

Traffic Management Plan

HIGHWAY 19 LANTZVILLE – MEDIAN GATE

*Traffic
Engineer's
Sign and Seal*

Prepared by: XYZ Engineering
PRIME CONTRACTOR: ABC CONSULTING | JANUARY 1, 2020

1.0 Introduction

This Traffic Management Plan (TMP) outlines the traffic control procedures and requirements for the operation of the median gate on Highway 19 near the Nanoose Rest Area, just north of Hillview Road. When an incident occurs on Highway 19, this median gate could be opened by the Maintenance Contractor (MC) to establish a detour.

Depending on the location of the incident, the median gate could be used as a turnaround or crossover location to help mitigate a full road or directional closure and reduce delays.

This TMP shall be executed by a qualified Traffic Control Company. Any field adjustments to the plan shall be made by qualified personnel. The Traffic Control Company shall implement the plan in accordance with the following guidelines and standards:

- BC Ministry of Transportation and Infrastructure (MoTI) 2020 Traffic Management Manual for Work on Roadways (2020 TMM)
- MoTI Manual of Standard Traffic Signs and Pavement Markings
- MoTI Standard Specifications – Section 194

This Traffic Management Plan is formulated as per the Category 3 guidelines in the 2020 TMM.

2.0 Project Overview

This section provides a description of the planned work, geographical description of the project location and pre-construction traffic operations (traffic volume, speed limits, etc.).

2.1 Project Description

This TMP has been developed to outline procedures, requirements, and setups for the MC to follow when opening the median gate.

Should an incident occur on the highway, depending on the location of the incident and required emergency response measures, the median could be used as:

- A turnaround location (for full road closures), or
- A crossover location (for directional closures eg. if Highway 19 northbound or southbound is closed) to create a two-lane two-way traffic segment, counterflow on one side, before traffic is redirected back to the normal traffic side

The opening of this gate to allow vehicular flow mitigates the effect of a road or lane closure due to an incident, provides a detour, and reduces delays.

2.2 Project Area

The median gate located on Highway 19 is located adjacent to the Nanoose Rest Area, approximately 1.0 km north of the Highway 19 and Hillview Road intersection. It is located approximately 3.5 km south of Nanoose Bay and 7.5 km north of Lantzville, located just north of Nanaimo.

This TMP covers the highway segment for approximately 6.1 km (see red line in Figure 1), between NW Bay Road and Lantzville Road (as required) to redirect traffic back to the normal driving side.

Potential crossover locations include the following intersections:

