire department is not on the scene, consider the explosive potential and evacuate the area.

Depending on the size of fire, determine if there are any occupants in the vehicle and render assistance for their rapid removal, if at all possible.

If the fire is small, attempt to extinguish with available resources. Avoid breathing any of the smoke from the vehicle.

Set up MOT. Divert traffic to far lanes depending on the location of the vehicle fire, type of fire, smoke, and wind direction.

Upon arrival of FIRE RESCUE personnel, adjust MOT as needed.

Once fire is under control, working with the vehicle operator/owner, request appropriate rotation tow or owner’s request for tow.

Complete impound document, if needed.

Always contact FDOT MAINTENANCE.
HEAVY DUTY RECOVERY

Upon arrival, protect the scene by utilizing vehicle with emergency lights activated to the rear. Flares and safety cones should also be used if appropriate.

Request ROAD RANGER for traffic control. Determine traffic needs for closing down portions of roadway or ramps as needed for crash investigation. Detour traffic as necessary.

Upon determining this is a Heavy Duty recovery situation, call for the notification of a TOWING CONTRACTOR for RISC response.

If a spill of a hazardous substance is found, notify dispatch to contact FIRE RESCUE, SIRV, HAZARDOUS MATERIALS CONTRACTOR, and contact the County/State Warning Point.

Coordinate the recovery of the vehicle with the vehicle operator, vehicle owners, and RISC contractor.

Secure witnesses and obtain information.

Coordinate with other emergency units to make the scene longer, not wider. Move units to one side of the road without compromising investigation.

Complete investigation as dictated by agency guidelines, removing debris and vehicles from roadway as soon as possible.

Coordinate with the Commercial Vehicle Inspector on removing the vehicle to an off site location for necessary inspection.

Clear all emergency units from scene as soon as possible to remove any visual hazards that may continue to contribute to the traffic backup.

DISASTERS

Disasters can be in two forms: natural and man-made. Natural disasters by their nature can be caused by sudden weather phenomenon such as a tornado, high winds, lightning strikes, or hurricanes. Man-made disasters can be the result of fire, explosion, poisonous gas or chemical release, or other forms. Except for hurricanes which provide advance warning, disasters can occur with little advance notice or time for preparation for the resulting conditions and aftermath.

Highways can be congested as a result of evacuation orders or motorists fleeing a general area. Highways can be littered with damaged vehicles, multiple casualties, and additional wreckage or debris.

LAW ENFORCEMENT will respond to assess roadway and traffic conditions and determine if FIRE RESCUE, ROAD RANGER, SIRV, TOWING, and DOT MAINTENANCE may be needed to provide services.

LAW ENFORCEMENT will determine response and investigation priorities based on fatalities, injuries, property damage, and debris.

4.2 FIRE/RESCUE

LAW ENFORCEMENT, FIRE RESCUE, and SIRV will coordinate the investigation and recovery efforts, and establish incident command.
ABANDONED HAZARDOUS MATERIALS

FIRE RESCUE may be dispatched but, would not typically respond initially to this type of incident unless the abandoned hazardous material poses an immediate threat to health and/or the environment.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

If the roadway is affected, set up appropriate MOT and contact ROAD RANGER for assistance.

Depending on type of substance and nature of spill, contact HAZARDOUS MATERIAL CONTRACTOR for response.

CRASH - PROPERTY DAMAGE

FIRE RESCUE units will respond to reported crashes until injury status has been determined.

If FIRE RESCUE units should arrive on a crash, and no other responders have arrived, personnel should park fire apparatus to allow scene protection for responders, while allowing as little restriction to flow of traffic. Rear facing warning lights should be activated.

If first to arrive, FIRE RESCUE personnel should set up initial MOT to control traffic.

FIRE RESCUE personnel should coordinate activities with LAW ENFORCEMENT on scene.

FIRE RESCUE personnel should ensure affected vehicles are made safe (electrical, airbags, flammables).

To minimize the impact on traffic flow, FIRE RESCUE should clear the scene as soon as possible.

CRASH - MINOR INJURY

If FIRE RESCUE units should arrive on a crash, and no other responders have arrived, personnel should park fire apparatus to allow scene protection for responders, while allowing as little restriction to flow of traffic. Rear facing warning lights should be activated.

If first to arrive, fire personnel should set up an initial MOT to control traffic.

FIRE RESCUE personnel should coordinate activities with LAW ENFORCEMENT on scene.

FIRE RESCUE personnel should ensure affected vehicles are made safe (electrical and airbags, flammables), remove victims, provide patient treatment, and coordinate transportation to the hospital.

To minimize the impact on traffic flow, FIRE RESCUE units should clear the scene as soon as possible.

CRASH - SERIOUS INJURY/FATALITY

If FIRE RESCUE units should arrive on a crash, and no other responders have arrived, personnel should park fire apparatus to allow scene protection for responders, while allowing as little restriction to flow of traffic. Rear facing warning lights should be activated.

If first to arrive, fire personnel should set up an initial MOT to control traffic.

Advise LAW ENFORCEMENT if a fatality is present.
FIRE RESCUE personnel should coordinate activities with LAW ENFORCEMENT on the scene.

FIRE RESCUE personnel should ensure affected vehicles are made safe (electrical, airbags, flammables), remove entrapped victims, provide patient treatment, and coordinate transportation to the hospital.

FIRE RESCUE units should coordinate helicopter landing zone with LAW ENFORCEMENT.

This type of incident may require several fire units to be operating on the roadway, so scene safety for responders should be a primary consideration.

Coordinate with other emergency units to make the scene longer, not wider. Move units to one side of the road, without compromising the investigation.

To minimize the impact on traffic flow, FIRE RESCUE units should clear the scene as soon as possible.

**DEBRIS**

Usually not a responding agency.

If FIRE RESCUE should come across hazardous roadway debris, they should utilize emergency warning lights to divert traffic and remove the debris completely from the roadway.

If the debris cannot be easily removed, utilize emergency warning lights to divert traffic, contact FIRE RESCUE dispatch to report the debris to LAW ENFORCEMENT and ROAD RANGER.

Remain on the scene to assist ROAD RANGER with additional emergency lighting and traffic direction.

**DISABLED VEHICLES**

Usually not a responding agency.

If FIRE RESCUE units should come across a disabled vehicle and no other responders have arrived, they should protect the scene, set up initial MOT, and call LAW ENFORCEMENT dispatch and ROAD RANGER.

Clear the scene when no longer needed.

**FIRE - BRUSH**

FIRE RESCUE is the primary responder to these types of incidents.

Responding FIRE RESCUE should park fire apparatus for emergency responder protection, while allowing as little restriction to flow of traffic as possible. Rear facing warning lights should be activated.

If first to arrive, fire personnel should set up an initial MOT, to control traffic.

