



It starts with Scouts.

# EVENT TRAFFIC MANAGEMENT PLAN

## Introduction

The objectives of the Traffic Management Plan (“TMP”) are to:

- Provide for a safe environment for all road users, pedestrians and cyclists.
- Provide protection to event participants, organizers and the general public from traffic hazards that may arise as a result of the event activity.
- Minimize the disruption, congestion and delays to all road users.
- To ensure road network performance is maintained at an acceptable level throughout the duration of the event.
- Ensure access to adjacent commercial and residential premises (as appropriate) is maintained at all times.

To achieve the above objectives, the TMP Plan will:

- Ensure that the roads are free of hazards and that all road users are adequately protected from obstructions resulting from the event.
- Ensure that appropriate/sufficient warning and information signs are installed and that adequate guidance is provided to delineate the travel paths through the event site.
- Ensure that all needs of road users, motorists, pedestrians, cyclists, public transport passengers and people with disabilities are accommodated at and through the event site.
- Ensure whenever possible, that a sufficient number of traffic lanes to accommodate vehicle traffic volumes are provided.
- Ensure that delays and traffic congestion are kept to a minimum and within acceptable levels.

**Note:** for the purposes of this TMP, the definition of “road” will include all routes that will be used on existing public highways and temporary usage (e.g. fields, tracks, pathways etc.) for the purposes of vehicular traffic (cars, trucks, golf carts, bicycles etc.).

## 1. Purpose and Scope

### 1.1 Purpose and Scope

This TMP provides the traffic management procedures to be implemented by the Event Organizer, event personnel (Event Marshals), and traffic controllers during the event.

<b>Include a short summary of the key Event Information</b>	
<b>Event name:</b>	<b>Event date:</b>
<b>Event location (address):</b>	
<b>Expected attendance (number and definition if appropriate):</b>	
<b>Event organizer (lead):</b>	<b>Contact phone number:</b>

## 1.2 Site Constraints/Impacts

Include a short description of the site, physical and other constraints (e.g. noise, water usage, power lines etc.—provide a short narrative for key considerations).

## 1.3 Responsibilities

The Event Organizer will take the utmost care to prevent the risk of injury and/or property damage to event participants, organizers, road users and members of the public.

Event activities will not commence until all appropriate signs, devices and barricades are in place and in accordance with the requirements of the Traffic Management Plan. All necessary signs and traffic control devices will be installed at the event site to direct and regulate traffic movements around the event activities and ensure that adverse impacts associated with the event are kept to a minimum.

## 2. Activities on Road

### 2.1 Scope of Activities

Include a detailed description of the event activities impacting transportation—both before, during and post event—thus including dedicated sections on mobilization (set-up) and demobilization (take-down)

### 2.2 Existing Traffic and Speed Environment

Include a description of the site traffic and road environment. Proximity to key features and current speed restrictions or other pertinent traffic restrictions e.g. bridges, load restrictions etc.

### 3. Roles and Responsibilities

The Event Organizer has the ultimate responsibility and authority to ensure the TMP is implemented for the prevention of property damage and injury to event personnel, participants, road users and all members of the public. The Event Organizer will ensure all Event Marshals are fully aware of their responsibilities, and those installing signs and devices are appropriately trained and accredited, and that event personnel receive sufficient instruction to ensure the safe conduct of their activities.

#### 3.1 Statutory Requirements—Safety Planning

All persons and organizations undertaking this event have a duty of care under statute and common law to themselves, their volunteers, employees and event participants, to take all reasonable measures to prevent accident or injury.

This TMP forms part of the overall event Safety Management Plan and provides details on how all road users considered likely to pass through, past, or around the event site will be safely and efficiently managed for the full duration of the event.