- North End: Summerset Road
- South End: Rumming Road/Bayview Park Drive

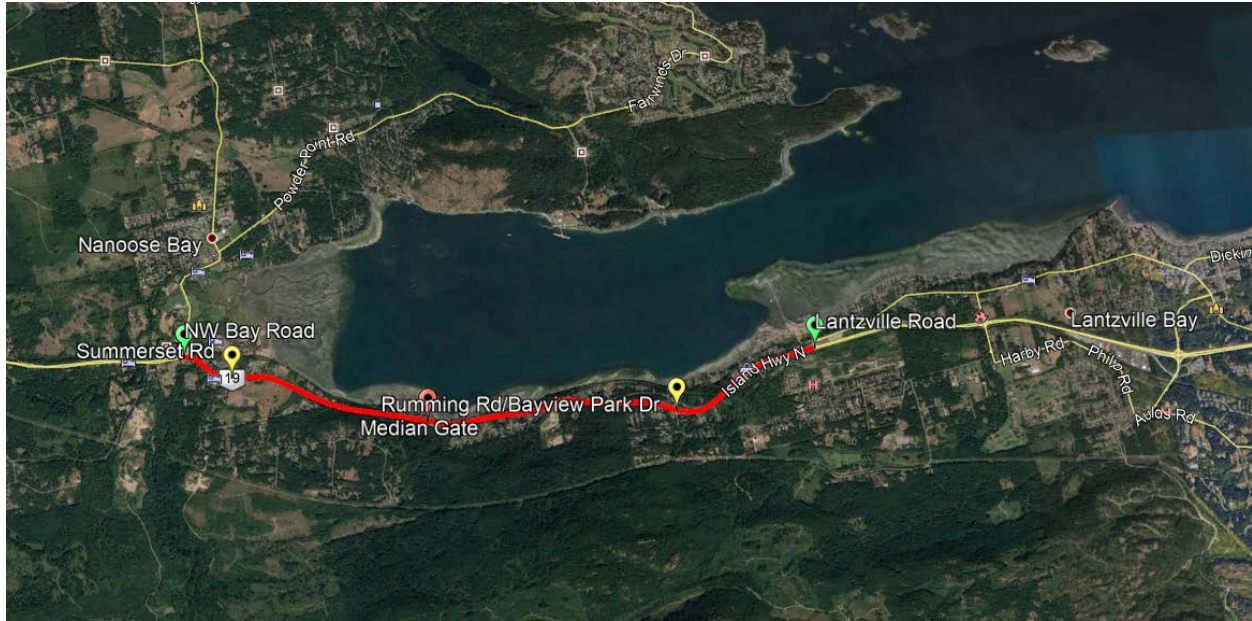


Figure 1: Project Location Map

This section of Highway 19 is a rural arterial divided four-lane highway. The majority of the 6.1 km section has a posted speed limit of 90 km/h. However, the north end of the 6.1 km section has a posted speed limit of 60 km/h. For Highway 19 northbound, the transition from 90 km/h to 60 km/h is 500 m south of Summerset Road. For Highway 19 southbound, the transition from 90 km/h to 60 km/h is 200 m south of Summerset Road.

Data from a temporary short count station, conducted in 2015 at 100m north of Lantzville Road (approximately 3.6 km south of the median gate), shows an Average Annual Daily Traffic (AADT) of approximately 31,000 vehicles per day.

This segment has rolling terrain and a number of large radius curves. Surrounding land use includes residential and recreational. Highway 19 between Summerset Road and Rumming Road/Bayview Park Drive, has no alternate route, should a road closure or directional closure occur.

2.3 Work Activity

This section contains an overview of the work to be carried out, should an incident occur on Highway 19.

The detour segment varies based on the configuration, but is typically 2-3 km long. As a road or lane closure due to an incident can occur at any time of the day, the TMP applies for both night and daytime work.

This TMP will be implemented by the Maintenance Contractor when a lengthy closure, typically longer than three hours, is anticipated by emergency services. The duration of the closure will be communicated to the Ministry once it is known.

During the implementation of this TMP, the construction speed limit will be 50 km/h. After conditions are restored, and detours removed, construction speed limit signs will be removed and speed limits will be brought back to the regular posted speed limits of 90 km/h and 60 km/h, depending on the section of highway.

The Nanoose Rest Area, located adjacent to the median gate will be temporarily closed to the general public while this TMP is in effect. Rest area signs will either be covered or a "CLOSED" tab will be installed over the sign.

3.0 Implementation Plan

This Implementation Plan outlines the role of individuals involved in the implementation of this Traffic Management Plan.

The traffic control layouts found in *Section 4.0 Traffic Control Plan* outline the minimum device requirements for each of the 8 scenarios. The Site Supervisor, Traffic Control Manager, and Traffic Control Supervisor will work together to determine which layout is required and if any adjustments need to be made based on local site conditions.

Traffic control people (TCPs) will be on-site to assist with navigation through the site. At the conclusion of the highway closure, all affected travel lanes will be reinstated, speed limits will be brought back to 90 km/h or 60 km/h depending on the highway segment, and all construction traffic control devices will be removed from the highway.

3.1 Traffic Engineer

The Traffic Engineer for this project and TMP is Emma Li, P. Eng. This TMP was developed by, and under the direct supervision of Emma. She is a Professional Engineer licensed with Engineers and Geoscientists of BC (EGBC), and qualified and experienced in traffic management planning and highway safety.

Emma is available by phone or email for immediate response to any issues or changes which need to be made on site in relation to this TMP. She will also be responsible for making any changes to the TMP as required.

3.2 Site Supervisor

The Site Supervisor, if the median gate needs to be opened to respond to a highway closure, is John Smith. His alternate is Eric Johnson when John is unavailable. The Site Supervisor will be responsible for conducting daily toolbox meetings, addressing issues as they occur, leading the crew, and being the point of contact with the Ministry's Representative.

