

Traffic Control & Road Closures for Special Events

Application for Road Closures:

Street closures and/or detours may be required for special events/parades. Approval shall be obtained from the Roads Operations Division a minimum of (10) ten working days in advance of expected event date.

The following must be completed and submitted to the County during the application process of the event:

1. Mapping of the event area and proposed road closures
2. Time frames for the setup of barricades for road closures, the actual event(s) and the removal of barricades
3. A proposed traffic control plan to be reviewed & approved by the Roads Operations division (forms to be supplied by the County)

The Roads Operations division will review the plan, and approve / deny or alter the plans as required to ensure public safety. It is at the discretion of the Manager of Roads Operations whether the traffic control plan will be approved, and/or additional measures may be required to ensure public safety. Additional measures may include the requirement of a police presence, or a professional traffic control company, of which all costs shall be paid through the Event. A material list will be provided by the Roads Operations Division based on the approved traffic control plan. Materials will be available for pickup at a local roads yards within 24 hours prior to setup times at no cost, and must be returned on the next business day following the event. Materials will be inventoried prior to release and at return, and any materials not returned shall be billed back to the event.

Mapping: ***See attached example Map*

A detailed map must be submitted identifying

1. Parade or cycling routes – if applicable
2. The event area
3. All roads proposed to be closed during the event.
4. All sidewalks proposed to be closed during the event.
5. Any specific areas which may require access to traffic during the closure (i.e hospitals, Fire stations, Ambulance, police, heavy truck areas, etc.)
6. On site parking areas

Traffic Control Plan:

A detailed traffic control plan (blank copies available) shall be submitted with the application for approval for the control of traffic during the special event on a roadway. The plan must include the proposed traffic control devices, and the layout of the road closure(s). It must also identify the personnel responsible for setting up, taking down and supervising the traffic control process, ensuring they are trained to perform this work in a safe manner, and must be wearing appropriate protective and safety gear. The traffic control plan must take into account all traffic that may be affected including vehicles, pedestrian, cyclists, heavy trucks, etc.. and must plan and implement appropriate controls to accommodate all levels of traffic. In high volume traffic areas the OPP may be required to be onsite during events. The plan should also include event exit policies and procedures to ensure safe and fluid departure from site, maintaining adequate sightlines for vehicles.

Traffic Control Setup:

It is the responsibility of the Event Organizer to notify affected residents/businesses of road closures, parking restrictions and other work that impacts normal traffic flow. A copy of the letter (if applicable) that will be sent to residences / businesses in the affected area shall be submitted to Haldimand County.

The Event Organizer should also follow the general guidelines outlined below:

1. The site must be secured to protect to protect the public from potential hazardous conditions within the road closure zone
2. Place barricades and/or cones around any equipment or event materials that are stored on the road or the shoulder. These locations should be noted on the submitted map.
3. Arrange to have sidewalks and multi-use pathways within the traffic control zone cleared of snow, ice and debris. If required, sand during periods of icy conditions.
4. Record keeping is an important component of temporary traffic control to document and ensure the appropriate measures are in place at all times. The event organizer is responsible for maintaining a record of the temporary traffic control used and taking the necessary steps to correct any deficiencies. Inspect the event area as required and keep record of inspection.
5. Plan set up and take-down in advance.
6. Consider the use of rolling closures to control the speed of vehicles upstream of the event area.

- Ensure that any Traffic Control Persons deployed are given written instructions and trained by a qualified person, and properly equipped/clothed as per the OHSA .

Set up

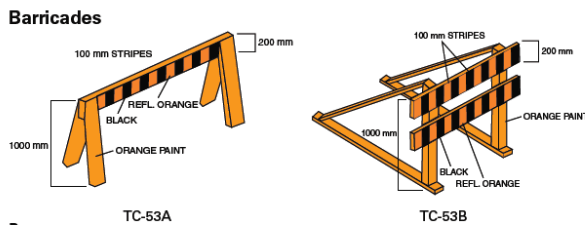
- Assemble and disassemble traffic control devices away from the roadway.
- When placing a traffic control device, ensure that it is not obscured by other objects, that it is legible, properly positioned and secured
- Cover, turn, or remove signs and devices at times when they are not required. Remove the cover immediately before event begins.
- Ensure that the layout is implemented as approved, record this information, and keep a copy available on site, as part of the traffic control plan and/or the traffic protection plan
- Once secured, drive and walk the event area to ensure that the traffic control set-up provides motorists, cyclists and pedestrians with adequate advance warning and provides positive guidance around the event site. Ensure that safe, convenient and accessible pedestrian, vehicle and cyclist movement is maintained.

Removal

- Drive through the event area before removal of traffic control devices to ensure that all pedestrians are off the road, and that there are no gaps in the closure.
- Remove traffic control devices in the opposite order from which they were installed. Advance signs are an exception, remove advanced signs on the left and right shoulders in a downstream direction, in the same order they were installed.

Road Closure using Barricades

TC-53A or TC-53B light barricades must be used for short term road closures for special events to prevent vehicular traffic from accessing the event areas. Light barricades may be used for road, street, lane or shoulder closures of less than 8 hours. Light barricades should be stabilized using sandbags placed on the lower section of the frame. Under no circumstances shall they be placed over the rail of the barricade



One (1) TC-53A or TC-53B should be used for each roadway lane to be closed, and should be placed in the center of each lane.