The Event Organizer recognizes that the traffic management plan has been developed with due consideration and in accordance with the following legislative, environment and industry standard

- Ensure all traffic control measures for this TMP are placed and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines.
- Ensure suitable communication and consultation with the affected residents is maintained at all times.
- Ensure inspections of the traffic control devices are undertaken in accordance with the TMP, and results recorded. Any variations shall be detailed together with reasons.
- Arrange and/or undertake any necessary audits and incident investigations.
- Instruct event personnel on the relevant safety standards, including the correct wearing of high-visibility safety vests, and other equipment as required.
- Render assistance to road users and stakeholders (residents) when incidents arising out of the event activities affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP.

Include a description of specific statutory requirements for the event planned.

#### 3.2 Traffic Management Personnel

The Event Organizer will appoint a designated Traffic Management Leader for the event activities, who shall have the responsibility of ensuring the traffic management devices are set out in accordance with the TMP.

##### Traffic Controllers:

Traffic Controllers shall be used to control road users to avoid conflict with event activities, traffic and pedestrians, and to stop and direct traffic in emergency situations, where necessary. Traffic Controllers must be trained appropriately for the role.

Include a detailed breakdown of the assigned personnel: Names, Contact Details, Specific Assignment

**Event Marshals:**

The Event Organizer shall ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.

Include a detailed breakdown of the assigned personnel: Names, Contact Details, Specific Assignment

**Event Traffic Controllers and Marshals:**

Event Traffic Controllers and Marshals shall:

- Correctly wear high-visibility vests, in addition to other protective equipment required (e.g. footwear, sun protection etc.), at all times while at the event site.
- Comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other event personnel, event participants or the general public.
- Enter and leave the event site by approved routes and in accordance with safe practices.

Include a detailed breakdown of the assigned personnel: Names, Contact Details, Specific Assignment

## **4. Incident/Accident Procedures**

The Scouts Canada Incident Management Standard and associated procedures will be followed for all incidents. In addition, with specific traffic management focus:

- In the event of an incident or accident, whether or not involving traffic or road users, traffic shall be stopped as necessary to avoid further deterioration of the situation.
- First-aid shall be administered as necessary, and medical assistance shall be called for if required.
- For life threatening injuries emergency services shall be called and the Emergency Response activated.
- Stalled vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the edge as soon as possible after details of the crash locations have been gathered and photographed/noted (or as required/instructed by provincial or municipal regulations).
- Where necessary to maintain traffic flow, vehicles shall be temporarily moved into the closed section of the event area behind the cones, providing there is no risk to vehicles and their occupants or event attendees. Suitable recovery systems shall be used to facilitate prompt removal of stalled or crashed vehicles.
- Assistance shall be rendered to ensure the impact of the incident on the road/transport network is minimized

## 5. Traffic Management Specific Risk Identification and Assessment

Included below are supplementary Traffic Management related risks for incorporation, as appropriate, to the Event Risk Management Plan. These should be modified for the specific event.

1. Event personnel being hit by vehicles during set up and dismantling of traffic management due to poor visibility. (Injury to event personnel)  
  
Shadow vehicles with flashing lights used to protect personnel; all personnel to wear high visibility vests with retro reflective strips; all event activities to take place within daylight hours.
2. Road users misreading the traffic management arrangements, crashing into the signs and devices. (Injury to event personnel, participants and/or road users)  
  
Traffic arrangements to be evaluated for effectiveness following initial opening to traffic; 'Event Ahead' advance warning signs to be displayed on each approach to the road closures; regular inspections to be performed by traffic supervisor to ensure all signs and devices are standing, operational and clearly legible to motorists.
3. No detour route (Congestion and damage to Scouts Canada reputation).  
  
Due to the low-speed roads at the location and the fact that no main thoroughfare is impacted by the road closures the layout of the roads and the associated closures will not significantly affect traffic flows.
4. The increase in traffic volumes around the venue caused by the event may cause congestion and delays. (Damage to Scouts Canada reputation).  
  
Advance warning of 'Event Ahead' signage to be displayed; event and associated road closures are taking place on a Sunday when traffic volumes are significantly lower than normal.
5. Signage being disrupted or removed by members of the public will cause drivers to be unaware of the road closures, causing cars to enter restricted areas, resulting in a vehicle striking a pedestrian. (Injury to pedestrians and event participants).  
  