As part of his role, he will ensure that:

- Each crew member is familiar with the Traffic Control Plan
- Each crew member wears the required safety apparel
- Each crew member has adequate training on the equipment they will be using
- The work area is protected by implementing this TMP

He will also be responsible for liaising with the Traffic Control Manager and Traffic Control Supervisor to inform them of the work schedule, day's activities, and to address any incidents, improvements or changes which need to be made.

3.3 Traffic Control Manager

The Traffic Control Manager for this project is Jane Smith. She will be responsible for preparing, implementing and managing this Traffic Management Plan. She will be responsible for, but not limited to, the following tasks:

- Monitoring traffic operations to determine the effectiveness and possible improvements to the TMP
- Overseeing modifications to the TMP as required
- Ensuring daily traffic control logs are maintained
- Setting up and implementing a monitoring schedule for both active and inactive work periods throughout the course of the project
- Notifying the MoTI and emergency personnel of any major incidents within or near the project location
- Liaising with the Site Supervisor as needed

3.4 Traffic Control Supervisor (TCS)

The Traffic Control Supervisor (TCS) will be Dan Froese. He is responsible for, but not limited to, the following tasks:

- Overseeing traffic control operations, ensuring traffic control is executed according to the Traffic Control Plan, and taking note of any improvements or changes that should be made
- Ensuring compliance with the requirements outlined in Part 18 of WorkSafeBC's Occupational Health and Safety Regulations regarding supervision of TCPs
- Supervision and authority over all of the TCPs on site

- Providing direction to TCPs
- Ensuring traffic control devices are in place, checked, maintained, and moved as required
- Ensuring daily traffic control setups are documents and changes are identified in the daily traffic control log
- Ensuring traffic concerns are reported to the Traffic Control Manager and/or Site Supervisor, as required

On site, the TCS will also be responsible for ensuring all TCPs are:

- Carrying evidence of their current TCP certification
- Wearing the required safety apparel and have the appropriate equipment
- Performing traffic control duties competently and safely
- Positioned in safe locations
- Provided with rest breaks

The procedures outlined below will also be followed by the TCS:

3.4.1 Before Opening the Median Gate

- Confirm the TMP for the incident and document traffic management strategies to be implemented
- Conduct safety meeting with TCPs and coordinate with the Contractor's staff on the traffic management requirements
- Place signs and traffic control devices according to the drawings found in this TMP and the 2020 TMM. Note any adjustments which may need to be made based on local site conditions.
- Cover conflicting signs
- Inspect and check for the effectiveness of signing and traffic control devices.
- Open the median gate for implementation

3.4.2 While Median Gate is Open

- Periodically inspect and check all signs and devices
- Monitor traffic delays
- Make adjustments to traffic control devices as necessary

3.4.3 After Closure is Clear and Normal Highway Operations are Reinstated

- Conduct a pre-close down inspection
- Remove unnecessary signage
- Close the median gate
- Reinstated all vehicle traffic lanes

- Liaise with the Contractor's staff to see if there are any considerations or concerns regarding the TMP and associated strategies
- Complete Daily Traffic Control Log
- Complete Incident Management Report – as required

3.5 Traffic Control Person (TCP)

The Traffic Control People (TCPs) used on this project will:

- Be adequately trained in a manner acceptable to WorkSafeBC
- Carry evidence of their current TCP certification
- Ensure compliance with the requirements outlined in Part 18 – Traffic Control of WorkSafeBC's Occupational Health and Safety Regulations
- Perform their work effectively in accordance with the traffic control arrangements and procedures for the work
- Try to assess the layout through the eyes of a road user to help anticipate traffic control issues
- Communicate instructions and directions to drivers effectively by using traffic control motions and signals that are precise and deliberate to be clearly understood by road users
- Identify required changes to the Traffic Control Plan and bring them forward to the TCS

4.0 Traffic Control Plan

This Traffic Control Plan documents how traffic control will be achieved. Typical traffic control layouts will be implemented for this work as mentioned in the sections below.