Personnel should consider that smoke from brush fires may impact the safe movement of traffic on the roadway system. It might become necessary to stop traffic until fire is controlled and smoke clears. FIRE RESCUE units should coordinate on-scene activities with LAW ENFORCEMENT, ROAD RANGER, and FDOT MAINTENANCE for road closure, route diversion, or MOT.

Depending on the magnitude of the incident, several fire units may be required to operate along the roadway right-of-way.

To minimize the impact on traffic flow, FIRE RESCUE units should clear as soon as possible.
FIRE - VEHICLE

FIRE RESCUE is the primary responder to these types of incidents.

Responding FIRE RESCUE should park fire apparatus for emergency responder protection, while allowing as little restriction to flow of traffic as possible. Position fire apparatus in a fire safe position up hill and/or upwind from the burning vehicle.

Set up appropriate MOT. Rear facing warning lights should be activated.

Avoid breathing any smoke from the vehicle.

Evacuate vehicle occupants. Consider the explosive potential and evacuate the area.

Personnel should consider that smoke from vehicle fires may impact the safe movement of traffic on the highway system. It might become necessary to stop traffic until fire is controlled and smoke clears. FIRE RESCUE units should coordinate on-scene activities with LAW ENFORCEMENT, ROAD RANGER, and FDOT MAINTENANCE for road closure, route diversion, or MOT.

FIRE RESCUE is obligated to investigate the cause and origin of all fires.

For suspicious fires, FIRE RESCUE or LAW ENFORCEMENT may require that the vehicle be impounded to allow for more detailed investigation.

To minimize the impact on traffic flow, FIRE RESCUE units should clear the scene as soon as possible.

HEAVY DUTY RECOVERY

FIRE RESCUE would typically respond initially to this type of incident as a rollover, possible injury or fatality call, or if hazardous materials are involved.

Responding FIRE RESCUE should park fire apparatus for emergency responder protection, while allowing as little restriction to flow of traffic as possible. Rear facing warning lights should be activated.

If first to arrive, fire personnel should set up an initial MOT, to control traffic.

FIRE RESCUE will usually remain on scene during heavy recovery to ensure responder safety, to monitor flammable liquid spills, ensure safety procedures are being utilized, and lay out charged hoses in case of fire.

To minimize the impact on traffic flow, FIRE RESCUE units should clear the scene as soon as possible.

DISASTERS

Disasters can be in two forms: natural and man-made. Natural disasters by their nature can be caused by sudden weather phenomenon such as a tornado, high winds, lightning strikes, or hurricanes. Man-made disasters can be the result of fire, explosion, poisonous gas or chemical release, or other forms. Except for hurricanes which provide advance warning, disasters can occur with little advance notice or time for preparation for the resulting conditions and aftermath.

Highways can be congested as a result of evacuation orders or motorists fleeing a general area. Highways can be littered with damaged vehicles, multiple casualties, and additional wreckage or debris.

FIRE RESCUE will respond to assess injuries, fatalities, hazardous fuel and cargo spills.
They will provide for mutual aid assistance for evacuation, triage, and patient transportation.

They will determine if LAW ENFORCEMENT, ROAD RANGER, SIRV, TOWING CONTRACTOR, and FDOT MAINTENANCE may be needed to provide services.

FIRE RESCUE will determine response and investigation priorities based on fatalities, injuries, property damage, and debris.

LAW ENFORCEMENT, FIRE RESCUE, and SIRV will coordinate the investigation and recovery efforts, and establish incident command.

4.3 SEVERE INCIDENT RESPONSE VEHICLE (SIRV)

ABANDONED HAZARDOUS MATERIAL

SIRV may respond to determine the type of chemical or material using the Emergency Response Guidebook. Notify the TMC.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

If there is an active leak of a non-hazardous material, SIRV can use on-board absorption equipment to stop, absorb, plug, or dam the leak.

If there is an active leak of a hazardous material, SIRV will be assisted by ROAD RANGER to set up MOT, divert traffic on highway, or divert traffic off the highway, prior to the spill.

SIRV will begin setting up a safe zone to limit motorist and responder exposure to any substances.

CRASH - PROPERTY DAMAGE

Usually not a responding party, unless lanes are blocked.

Responds if damage to highway infrastructure and advises FDOT MAINTENANCE.

If SIRV locates a crash, they will set up appropriate MOT and provide assistance, notifying the TMC.

CRASH - MINOR INJURY

Usually not a responding party, unless lanes are blocked.

If SIRV locates a crash, they will provide assistance and set up appropriate MOT, notifying the TMC.

CRASH - SERIOUS INJURY/FATALITY

SIRV will respond to all reports of fatalities to verify, provide assistance with MOT, contain spills, assess roadway damage, and notify other agencies.

If first to arrive, SIRV should set up an initial MOT, to control traffic.

Advise the TMC if injuries or a fatality are present.

If SIRV arrives after initial unit’s arrival, SIRV will upgrade or improve MOT for traffic control.
Responding SIRV units should park trucks for emergency responder protection, while allowing as little restriction to the flow of traffic as possible. Rear facing warning lights should be activated.

SIRV personnel should coordinate activities with LAW ENFORCEMENT and FIRE/RESCUE on the scene.

SIRV personnel will make inter-agency communications available when applicable.

SIRV will assist with scene coordination of FDOT MAINTENANCE highway repair and remediation.

This type of incident may require several responder agencies to be operating on the roadway, so scene safety should be a primary consideration.

Coordinate with other emergency units to make the scene longer, not wider. Move units to one side of the road, without compromising the investigation.

SIRV will communicate responder arrivals and departures, lane closure and opening status to the TMC.

**DEBRIS**

Usually not a responding party.

If SIRV locates debris, they will notify the TMC, attempt to remove it from the roadway, and set up appropriate MOT until ROAD RANGER arrives.

Remain on the scene to assist ROAD RANGER with additional emergency lighting and traffic direction.

**DISABLED VEHICLES**

Usually not a responding party, unless lanes are blocked.

If SIRV locates a disabled vehicle, they will notify the TMC, provide assistance, and set up appropriate MOT until ROAD RANGER arrives.

Remain on the scene to assist ROAD RANGER with additional emergency lighting and traffic direction.

**FIRE - BRUSH**

SIRV may respond to assist with MOT while FIRE/RESCUE is on scene.

**FIRE - VEHICLE**

SIRV may respond to assist with MOT while FIRE/RESCUE is on scene. Position emergency vehicle in a fire safe position up hill and/or upwind from the burning vehicle. Rear facing warning lights should be activated.

If the fire is small, attempt to extinguish with available resources. Avoid breathing any smoke from the vehicle.

Evacuate occupants if the fire department is not on the scene, consider the explosive potential, and evacuate the area.

If first to arrive, SIRV should set up initial MOT to control traffic. If SIRV arrives after initial unit's arrival, SIRV will upgrade or improve MOT for traffic control.