Regular monitoring of signage and devices by traffic management personnel; appropriate signs erected, including road closure and barricades to ensure road users are aware of the restrictions.

## 6. Traffic Assessment (Vehicular Traffic)

The Traffic Management Leader will have the responsibility to ensure a thorough assessment of existing and expected traffic before and during the event.

Include a detailed description of the traffic assessment—both before, during and post event—thus including dedicated sections on mobilization (set-up) and demobilization (take-down). The assessment should include the following topics:

### Volume and Composition

### Existing & Proposed Speed Zones

<b>Intersection Capacity</b>
<b>Existing Parking Facilities</b>
<b>Heavy and Oversized Vehicles and Loads</b>
<b>Public Transport</b>
<b>Coordination with other Special Events and Other Works</b>
<b>Access to Adjoining Properties</b>
<b>Impact on Adjoining Road Network</b>

## 7. Traffic Assessment (Non-motorized Road Users)

This Event Traffic Management Plan has made special provisions to alleviate (wherever possible) conflict between pedestrians and vehicular traffic. Road closures are to be implemented to avoid such conflict.

Include a description of specific requirements for the event planned.

## 8. Traffic Assessment (People with Disabilities and Other Vulnerable Users)

People with disabilities and other vulnerable road users will make use of the existing pedestrian facilities provided by local municipality/city. Provisions for people with disabilities will be managed within the venue by the Event Organizer.

Include a description of specific requirements for the event planned.

## 9. Traffic Assessment (Environmental Conditions)

The Traffic Management Leader will have the responsibility to ensure a thorough assessment of expected weather and environmental conditions before and during the event.

Include a detailed description of the environmental conditions—both before, during and post event—thus including dedicated sections on mobilization (set-up) and demobilization (take-down). The assessment should include the following topics:

**Weather (Rain, Floods, Heat, Sun Glare, Fog)**

**Road Geometry / Terrain (Horizontal and Vertical approach geometry, Safe stopping distances, Visibility, Vegetation)**

**Existing Signage (Obstruction, Visibility of temporary signage, Covering of existing signs)**

**Other (Structures, Dust, Noise, Fumes)**

## 10. Consultation and Communication

The Traffic Management Leader will have the responsibility to ensure appropriate consultation and communication before and during the event.

Include a detailed description of the consultation and communication requirements—both before, during and post event—thus including dedicated sections on mobilization (set-up) and demobilization (take-down). The assessment should include the following topics and should be conducted in discussion and collaboration with the Event Emergency Response and Risk Management Leaders.

**Emergency Response Authorities:**

**Public Notification:**

**Notification of Other Agencies:**

## 11. Traffic Control Diagrams

The Traffic Management Leader will ensure the development of Traffic Control Diagrams to include signage, temporary speed zones, pavement marking, barricades and other traffic control devices e.g. lights, and / or variable message signs.

## 12. Traffic Control Devices

Before the event commences, signs and devices at the approaches to the event site shall be erected in accordance with the installation plan. If appropriate and required, a safely positioned shadow vehicle shall be used in advance of the signs and traffic control devices to protect event personnel setting out the signs. The signs and traffic control devices are to be removed in the reverse order of installation.

## 13. Monitoring and Measurement

The Event Organizer will ensure that the Traffic Management Plan is implemented and evaluated for effectiveness.

Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the event activities commence
- During the event activities
- Closing down at the end of the event activities

A daily record of the inspections should be kept indicating

- When traffic controls were erected
- When changes to controls occurred and why the changes were undertaken
- Any significant incidents or observations associated with the traffic controls and their impacts on road users or adjacent properties.

Where significant changes to the traffic environment or adverse impacts are observed, the controls should be reviewed as a matter of urgency. Daily Inspection records shall be completed by the person undertaking the inspections. All variations to the approved TMP, incidents and accidents shall be record.