The TCS will lead TCPs in implementing the traffic control layouts outlined in this TMP. Minor adjustments made to the typical traffic control layouts (such as adjusting signs for local site conditions) will follow guidelines outlined in the 2020 TMM and will be documented in the Daily Traffic Control Log. Major adjustments which have the potential to effect traffic operations will be noted and a revised TMP will be submitted to the Ministry for approval before implementation.

4.1 TCP Communication

TCPs, if required, will communicate with each other through radio communication.

4.2 Active Transportation Road Users

This section of Highway 19 is classified as a Schedule 1 highway under the BC Motor Vehicle Act Regulations Section 19.07. As a result, pedestrians are prohibited from

walking along the highway unless they are attending to a disabled vehicle. In addition, cyclists are also prohibited from riding on this section of Highway 19.

Therefore, accommodations for active transportation road users will not be made.

4.3 Driveways and Accesses

Driveways and accesses along this section of Highway 19 are minimal. Therefore minimal impacts are expected.

4.4 Emergency Vehicles

As the median gate is being opened in response to an emergency incident on the highway, TCPs will ensure emergency vehicles are given priority in travelling to and from the incident area. If required, TCPs may stop general traffic or adjust traffic control devices to assist emergency vehicles with proceeding to and from the incident area.

4.5 Traffic Control Plan Drawings

The Traffic Control Plan drawings (Figures 4A to 9B) illustrate typical traffic control layouts to be implemented based on the 6 scenarios outlined below. The scenario selected will depend on the extent and location of the incident.

Taper lengths and device spacing should be placed on the highway based on the dimensions shown in the figures for a 90 km/h regular posted speed limit, unless otherwise indicated. Signs on the median barrier will be supported by saddle brackets.

4.5.1 Scenario #1: Full Road Closure North of Median Gate

For full road closures north of the median gate, the median gate should be used as a turnaround location for northbound traffic. See *Figure 4A: Full Closure North of Median Gate – North End*.

Highway 19 southbound traffic will be redirected onto NW Bay Road to return back onto Highway 19. See *Figure 4C: Full Road Closure North of Median Gate – South End*.

Local traffic from the accesses north of the median gate, between the median gate and NW Bay Road, will not be allowed on Highway 19 until the highway is re-opened. These accesses (including Nanoose Station Road, Arlington Road, Summerset Road) will be blocked by barricades and ROAD CLOSED R-012 signs along the width of the access, similar to Figure 2 below.



Figure 2: Barricade Example for Local Roads

For the accesses south of the median gate, between the median gate and Lantzville Road, optional NO LEFT TURN R-015-L and NO RIGHT TURN R-015-R signs, depending on which side of the highway the access is on, may be installed to prevent drivers travelling on Highway 19 southbound. This prevents driver frustration from local residents as they will eventually be making a U-turn at the median gate. An example is shown in *Figure 4B: Full Road Closure North of Median Gate – Hillview Road*.

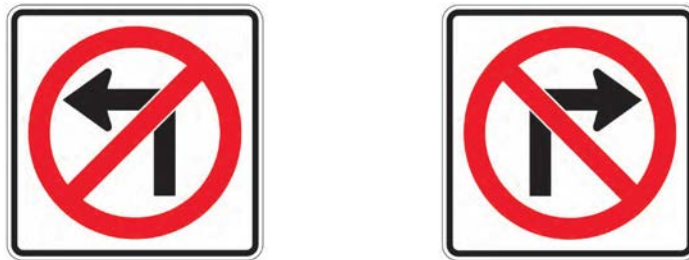


Figure 3: R-015-L and R-015-R signs

Due to the close proximity of Morello Road and other accesses to NW Bay Road, careful attention should also be taken when positioning traffic control devices in the access area. Devices should be placed in locations which impact the accesses as minimally as possible.

