**SPOKANE COUNTY**

**TRAFFIC CONTROL PLAN – Planned Special Event**

**Check the Applicable Hazards**

Motor Vehicles □ Pedestrians □ Cyclists □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TRAFFIC CONTROL/PROTECTION PLAN** | | | | | | |
| Date: | | | | Time Start: | | |
| Event: | | | | Time Finish: | | |
| Location (be specific): | | | | | | |
| **EVENT DESCRIPTION:**  **Event Organizer Name and phone #:** | | | | | | |
| Special Event Traffic Control Supervisor Name and phone #: | | | | | | |
| **Person(s) setting up Traffic Control:** | | | | | | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trained/Competent Person □  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trained/Competent Person □  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trained/Competent Person □  **NOTE**: if additional traffic control personnel are planned/scheduled – please provide a list and confirmation that they are trained to do the work. | | | | | | |
| **EMERGENCY SERVICES NOTIFIED FOR ROAD CLOSURER: Spokane County PERMIT #:** | | | | | | |
| Law Enforcement □ | | Ambulance □ | | | Fire □ | |
| **Conditions Used to Determine Traffic Control Plan**  **(check/fill out all that apply)** | | | **Traffic Protection Requirements**  **(check all that apply)** | | | |
| Speed Limit |  | mph | Road Closure | | |  |
| Two Lane |  |  | Sidewalk Closure | | |  |
| Daylight Hours |  |  | Traffic Control Person(s) | | |  |
| Night Road Closure |  |  | Single Lane Closure | | |  |
|  |  |  | Multi-lane Closure | | |  |
| Long Duration |  | Over 8 hours | Barricades | | |  |
| Short Duration |  | Between 30 mins – 8 hours | Cones | | |  |
| Very Short Duration |  | Under 30 mins | Blocker Vehicle(s) | | |  |
| Moving Operation |  | Under 30 mins | Other Signs (specify) | | |  |
| Law Enforcement On Site |  |  |  | | |  |
| **Traffic Volumes:** | | |  | | | |
| High Volume |  | > 3000 cars/day | **Appropriate PPE must be worn by ALL traffic control personnel!** | | | |
| Low Volume |  | < 3000 cars/day |
| **NOTES:** (Weather, special considerations, approach site distances, other site hazards, etc.)  **A map identifying all roadways affected MUST be attached with written or illustrated details regarding locations and traffic control devises to be used.**  **MUTCD – Part 6 – Federal Requirement**  **Section 6C.02 Temporary Traffic Control Zones**  A Temporary Traffic Control zone is an area of a highway where road user conditions are changed because of a work zone, an incident zone, or a planned special event through the use of temporary traffic control devices, uniformed law enforcement officers or other authorized personnel.  **Work zone** – is an area of a highway with construction, maintenance or utility work activities.  **Incident zone** – is an area of a highway where temporary traffic controls are imposed by authorized officials in response to a traffic incident. It extends from the first warning device to the last temporary traffic control device or to a point where road users return to the original lane alignment and are clear of the incident.  **Planned Special Event** – often creates the need to establish altered traffic patterns to handle the increased traffic volumes generated by the event. The size of the temporary traffic control zone associated with a planned special event can be small, such as closing a street for a festival, or can extend through a municipality for larger events. The duration of the temporary traffic control zone is determined by the duration of the planned special event. | | | | | | |
| **Setting up and removal of traffic control devices**   * Plan your setup * Conduct a pre-event meeting with traffic control staff on plan * Assemble devices away from roadway * Minimize exposure to traffic * Ensure workers are visible and conspicuous * Start setting up in direction of traffic * Always face traffic * Plan escape route * Be careful of curves * Do not flag in an intersection unless roadway is closed * Cover signs that are installed before they are needed * Remove in opposite order of setup on closed side (move upstream) * Remove in same order as installed on open side (move downstream) * In case of an EMERGENCY call 9-1-1 | | | | | | |
| **A component of this plan must include the ability for emergency vehicles to enter, pass through and exit the traffic control zone with no delays.** | | | | | | |
|  | | | | | | |
| **To be completed by the Risk Management LCS** | | | | | | |
| **Road/Land Closure is:**  Approved □  Approved with Changes □ Changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Denied □ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Special Notes:  Spokane County PERMIT # (If applicable): | | | | | | |
| The Risk Management LCS has reviewed the above plan and attached documents/materials provided. And, **approve/deny** the request for the event. The traffic control shall be set up in accordance with the approved plan. The Special Event Traffic Control Supervisor must provide the plan and corresponding map to the owner of the roadway for approval prior to the event. It is the responsibility of the Event organizer for ensuring the protection of the public, and traffic flow during the event. Original copies to be held by the Safety Event Traffic Control Supervisor/SCOPE and copies provided back to the Event organizer.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Risk Management LCS Date | | | | | | |