SIRV should advise the TMC if a fatality is present.
SIRV personnel should coordinate activities with LAW ENFORCEMENT and FIRE/RESCUE on the scene.

This type of incident may require several fire units to be operating on the roadway, so scene safety for responders should be a primary consideration.

Coordinate with other emergency units to make the scene longer, not wider. Move units to one side of the road, without compromising the investigation.

To minimize the impact on traffic flow, units on scene should clear as soon as possible.

HEAVY DUTY RECOVERY

SIRV will respond to assist with MOT during recovery operations.

SIRV will monitor traffic and assist with lane and ramp closures, route diversion, and contact other agencies.

SIRV will assist with scene coordination of FDOT MAINTENANCE highway repair and remediation.

DISASTERS

Disasters can be in two forms: natural and man-made. Natural disasters by their nature can be caused by sudden weather phenomenon such as a tornado, high winds, lightning strikes, or hurricanes. Man-made disasters can be the result of fire, explosion, poisonous gas or chemical release, or other forms. Except for hurricanes which provide advance warning, disasters can occur with little advance notice or time for preparation for the resulting conditions and aftermath.

Highways can be congested as a result of evacuation orders or motorists fleeing a general area. Highways can be littered with damaged vehicles, multiple casualties, and additional wreckage or debris.

SIRV will respond to assess injuries, fatalities, hazardous fuel and cargo spills. They will determine if LAW ENFORCEMENT, FIRE RESCUE, TOWING CONTRACTOR, and FDOT MAINTENANCE may be needed to provide services.

LAW ENFORCEMENT and FIRE RESCUE will determine response and investigation priorities based on fatalities, injuries, property damage, and debris.

SIRV will assist LAW ENFORCEMENT and FIRE RESCUE to coordinate resources and recovery efforts, and assist with establishing incident command.

4.4 ROAD RANGER

ABANDONED HAZARDOUS MATERIALS

ROAD RANGER will respond to verify if materials are on or off the roadway. If the materials are on the roadway, set up an initial MOT, to control traffic. If the materials are off the roadway, contain the area.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

Advise if any containers are discharging contents.

Determine the type of chemical or material using the Emergency Response Guidebook. Notify the TMC.
On Roadway

Protect the scene by proper placement of vehicle utilizing emergency lights to the rear. Set up appropriate MOT.

Divert traffic to keep motorists from driving through the substance and spreading it along the pavement.

Determine the type of chemical or material using the Emergency Response Guidebook. Notify the TMC.

TMC should contact FDOT MAINTENANCE and HAZARDOUS MATERIAL CONTRACTOR for recovery.

Not On Roadway - No Hazard

Try to determine type of substance. Communicate with TMC regarding type of substance and estimate of quantity.

Request FDOT MAINTENANCE and/or HAZARDOUS MATERIAL CONTRACTOR for recovery, through the TMC.

CRASH - PROPERTY DAMAGE

If first to arrive, protect the scene by utilizing vehicle with warning lights and/or chevron arrow activated to the rear and notify TMC. Set up appropriate MOT.

Once it is determined that parties are not injured, attempt to move vehicles onto the same side of the roadway (either all on right shoulder or all on left shoulder).

Upgrade the MOT after the vehicles are moved. Monitor the MOT.

Coordinate all activities with LAW ENFORCEMENT and FIRE RESCUE once they arrive and clear the scene when no longer needed.

CRASH - MINOR INJURY

If first to arrive and traffic conditions allow, protect the scene by utilizing vehicle with emergency lights and/or chevron arrow activated to the rear and notify TMC. Set up appropriate MOT.

Relay injury status through TMC to FIRE RESCUE.

Provide for additional traffic control with cones or flares. Monitor the MOT.

Attempt to move vehicles onto the shoulder on the same side of the roadway.

Coordinate all activities with LAW ENFORCEMENT and FIRE RESCUE once they arrive and clear the scene when no longer needed.

CRASH - SERIOUS INJURY/FATALITY

If first to arrive and traffic conditions allow, protect the scene by utilizing truck with emergency lights activated to the rear and/or chevron arrow and notify TMC. Set up appropriate MOT.

Relay injury status through TMC to FIRE RESCUE.

Provide for additional traffic control with cones or flares. Monitor MOT.
If instructed, respond to ramp entrance to block traffic or exit ramp to divert traffic.

Coordinate all activities with LAW ENFORCEMENT and FIRE RESCUE once they arrive and clear the scene when no longer needed.

**DEBRIS**

If ROAD RANGER comes across hazardous roadway debris, protect the scene by proper placement of vehicle utilizing emergency lights to the rear. Set up appropriate MOT.

If unable to remove debris, request an additional ROAD RANGER to assist with removal, or contact TMC to notify LAW ENFORCEMENT and FDOT MAINTENANCE.

Coordinate all activities with LAW ENFORCEMENT and FDOT MAINTENANCE once they arrive and clear the scene when no longer needed.

**DISABLED VEHICLES**

**Blocking Roadway**

If unoccupied:

When possible, immediately tow or push the vehicle from the travel lanes to the shoulder. Check interior of the vehicle. Set up appropriate MOT. Notify the TMC of vehicle information.

If the vehicle cannot be moved, protect the scene by proper placement of truck utilizing emergency lights activated to the rear and chevron arrow, have TMC notify LAW ENFORCEMENT. Set up appropriate MOT.

If occupied:

Protect the scene by proper placement of truck utilizing emergency lights activated to the rear and chevron arrow, and notify TMC. Set up appropriate MOT.

Coordinate with the motorist a removal method and site to push/tow the vehicle to a non-blocking location, such as the shoulder.

After clearing vehicle from lane of traffic, render assistance, call for tow truck.

If necessary, provide transportation to vehicle occupants, based on available seating in the service patrol vehicle, to the closest safe location.

**Not Blocking Roadway - No Hazard**

If unoccupied:

Protect the scene by proper placement of truck utilizing emergency lights activated to the rear and four-point flashers, and notify TMC. Set up appropriate MOT.

Mark the vehicle windshield with grease paint stick or red tag to document and monitor the time frame that the vehicle is abandoned. Check interior of the vehicle. Notify the TMC of vehicle information.
If occupied:

Protect the scene by proper placement of truck utilizing emergency lights activated to the rear and four-point flashers, and notify TMC. Set up appropriate MOT.

Work with the motorist for a quick removal from the right of way. Render assistance, call for a tow truck.

If necessary, provide transportation to vehicle occupants, based on available seating in the service patrol vehicle, to the closest safe location.

FIRE - BRUSH

If first to arrive, have TMC notify FIRE RESCUE.

Respond to scene to verify incident and determine if fire or smoke is a safety factor to the motorists. Protect the scene by utilizing truck with warning lights activated to the rear and/or chevron arrow. Notify the TMC.

Divert or detain traffic as requested, depending on the time frame needed to extinguish the fire and the number of emergency vehicles needed on the site.