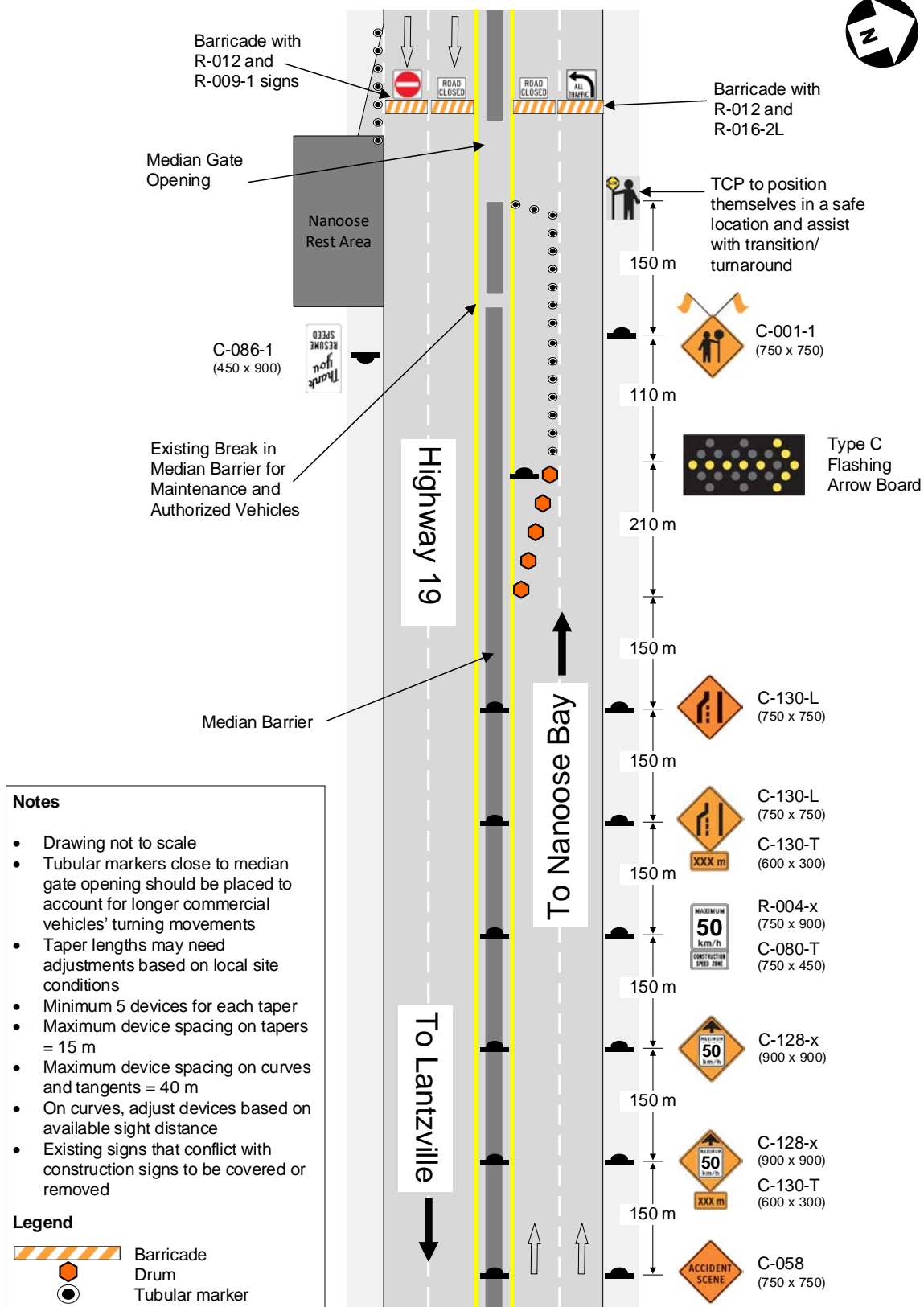
