

INSTRUCTIONAL MEMORANDUM

IOWA DEPARTMENT OF TRANSPORTATION
HIGHWAY DIVISION
OFFICE OF MAINTENANCE

CHAPTER: ADMINISTRATION	NO: 1.255
TITLE: HIGHWAY INCIDENT MANAGEMENT	
APPROVED: Lee Wilkinson	ORIGINATION DATE: April 1, 1988
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I. Purpose:

To provide guidance to field personnel in the management of highway incidents when traffic cannot be maintained or when a hazardous material may be involved.

II. Definitions:

- A. Incident - an occurrence or an accident requiring the Department to take an action to address traffic control or a hazardous material spill.
- B. Freeway/Interstate - those functionally classified primary highways which have been constructed to freeway standards where access if available for vehicular traffic via interchange locations only (Code of Iowa, Section 306.3(2)).
- C. Hazardous Materials Table - Code of Federal Regulations, Section 172, Title 49.
- D. Department - Iowa Department of Transportation
- E. Primary Roads - those roads and streets both inside and outside the boundaries of municipalities that are under Department jurisdiction (Code of Iowa, Section 306.3(2)).
- F. HAZWOPER - "Hazardous Waste Operations and Emergency Response" regulations (Occupational Safety and Health Administration (OSHA), Standards for General Industry, Section 1910.120).
- G. Incident Commander – The senior emergency response official responding to an emergency shall become the individual in charge of a site-specific Incident Command System. The senior official at an emergency response is the most senior official on the site who has the responsibility for controlling the operations at the site. Initially it is the senior officer on the first-due piece of responding emergency apparatus to arrive on the incident scene. As more senior officers arrive the position is passed up the line of authority.

III. References:

- A. Current Manual on Uniform Traffic Control Devices (MUTCD)
- B. Code of Federal Regulations, Section 172, Title 49
- C. Iowa DOT Policies and Procedures Manual (PPM) 300.06
- D. Emergency Response Guidebook
- E. Iowa DOT Standards for Maintenance Activities, Appendix A

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- F. Office of Maintenance Instructional Memorandum (IM) 1.256
- G. Code of Iowa, 306.3(2)
- H. OSHA, Standards for General Industry, 1910.120

IV. Procedures:

- A. Planning activities for freeway incident management is the responsibility of the District Maintenance Manager (DMM) or designee and should involve:
 - 1. Establishing traffic detour control plans.
 - a. A possible detour plan or plans should be developed for each segment of a Freeway/Interstate and updated annually or as needed.
 - b. Plans should be coordinated with the Cities, Counties, County Emergency Coordinators, Fire Departments, Emergency Medical Services, Local Hazardous Response Teams, Sheriff Departments, Police Departments, The Department of Public Defense (Emergency Management Division), Railroad Companies, Department of Public Safety (State Patrol), Regional Offices of the Department of Natural Resources, other State's Department of Transportation, Railroad Hazardous Material Teams and others as needed for any particular incident.
 - c. The Department will work with other jurisdictions to compile information to use in establishing emergency detours on non-interstate primary roads prior to or at the time of the incident.
 - 2. Hazardous Material Training.
 - a. All personnel who may be involved with a hazardous materials spill shall be trained to the HAZWOPER operations level and IM 1.256.
 - 3. Determine and maintain an appropriate supply of traffic control devices and other equipment as necessary to implement traffic detour control plans.
 - a. Maintenance facilities should have available an inventory of Type II barricades, flashers, snow fences, detour signs, route markers, arrow boards, small emergency detour signs and other devices sufficient to manage a particular highway incident.
 - b. Field personnel should be outfitted with appropriate approved safety apparel and equipment as needed for nighttime operation.
 - 4. Become familiar with the local Incident Command System and the persons in that chain of command who may be the on-scene coordinator.
 - a. Where local hazardous materials response teams are in place, become familiar with the capabilities and equipment and make them aware of materials and equipment available from the Department.
 - 5. Develop a packet of information for highway incident use containing:
 - a. Copies of preplanned traffic detour control plans.
 - b. Packet for highway hazardous materials spills as required in IM 1.256.

- c. Listing of telephone numbers and addresses of who to contact for particular types of incident. This listing should include other agencies and Department personnel.
- B. Highway incident operations shall be the responsibility of the Highway Maintenance Supervisor (HMS) or designee, including:
 1. Determine who is the on-scene commander and establish a working relationship.
 2. Identifying the incident and determining the course of action to be taken after discussing with the Incident Commander:
 - a. Is the road to be closed and traffic detoured?
 - b. Is a hazardous material involved or the incident impacting the environment? (Refer to IM 1.256)
 - c. Is extra signing needed? (Refer to MUTCD and/or Standards for Maintenance Activities Manual, Appendix A)
 - d. Are field personnel needed for clean-up operations?
 - e. Is the Incident Commander requesting other assistance of Department field personnel?
 - f. What notifications need to be made?
 3. All media contacts should be referred to the Incident Commander.
 4. Contact appropriate personnel or agencies with information from checklist of facts of the incident.
 - a. Notify the District Maintenance Manager (DMM) or designee.
 - b. The HMS or designee, in cooperation with the Incident Commander, shall be responsible for advising the District Office, Office of Maintenance, Motor Carrier Services, Office of Location and Environment and other offices and agencies deemed necessary for the incident involved.
 - c. When applicable, the DMM or designee will make emergency notification in accordance with IM 1.257.
 5. If a Department of Defense shipment with escorts is involved in an accident, withdraw from the area and provide the assistance requested by the escort person who will serve as the Incident Commander.
 6. If non-hazardous materials are involved, to open the roadway for the safe continuation of traffic, field personnel shall assist in removing debris.
 - a. Traffic control may be accomplished by flagging, appropriate signing, detouring or a combination.
 - b. Assistance shall be provided with a priority given to continuation of normal traffic as soon as possible.
 - c. If a driver refuses to move their vehicle, field personnel should not remove the vehicle until directed to do so by law enforcement personnel.