For long term incidents, have TMC contact FDOT MAINTENANCE if necessary for deployment of emergency warning devices, roadway or structural damage to state property.

FIRE - VEHICLE

If first to arrive and fire and traffic conditions allow, protect the scene by utilizing truck with emergency warning lights activated to the rear and/or chevron arrow. Position truck in a fire safe position up hill and/or upwind from the burning vehicle. Set up appropriate MOT.

Depending on the size of fire, determine if there are any occupants in the vehicle and render assistance for their rapid removal, if at all possible. Set up appropriate MOT.

If the fire is small, attempt to extinguish with available resources. Avoid breathing any smoke from the vehicle.

Divert or detain traffic as requested, depending on the time frame needed to extinguish the fire and the number of emergency vehicles needed on the site.

Once fire is under control, coordinate with FIRE RESCUE and LAW ENFORCEMENT to remove the vehicle to the shoulder.

Always request FDOT MAINTENANCE or ASSET MANAGEMENT CONTRACTOR.

HEAVY DUTY RECOVERY

If first to arrive and traffic conditions allow, protect the scene by utilizing vehicle with emergency lights and/or chevron arrow activated to the rear. Set up appropriate MOT. Notify the TMC.

If instructed, respond to ramp entrance to block traffic or exit ramp to divert traffic. Provide additional traffic control using cones or flares. Monitor MOT.

Coordinate all activities with LAW ENFORCEMENT once they arrive and clear the scene when no longer needed.
DISASTERS

Disasters can be in two forms: natural and man-made. Natural disasters by their nature can be caused by sudden weather phenomenon such as a tornado, high winds, lightning strikes, or hurricanes. Man-made disasters can be the result of fire, explosion, poisonous gas or chemical release, or other forms. Except for hurricanes which provide advance warning, disasters can occur with little advance notice or time for preparation for the resulting conditions and aftermath.

Highways can be congested as a result of evacuation orders or motorists fleeing a general area. Highways can be littered with damaged vehicles, multiple casualties, and additional wreckage or debris.

ROAD RANGER will respond to assess roadway and traffic conditions. They will determine if LAW ENFORCEMENT, FIRE RESCUE, SIRV, TOWING, and DOT MAINTENANCE may be needed to provide services.

ROAD RANGER will determine response to motorists based on injuries, property damage, and debris, or as directed by LAW ENFORCEMENT and FIRE RESCUE.

ROAD RANGER primary responsibility will focus on clearing vehicles on an emergency basis.

Road clearance will assist emergency responders to arrive at motorist vehicles, triage, and evacuate the injured to hospital facilities.

LAW ENFORCEMENT, FIRE RESCUE, and SIRV will coordinate the investigation and recovery efforts, and establish incident command.

4.5 TOWING CONTRACTOR

ABANDONED HAZARDOUS MATERIALS

Usually not a responding party.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials. Notify FIRE RESCUE.

CRASH - PROPERTY DAMAGE

Law Enforcement not on scene

If the vehicle needs to be towed and it can be done in a safe manner, then with owner's consent, tow the vehicle to a safe place and advise the TMC of the location to notify LAW ENFORCEMENT.

If towing cannot be done in a safe manner, protect the scene by proper placement of truck utilizing emergency lights activated to the rear, and notify TMC. Set up appropriate MOT.

Law Enforcement on scene

When arriving, park tow truck downstream beyond the scene, positioned so that the emergency warning lights can help secure the scene.

Coordinate with LAW ENFORCEMENT for vehicle removal.

Position the tow truck so the towing process can begin. Set up appropriate MOT.
Provide transportation to vehicle occupants, based on available seating in the responding tow vehicle, to the closest safe location.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

**CRASH - MINOR INJURY**

When arriving, park tow truck downstream beyond the scene, positioned so that the emergency warning lights can help secure the scene. When parking on the scene, do not block in any emergency vehicle.

Coordinate with LAW ENFORCEMENT for vehicle removal.

Begin to analyze the crash scene and start planning the recovery procedures. Take into consideration the type of equipment and personnel resources that will be necessary to complete the job.

Ask LAW ENFORCEMENT for permission to begin the clean up process.

Position the tow truck so the towing process can begin. Set up appropriate MOT.

Provide transportation to vehicle occupants, based on available seating in the responding tow vehicle, to the closest safe location.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

**CRASH - SERIOUS INJURY/FATALITY**

When arriving, park tow truck downstream beyond the scene, positioned so that the emergency warning lights can help secure the scene. When parking on the scene, do not block in any emergency vehicle.

Coordinate with LAW ENFORCEMENT for vehicle removal.

Begin to analyze the crash scene and start planning the recovery procedures. Take into consideration the type of equipment and personnel resources that will be necessary to complete the job.

Ask LAW ENFORCEMENT for permission to begin the clean up process. Understand that vehicles and debris in this case are evidence. Use care in handling and touching objects.

Position the tow truck so the towing process can begin. Set up appropriate MOT.

Provide transportation to vehicle occupants, based on available seating in the responding tow vehicle, to the closest safe location.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

**DEBRIS**

Usually not a responding party.

However, if the debris consists of large automotive parts or assemblies, the TOWING CONTRACTOR may be contacted for ease of removal.

When arriving, park tow truck downstream beyond the scene, positioned so that the emergency warning lights can help secure the scene. When parking on the scene, do not block in any emergency vehicle.
Coordinate with LAW ENFORCEMENT and/or FIRE RESCUE for removal.

Ask LAW ENFORCEMENT for permission to begin the clean up process.

Position the tow truck so the towing process can begin. Set up appropriate MOT.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

DISABLED VEHICLES

Blocking:

If unoccupied:

When traffic conditions allow, position tow truck behind the disabled vehicle to protect the scene until help arrives. Activate the emergency warning lights to the rear. Set up appropriate MOT. Notify LAW ENFORCEMENT.

With authorization, remove the vehicle before LAW ENFORCEMENT arrives, and tow to the nearest safe location (usually the right shoulder). Notify LAW ENFORCEMENT of your location.

If authorization is NOT given, wait until LAW ENFORCEMENT arrives on the scene and then position the tow truck for removal of the vehicle. Set up appropriate MOT.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

If occupied:

When traffic conditions allow, position tow truck behind the disabled vehicle to protect the scene until help arrives. Activate the emergency warning lights to the rear. Set up appropriate MOT. Notify ROAD RANGER and LAW ENFORCEMENT.

If the owner of the vehicle gives consent to move the vehicle, move the vehicle to the nearest safe location. Set up appropriate MOT.

Provide transportation to vehicle occupants, based on available seating in the responding tow vehicle, to the closest safe location.

If the owner DOES NOT give you consent to remove the vehicle, stand by until LAW ENFORCEMENT arrives. Position tow truck behind the disabled vehicle to protect the scene until help arrives. Set up appropriate MOT.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

Not Blocking:

If unoccupied:

Protect the scene by proper placement of truck utilizing emergency warning lights activated to the rear and notify LAW ENFORCEMENT. Set up appropriate MOT.