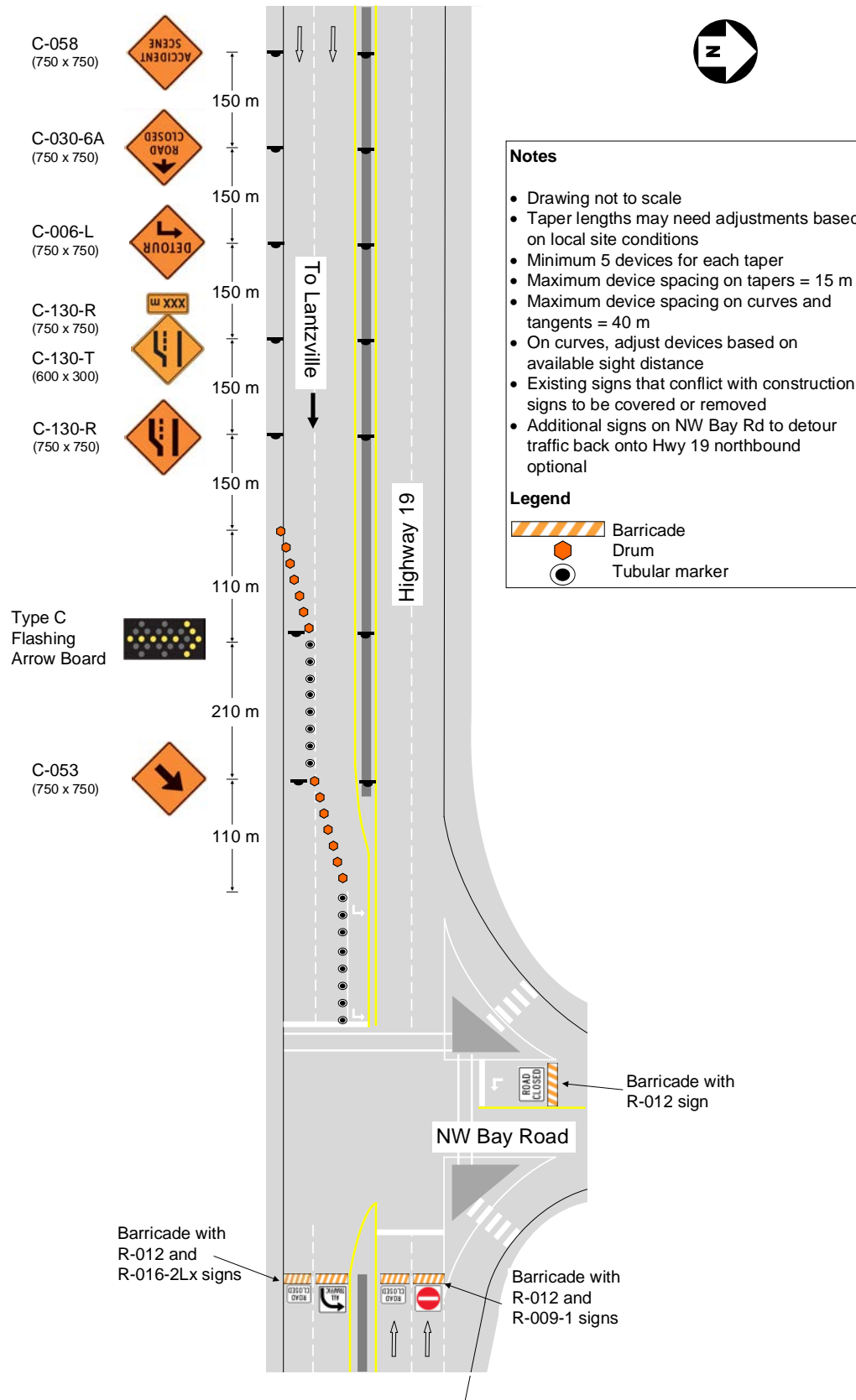