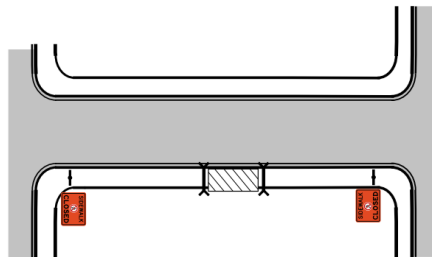
Night Closures: Additional measures shall be required when road closures are requested after daylight hours. A TC-7 with a TC-7tA including a flashing 360° yellow light must be placed in advance of all Road Closures.

TC-7	TC-7tA	TC-7tB
DETOUR-TURN OFF/DIVERSION	ROAD CLOSED TAB	LOCAL TRAFFIC ONLY TAB
Minimum Background Reflectivity: High intensity (Type III)		

Sidewalk Closures

Sidewalk Closed signs direct pedestrians to alternative sidewalk when sidewalks need to be closed for any reason. Signs must be placed at preceding intersections to provide pedestrians with an opportunity to find an alternate route if required.

TC-40	TC-41t
PEDESTRIAN DIRECTION SIGN	SIDEWALK CLOSED TAB
Minimum Background Reflectivity: Engineering Grade (Type II)	



Traffic Control Plan - Special Event



Check the Applicable Hazards

Moving Vehicles Pedestrians Cyclists Other: _____

TRAFFIC CONTROL / PROTECTION PLAN			
Date:		Time Start:	
Event:		Time Finish:	
Location: (be specific)			
EVENT DESCRIPTION:			
Traffic Control Supervisor:			
Person(s) setting up Traffic Control:			
Name: _____	Trained/Competent Person		<input type="checkbox"/>
Name: _____	Trained/Competent Person		<input type="checkbox"/>
Name: _____	Trained/Competent Person		<input type="checkbox"/>
Person(s) directing Traffic:			
Name: _____	Trained/Competent Person		<input type="checkbox"/>
Name: _____	Trained/Competent Person		<input type="checkbox"/>
Name: _____	Trained/Competent Person		<input type="checkbox"/>
Note: if additional traffic control personnel are planned / scheduled - please provide a list and confirmatio that they are trained to do the work			
EMERGENCY SERVICES NOTIFIED FOR ROAD CLOSURE:			
Police <input type="checkbox"/>	Ambulance <input type="checkbox"/>	Fire <input type="checkbox"/>	
Conditions Used to Determine Traffic Control Plan <i>(check / fill out all that apply)</i>		Traffic Protection Requirements <i>(check all that apply)</i>	
Speed Limit	_____ km / hr	Road Closure	
Two Lane		Sidewalk Closure	
Daylight Hours		Traffic Control Person(s)	
Night Road Closure		Single Lane Closure	
Long Duration	over 8 hrs	Barricades (TC-53)	
Short Duration	between 30 mins - 8 hrs	Cones (TC-54 or TC-51)	
Very Short Duration	under 30 mins	Blocker Vehicles	
Moving Operation	under 30 mins	Other Signs (specify)	
Police On Site			
Traffic Volumes:			
High Volume	over 3000 cars/day	Appropriate PPE must be work by all traffic control personell <i>(i.e: reflective garments)</i>	
Low Volume	under 3000 cars/day		
Notes: <i>(Weather, special considerations, approach site distances, other site hazards, etc.)</i>			

Event Organizer Signature

Date

Mapping with written or illustrated details regarding locations and traffic control devices to be attached

Setting Up and Removal of Traffic Control Devices

- Plan your setup
- Place your vehicles upstream for protection
- Assemble devices away from road
- Minimize exposure to traffic
- Ensure workers are visible and conspicuous
- Start setting up, upstream
- Always face traffic
- Plan escape route
- Be careful of curves
- Do not back up
- 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 911.

Police, fire or ambulance emergency vehicles must be allowed to pass through traffic control zones as quickly as possible

To be Filled out by the Roads Operations Staff		
<p>Road / Lane Closure is:</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Changes <input type="checkbox"/></p> <p>Denied <input type="checkbox"/></p>		
		<p>Changes: _____</p> <p>Reason _____</p>
Traffic Control Device	Quantity Required	Quantity Returned
TC-53A		
TC-53B		
TC-54		
TC-51		
TC-7		
TC-7tA		
TC-40		
TC-41T		
Other		
Traffic control Person?		
Police Required		
<p>Special Notes _____</p> <p>_____</p> <p>_____</p>		
<p>The Roads Operations Division has reviewed the above plan, and corresponding map, and provided approval/denial of the request for road closure. Traffic control shall be setup in accordance with the approved plan. The Event organizer is responsible for ensuring the protection of the public, and traffic flow during the event. Original Copies to be held by Haldimand County, and copies provided back to the Event organizer. Traffic control devices may be <u>borrowed</u> from and returned to the County Roads yards, however any additional costs associated with the setup of the traffic control shall be borne by the Event.</p>		
<p>_____ Roads Operations Supervisor Signature</p>		<p>_____ Date</p>