Position the tow truck for the removal of the vehicle.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.
If occupied:

Protect the scene by proper placement of truck utilizing emergency warning lights activated to the rear and notify LAW ENFORCEMENT. Set up appropriate MOT.

If the owner of the vehicle gives consent, move the vehicle to the nearest safe location. Set up appropriate MOT.

If the owner DOES NOT give you consent to remove the vehicle, stand by until LAW ENFORCEMENT arrives. Position tow truck behind the disabled vehicle to protect the scene until help arrives. Set up appropriate MOT.

Provide transportation to vehicle occupants, based on available seating in the responding tow vehicle, to the closest safe location.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

**FIRE - BRUSH**

Usually not a responding party.

**FIRE - VEHICLE**

Position tow truck in a fire safe position up hill and/or upwind from the burning vehicle.

Evacuate occupants if the fire department is not on the scene, consider the explosive potential, and evacuate the area.

If the fire is small, attempt to extinguish with available resources. Avoid breathing any smoke from the vehicle.

When arriving, park tow truck at the rear of the scene, positioned so that the emergency warning lights can help secure the scene. When parking on the scene do not block in any emergency vehicle.

Report to the LAW ENFORCEMENT OR FIRE/RESCUE in charge and wait until they give you the “all clear” before removing the vehicle.

Make sure that the fire is completely out before towing the vehicle. If a fire re-ignites during transport, drop the vehicle immediately onto the shoulder, and notify FIRE RESCUE.

Disconnect/cut the battery cable from the vehicle if it has not been done.

Provide transportation to vehicle occupants, based on available seating in the responding tow vehicle, to the closest safe location.

Coordinate with LAW ENFORCEMENT how to best re-enter traffic flow.

**HEAVY DUTY RECOVERY**

Communication between the LAW ENFORCEMENT and the TOWING CONTRACTOR is very important so that the proper equipment and personnel resources arrive on the scene.

Route selection is very important because of traffic conditions. The size of the towing equipment should be considered.
Parking on the scene should be done so that the warning lights may help protect the scene. Where the tow truck is initially parked is not necessarily where the truck will be positioned during the recovery.

Report to LAW ENFORCEMENT / FIRE RESCUE in charge and discuss the situation.

Analyze the scene, taking into consideration hazardous materials.

When LAW ENFORCEMENT gives the notice to proceed, the clean up may begin.

To minimize traffic disruption, do preliminary work such as chains, wire, rope, and snatch blocks before tow trucks block traffic lanes. When releasing spring brakes on air-brake vehicles, never release them by use of the slack adjusters. Complete recovery.

Provide transportation to vehicle occupants, based on available seating in the responding tow vehicle, to the closest safe location.

Coordinate with LAW ENFORCEMENT and communicate how to best re-enter traffic flow.

**DISASTERS**

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Highways can be congested as a result of evacuation orders or motorists fleeing a general area. Highways can be littered with damaged vehicles, multiple casualties, and additional wreckage or debris.

TOWING CONTRACTOR will respond to requests for service in an expeditious manner.

TOWING CONTRACTOR primary responsibility will focus on clearing vehicles on an emergency basis.

TOWING CONTRACTOR road clearance will assist emergency responders to arrive at motorist vehicles, triage, and evacuate the injured to hospital facilities.

**4.6 FDOT MAINTENANCE**

**ABANDONED HAZARDOUS MATERIALS**

Contact LAW ENFORCEMENT AND FIRE / RESCUE for assistance, if they have not been notified.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

All abandoned containers less than two 55 gallon drums are FDOT responsibility for removal. All abandoned containers, will be referred to an FDOT Environmental Health and Safety Administrator or Coordinator (See Appendix C).

Contact the FDOT Environmental Health and Safety Administrator or Coordinator (See Appendix C) for advice on all abandoned containers found on FDOT right-of-way with the following exceptions: sealed lead-acid batteries, fluorescent bulbs, oil filters, and aerosol cans.

The State Warning Point should be notified for any high hazard abandonment.
The appropriate response contractor should be notified if the abandoned hazardous materials include medical waste, such as hypodermic needles.

If the abandoned hazardous materials are determined to contain chemicals from illegal drug labs, contact LAW ENFORCEMENT, County/State Warning Point, and the appropriate response contractor.

When in doubt on proper handling, contact: County/State Warning Point.

**CRASH - PROPERTY DAMAGE**

Usually not a responding agency unless infrastructure (road surface, guard rail, shoulder, or bridge) is involved.

If FDOT MAINTENANCE should witness or come across a crash and no other responders have arrived, protect the scene and call FDOT Dispatch. Coordinate all activities with LAW ENFORCEMENT once they arrive and clear the scene when no longer needed. Set up appropriate MOT.

FDOT employees are allowed to help contain and clean up a motor vehicle's own liquids. Absorbent products, and as a last option sand, may be used to contain liquids such as radiator, transmission and hydraulic fluids, as well as engine oil, gasoline, and diesel fuels at the scene. FDOT employees involved in such activities must have received training to the “First Responder Operations Level” under the OSHA standard.

**CRASH - MINOR INJURY**

Usually not a responding agency unless infrastructure (road surface, guard rail, shoulder, or bridge) is involved.

Contact LAW ENFORCEMENT AND FIRE/RESCUE for assistance, if they have not been notified.

If FDOT MAINTENANCE should witness or come across a crash and no other responders have arrived, protect the scene and call FDOT Dispatch.

Check for injuries and render first aid if possible.

Coordinate all activities with LAW ENFORCEMENT once they arrive and clear the scene when no longer needed. Set up appropriate MOT.

FDOT employees are permitted to help contain and clean up a motor vehicle’s own liquids. Absorbent products, and as a last option sand, may be used to contain liquids such as radiator, transmission and hydraulic fluids, as well as engine oil, gasoline, and diesel fuels at the scene. FDOT employees involved in such activities must have received training to the “First Responder Operations Level” under the OSHA standard.

**CRASH - SERIOUS INJURY/FATALITY**

Contact FDOT dispatch LAW ENFORCEMENT AND FIRE/RESCUE assistance, if they have not been notified.

Provide emergency short-term MOT to protect the incident scene.

Coordinate with law enforcement the establishment of alternate routes and assist in their operation as necessary.
Coordinate the use of FDOT resources (people, equipment and materials) for clearance and recovery of incident. Determine incident clearance needs such as loaders, tandems, brooms or other pertinent equipment and materials.

FDOT employees are permitted to help contain and clean up a motor vehicle’s own liquids. Absorbent products, and as a last option sand, may be used to contain liquids such as radiator, transmission and hydraulic fluids, as well as engine oil, gasoline, and diesel fuels at the scene. FDOT employees involved in such activities must have received training to the “First Responder Operations Level” under the OSHA standard.

If a spill of a hazardous substance is found, notify State/County Warning Point.

Assess infrastructure damage; make necessary arrangements for repairs and report resources used for billing purposes.

Coordinate all activities with LAW ENFORCEMENT once they arrive and clear the scene when no longer needed.

**DEBRIS**

If DOT Maintenance comes across hazardous roadway debris, they should utilize emergency warning lights to divert traffic and remove the debris completely from the roadway. Set up appropriate MOT.

If unable to remove debris, due to traffic conditions, contact FDOT dispatch to report the debris to LAW ENFORCEMENT and ROAD RANGER. Set up appropriate MOT.

Stand by to assist with removal.

**DISABLED VEHICLES**

Usually not a responding agency – Contact FDOT dispatch for LAW ENFORCEMENT.

**FIRE - BRUSH**

Contact FDOT dispatch for LAW ENFORCEMENT AND FIRE/RESCUE assistance, if they have not been notified.

Provide for necessary long-term traffic control as directed by LAW ENFORCEMENT.

**FIRE - VEHICLE**

If located on the highway, position vehicle in a fire safe position up hill and/or upwind from the burning vehicle. Set up appropriate MOT.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

Evacuate occupants if the fire department is not on the scene, consider the explosive potential, and evacuate the area.

If the fire is small, attempt to extinguish with available resources. Avoid breathing any of the smoke from the vehicle.
HEAVY DUTY RECOVERY

Provide emergency long-term MOT to protect the incident scene.

Coordinate the establishment of alternate routes with law enforcement and assist in their operation as necessary.

Coordinate use of FDOT resources (people, equipment and materials) for clearance and the recovery of incident. Ensure roadway surface is clear of debris. Determine incident clearance needs such as loaders, tandems, brooms or other pertinent equipment and materials.

Assess infrastructure damage; make necessary arrangements for repairs and report resources used for billing process.

Coordinate all activities with LAW ENFORCEMENT once they arrive and clear the scene when no longer needed.

DISASTERS

Disasters can be in two forms: natural and man-made. Natural disasters by their nature can be caused by sudden weather phenomenon such as a tornado, high winds, lightning strikes, or hurricanes. Man-made disasters can be the result of fire, explosion, poisonous gas or chemical release, or other forms. Except for hurricanes which provide advance warning, disasters can occur with little advance notice or time for preparation for the resulting conditions and aftermath.

Highways can be congested as a result of evacuation orders or motorists fleeing a general area. Highways can be littered with damaged vehicles, multiple casualties, and additional wreckage or debris.

FDOT MAINTENANCE will respond to assess roadway, bridge, shoulder, and traffic conditions. They will determine if LAW ENFORCEMENT, FIRE RESCUE, SIRV, and TOWING may be needed to provide services.

FDOT MAINTENANCE will determine their response based on property damage, and debris. FDOT MAINTENANCE primary responsibility will focus on clearing the roadway traffic lanes on an emergency basis. Road clearance will assist emergency responders to arrive at motorist vehicles and evacuate the injured. LAW ENFORCEMENT and FIRE RESCUE will coordinate the investigation and recovery efforts, and establish incident command.

4.7 HAZARDOUS MATERIAL CONTRACTOR

ABANDONED HAZARDOUS MATERIALS

Contact LAW ENFORCEMENT AND FIRE/RESCUE for assistance, if they have not been notified.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

The State/County Warning Point should be notified for any high hazard abandonment.

The appropriate response contractor should be notified if the abandoned hazardous materials include medical waste, such as hypodermic needles.

All abandoned containers less than two 55 gallon drums are FDOT responsibility for removal. All abandoned containers, will be referred to an FDOT Environmental Health and Safety Administrator or Coordinator (See Appendix C).
Contact the FDOT Environmental Health and Safety Administrator or Coordinator (See Appendix C) for advice on all abandoned containers found on FDOT right-of-way with the following exceptions: sealed lead-acid batteries, fluorescent bulbs, oil filters and aerosol cans.

When in doubt on how to handle the abandoned material, contact: County/State Warning Point.

**CRASH - PROPERTY DAMAGE**

Usually not a responding party.

**CRASH - MINOR INJURY**

Usually not a responding party.

**CRASH - SERIOUS INJURY/FATALITY**

Usually not a responding party.

**DEBRIS**

Usually not a responding party.

**DISABLED VEHICLES**

Usually not a responding party.

**FIRE – BRUSH**

Usually not a responding party.

**FIRE – VEHICLES**

Hazardous cargos may become involved in a vehicle fire incident requiring specialized recovery procedures.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials. Avoid breathing any of the smoke from the vehicle.

The State/County Warning Point should be notified with pertinent information.

An FDOT Environmental Health and Safety Administrator or Coordinator (See Appendix C) may be called to investigate the cargo and any possible release. Once it is deemed safe to handle, the cargo may be recovered using established OSHA procedures.

**HEAVY DUTY RECOVERY**

Hazardous cargos may become involved in a RISC incident requiring specialized recovery procedures.

Cargo may be damaged, dumped, released, shifted, or de-palletized within an overturned commercial motor vehicle. The cargo of the truck may have been deposited on the roadway in damaged or undamaged containers or packaging.

Approach spilled hazardous materials or open containers up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.
The State/County Warning Point should be notified with pertinent information.

The appropriate response agency should be notified if the hazardous materials include medical waste, such as hypodermic needles.

An FDOT Environmental Health and Safety Administrator or Coordinator (See Appendix C) may be called to investigate the cargo and any possible release. Once it is deemed safe to handle, the cargo may be recovered using established OSHA procedures.

**DISASTERS**

Disasters can be in two forms: natural and man-made. Natural disasters by their nature can be caused by sudden weather phenomenon such as a tornado, high winds, lightning strikes, or hurricanes. Man-made disasters can be the result of fire, explosion, poisonous gas or chemical release, or other forms. Except for hurricanes which provide advance warning, disasters can occur with little advance notice or time for preparation for the resulting conditions and aftermath.

Highways can be congested, as a result, from evacuation orders or motorists fleeing a general area. Highways can be littered with damaged vehicles, multiple casualties, and additional wreckage or debris.

HAZARDOUS MATERIAL CONTRACTOR will respond to requests for service in an expeditious manner.

HAZARDOUS MATERIAL CONTRACTOR primary responsibility will focus on clearing hazardous materials on an emergency basis. This will facilitate opening traffic lanes and reducing harmful exposure to chemicals, gases, flammables, explosives, etc. Road clearance will assist emergency responders to arrive at motorist vehicles, triage, and evacuate the injured to hospital facilities.

LAW ENFORCEMENT, FIRE RESCUE, and SIRV will coordinate the investigation and recovery efforts, and establish incident command.

**4.8 TRANSPORTATION MANAGEMENT CENTER (TMC)**

NOTE: TMC Operators already have policies and procedures in place regarding the event, notifications, and posting information on Dynamic Message Signs (DMS) for motorist information. Those procedures will not be listed for the purpose of brevity. The following are brief overviews of their responsibilities.

**ABANDONED HAZARDOUS MATERIALS**

Upon verification, TMC Operator will try to determine the type of materials, type of/lack of containers, spill type and amount, and location.

TMC Operator will contact ROAD RANGER, LAW ENFORCEMENT, and SIRV to respond if material is a traffic hazard.

TMC Operator will contact FDOT MAINTENANCE if quantity is less than 150 gallons, for removal.

TMC Operator will contact HAZARDOUS MATERIAL CONTRACTOR if quantity is over 150 gallons or is dangerous, for removal.

TMC Operator will make proper notifications.

**CRASH - PROPERTY DAMAGE**

Upon verification, TMC Operator will contact ROAD RANGER and LAW ENFORCEMENT to respond.
TMC Operator will also inform FDOT Maintenance.

CRASH - MINOR INJURY

Upon verification, TMC Operator will contact ROAD RANGER and LAW ENFORCEMENT to respond.

CRASH - SERIOUS INJURY/FATALITY

Upon verification, TMC Operator will contact ROAD RANGER, SIRV, and LAW ENFORCEMENT to respond. TMC Operator will contact MEDIA AND INFORMATION SERVICES.

DEBRIS

Upon verification, TMC Operator will contact ROAD RANGER to respond, to determine type, and whether they can remove it.

TMC Operator will contact FDOT MAINTENANCE if it cannot be removed by ROAD RANGER.

TMC Operator may have to contact MEDIA AND INFORMATION SERVICES.

DISABLED VEHICLES

Upon verification, TMC Operator will notify ROAD RANGER.

FIRE – BRUSH

Upon verification, TMC Operator will contact ROAD RANGER and LAW ENFORCEMENT.

TMC Operator may have to contact MEDIA AND INFORMATION SERVICES.

FIRE – VEHICLES

Upon verification, TMC Operator will contact ROAD RANGER, SIRV, and LAW ENFORCEMENT.

TMC Operator may have to contact MEDIA AND INFORMATION SERVICES.

HEAVY DUTY RECOVERY

Upon verification, TMC Operator will contact ROAD RANGER, SIRV, LAW ENFORCEMENT, and TOWING CONTRACTOR.

TMC Operator will contact MEDIA AND INFORMATION SERVICES.

DISASTERS

Upon verification, TMC Operator will contact LAW ENFORCEMENT, ROAD RANGER, SIRV, and FDOT MAINTENANCE.

TMC Operator will contact MEDIA AND INFORMATION SERVICES.

TMC Operator will continue to update information to all incident responders regarding conditions, hazards and deployment of resources.
4.9 MEDICAL EXAMINER

ABANDONED HAZARDOUS MATERIALS
Usually not a responding party.

CRASH - PROPERTY DAMAGE
Usually not a responding party.

CRASH - MINOR INJURY
Usually not a responding party.

CRASH - SERIOUS INJURY/FATALITY
Upon notification of a fatality, a MEDICAL EXAMINER investigator will be contacted to gather pertinent information.

The MEDICAL EXAMINER may send an investigator or MEDICAL EXAMINER to the scene.

The MEDICAL EXAMINER may allow recovery of the deceased if detailed photographs are taken and transmitted to the MEDICAL EXAMINER Office, in a timely manner.

The MEDICAL EXAMINER will send a contractor to recover the deceased.

DEBRIS
Usually not a responding party.

DISABLED VEHICLES
Usually not a responding party.

FIRE – BRUSH
Usually not a responding party.

FIRE – VEHICLES
Usually not a responding party. If a fatality occurs, see “Crash - Serious Injury/Fatality” above.

HEAVY DUTY RECOVERY
Usually not a responding party.

DISASTERS
If a natural disaster occurs involving victims on the roadway, the MEDICAL EXAMINER will coordinate the investigation and recovery efforts with LAW ENFORCEMENT and FIRE RESCUE.

Upon notification of a fatality, a MEDICAL EXAMINER investigator will be contacted to gather pertinent information.
The MEDICAL EXAMINER may send an investigator or MEDICAL EXAMINER to the scene.

The MEDICAL EXAMINER may allow recovery of the deceased if detailed photographs are taken and transmitted to the MEDICAL EXAMINER Office, in a timely manner.

The MEDICAL EXAMINER will send a contractor to recover the deceased.

If large numbers of fatalities are involved, the MEDICAL EXAMINER may make arrangements for portable, refrigerated storage.

4.10 MEDIA AND INFORMATION SERVICES

ABANDONED HAZARDOUS MATERIALS

MEDIA AND INFORMATION SERVICES are usually not a responding party. Based on the type, quantity, or circumstances, the MEDIA may respond.

On arrival, MEDIA should establish which officials are in command of the scene and make any requests for information through FIRE RESCUE or LAW ENFORCEMENT.

The MEDIA may be escorted through a scene by FIRE RESCUE or LAW ENFORCEMENT personnel.

A MEDIA location may be designated by FIRE RESCUE or LAW ENFORCEMENT.

CRASH - PROPERTY DAMAGE

Usually not a responding party.

CRASH - MINOR INJURY

Usually not a responding party.

CRASH - SERIOUS INJURY/FATALITY

MEDIA AND INFORMATION SERVICES may respond to this type of incident.

On arrival, MEDIA should establish which officials are in command of the scene and make any requests for information through FIRE RESCUE or LAW ENFORCEMENT.

The MEDIA may be escorted through a scene by FIRE RESCUE or LAW ENFORCEMENT personnel.

Physical evidence is not to be touched, picked up, kicked, or altered in any way. Don't walk in spilled materials.

A MEDIA location may be designated by FIRE RESCUE or LAW ENFORCEMENT.

DEBRIS

Usually not a responding party.

DISABLED VEHICLES

Usually not a responding party.
FIRE – BRUSH

MEDIA AND INFORMATION SERVICES may respond to this type of incident.

On arrival, MEDIA should establish which officials are in command of the scene and make any requests for information through FIRE RESCUE or LAW ENFORCEMENT.

The MEDIA may be escorted through a scene by FIRE RESCUE or LAW ENFORCEMENT personnel.

A MEDIA location may be designated by FIRE RESCUE or LAW ENFORCEMENT.

FIRE – VEHICLES

MEDIA AND INFORMATION SERVICES may respond to this type of incident.

On arrival, MEDIA should establish which officials are in command of the scene and make any requests for information through FIRE RESCUE or LAW ENFORCEMENT.

The MEDIA may be escorted through a scene by FIRE RESCUE or LAW ENFORCEMENT personnel.

A MEDIA location may be designated by FIRE RESCUE or LAW ENFORCEMENT.

HEAVY DUTY RECOVERY

MEDIA AND INFORMATION SERVICES may respond to this type of incident.

On arrival, MEDIA should establish which officials are in command of the scene and make any requests for information through FIRE RESCUE or LAW ENFORCEMENT.

The MEDIA may be escorted through a scene by FIRE RESCUE or LAW ENFORCEMENT personnel.

A MEDIA location may be designated by FIRE RESCUE or LAW ENFORCEMENT.

DISASTERS

MEDIA AND INFORMATION SERVICES may respond to this type of incident.

On arrival, MEDIA should establish which officials are in command of the scene and make any requests for information through FIRE RESCUE or LAW ENFORCEMENT.

Multiple damaged or burned vehicles and debris may litter the roadway and the shoulders. Approach from up-wind and up-grade, evaluate the scene from a distance, and don’t walk in spilled materials.

This area may be designated a crime scene by FIRE RESCUE or LAW ENFORCEMENT personnel. The MEDIA may be escorted through a scene by FIRE RESCUE or LAW ENFORCEMENT personnel.

A MEDIA location may be designated by FIRE RESCUE or LAW ENFORCEMENT.
Appendix A

Locations and Maps of FDOT District Four Maintenance Yards

District Office TOLL FREE NUMBER: 1-866-336-8435 X4304

**Broward Operations Center & Auto Shop (1)**
5548 Northwest 9 Avenue, Fort Lauderdale, FL 33309
Main:  (954) 776-4300
Shop: Edwin Aponte, Shop Superintendent (954) 958-7621
Jerry Sappington, First Vehicle Services Shop Manager (954) 958-7623

**District Motor Pool Operations (2)**
3400 West Commercial Boulevard, Fort Lauderdale, FL 33309
Main:  (954) 777-4304
Jim Dungca, Manager: (954) 777-4304
Belinda Euceda, Motor Pool Tech.: (954) 777-4304
Michael Pennetti, Fleet Manager: (954) 486-4313

**Materials & Research Lab (3)**
14200 West SR 84, Davie, FL 33325
(No auto shop. Has fuel facilities – gasoline only)

**Palm Beach Operations Center & Auto Shop (4)**
7900 Forest Hill Blvd, West Palm Beach, FL 33413
Main:  (561) 432-4966
Shop: Garry Ditmars, Shop Superintendent (561) 432-4966 X1200
Wayne Ramsaran, Shop Supervisor (561) 432-4966 X1198

**Belle Glade Sub-Yard (5)**
2728 SR15 (US 441) Belle Glade, FL 33430
(Asset Management)
(561) 992-1318

**Treasure Coast Operations Center & Auto Shop (6)**
3601 Oleander Avenue, Fort Pierce, FL 34982
Main:  (772) 465-7396
Shop: Michael Flynn, Shop Superintendent (772) 489-7108
Michael Clase, First Vehicle Services Shop Mgr. (772) 489-7121

**Stuart Sub-Yard (7)**
Turnpike Exit 133
3590 SW Martin Hwy
Stuart, FL
(No shop, has fuel pumps)
(772) 221-4078

AFTER HOURS – Security will answer main numbers and contact appropriate shop personnel.
Locations and Maps of FDOT District Four Maintenance Yards

1. **Broward** Operations Center & Auto Shop, 5548 NW 9 Ave. Ft. Laud, Fl. 33309
2. District 4 Motor Pool Operations, 3400 W. Commercial Blvd. Ft. Laud, Fl. 33309
3. Materials and Research Lab, 14200 State Road 84 Davie, Fl. 33325
4. **Palm Beach** Operations Center & Auto Shop, 7900 Forest Hill Blvd. WPB, Fl. 33413
5. Bell Glade Sub-Yard, 2728 US 441 Belle Glade, Fl. 33430
7. Stuart Sub-Yard, Turnpike Exit 133, 3590 SW Martin Hwy. Stuart, Fl.
Appendix B

TRAFFIC INCIDENT MANAGEMENT AREA (TIMA)

Maintenance of Traffic (MOT) Example
Transition Area and Tapers

The transition area is that section of highway where road users are redirected out of their normal path. Proper transition areas usually involve the use of tapers.

A taper, using traffic cones, should be set up as soon as practically possible any time there is a lane closure and/or traffic is moved from one lane to another. Walking a straight line taper can be both difficult and dangerous. Exposure to the traffic flow is almost certain. Whenever resources permit, a spotter should be present to assist in watching for traffic during taper set up. Furthermore, it is highly recommended that personnel place and retrieve cones while facing oncoming traffic.

The speed of the roadway should be considered when determining the length of a taper. Typically, the higher the roadway speed the longer the taper. However, initial scene set up is dynamic in nature and it is recognized that a balance must be reached between the roadway speed and the number of available cones. For example, as illustrated in Figure 4, if the first responder on scene only has 6 cones available when responding to an incident on a high speed roadway, they will only be able to set up a short taper; however, any taper is better than no taper. A short taper should be extended as soon as resources permit.

Key points to remember when setting up a taper include:

- A taper should encompass as much equipment as is available on the scene.
- Tapers should be set up to accommodate for sight obstacles.
- The taper should begin at the upstream end of the buffer space.
- Try to maximize the spacing covered with the cones available at that time.
- Block as much of the roadway as needed and extend the taper out as far as possible to allow drivers adequate time to merge.

Termination Area

The termination area is used to notify traffic that the TIMA is ending, and that they may resume normal driving. The termination area includes the downstream buffer space and the downstream taper. The termination area typically only needs to be spread out over a distance of approximately 100 feet, but are necessary to prevent motorists from entering the end of the incident space.
Appendix C

TRANSPORTATION MANAGEMENT CENTER CONTACT NUMBERS

Broward Regional Transportation Management Center

3400 West Commercial Boulevard
Fort Lauderdale, Florida 33309
Control Room: (954) 847-2777

Palm Beach Transportation Management Center

3400 North Jog Road
West Palm Beach, Florida 33411
Control Room: (561) 681-4388

Treasure Coast Traffic Incident Management Support Office
3601 Oleander Avenue
Fort Pierce, Florida 34982
Control Room: (Pending)
Appendix D

ENVIRONMENTAL HEALTH AND SAFETY ADMINISTRATOR OR COORDINATOR CONTACT NUMBERS
(Contacts for spills on active roadways)

<table>
<thead>
<tr>
<th>Specialists:</th>
<th>WIRELESS#</th>
<th>OFFICE#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fritz Zettel</td>
<td>954-734-5348</td>
<td>954-958-7661</td>
</tr>
<tr>
<td>Vana Kinchen</td>
<td>954-734-5178</td>
<td>772-489-7093</td>
</tr>
<tr>
<td>Vacant</td>
<td>954-658-0900</td>
<td>561-370-1133</td>
</tr>
</tbody>
</table>

Administrator:  
John Garafalo  | 954-734-5177 | 561-370-1132 |