Figure 4B: Full Road Closure North of Median Gate – Hillview Road



Figure 4C: Full Road Closure North of Median Gate – South End



4.5.2 Scenario #2: Full Road Closure South of Median Gate

For full road closures south of the median gate, the median gate will be used as a turnaround location for Highway 19 southbound traffic. See *Figure 5A: Full Road Closure South of Median Gate – North End*.

Highway 19 northbound traffic will be redirected onto Lantzville Road to return back onto Highway 19. The Ministry has an agreement in place with the District of Lantzville to detour traffic onto Lantzville Road, should there be a full road closure. See *Figure 5B: Full Road Closure South of Median Gate – South End*.

Local traffic from the accesses south of the median gate, between the median gate and Lantzville Road, will not be allowed on Highway 19 until the highway is re-opened.

Accesses between the median gate and Lantzville Road (including Hillview Road, Rumming Road/Vayview Park Drive, Mallard Way/Capilano Road) will be blocked by barricades and ROAD CLOSED R-012 signs along the width of the access.

For the accesses north of the median gate, between NW Bay Road and the median gate, optional NO LEFT TURN R-015-L and NO RIGHT TURN R-015-R signs, depending on which side of the highway the access is on, to prevent drivers travelling on Highway 19 southbound, may be installed. This prevents driver frustration from local residents as they will eventually be making a U-turn at the median gate.

Figure 5A: Full Road Closure South of Median Gate – North End

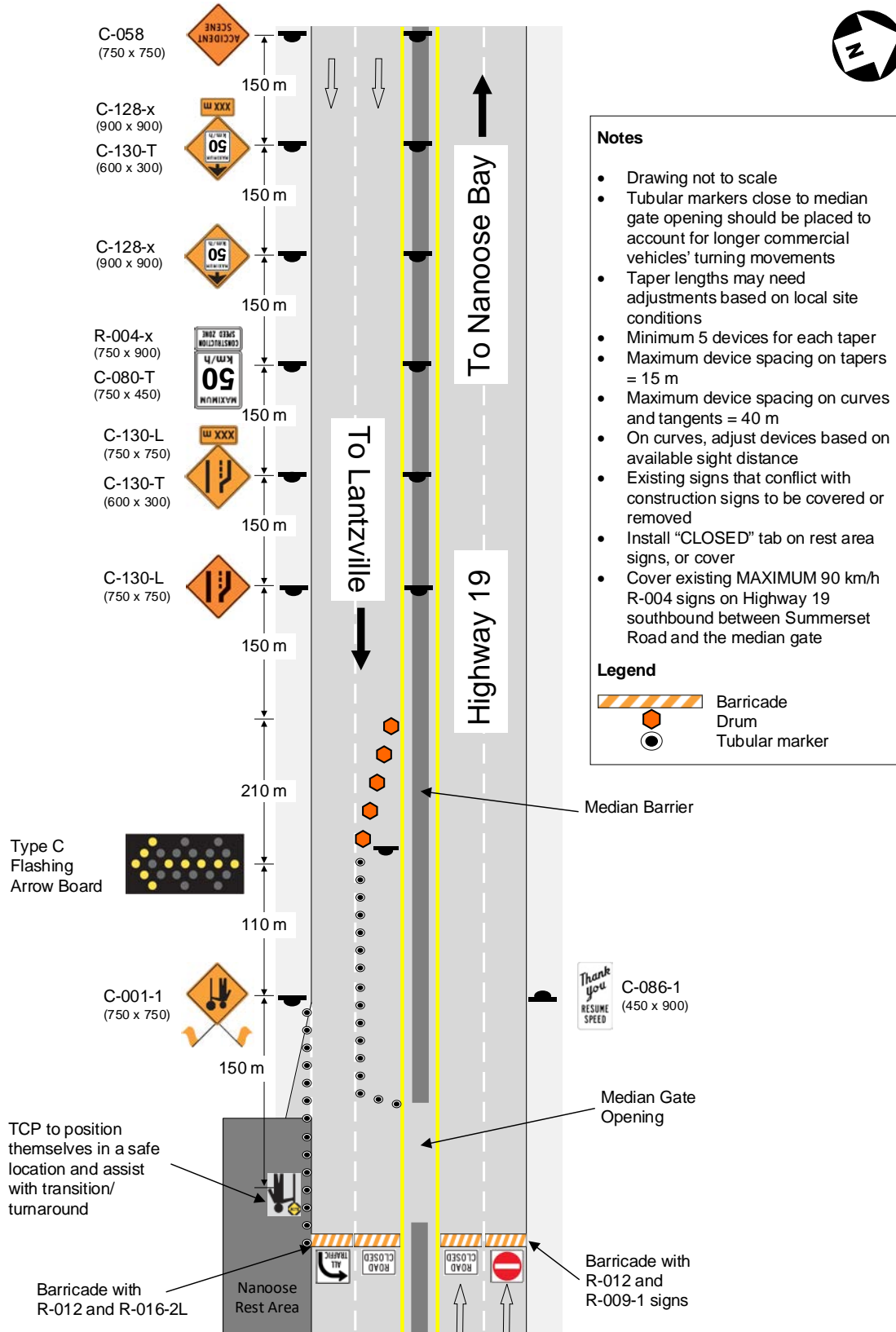
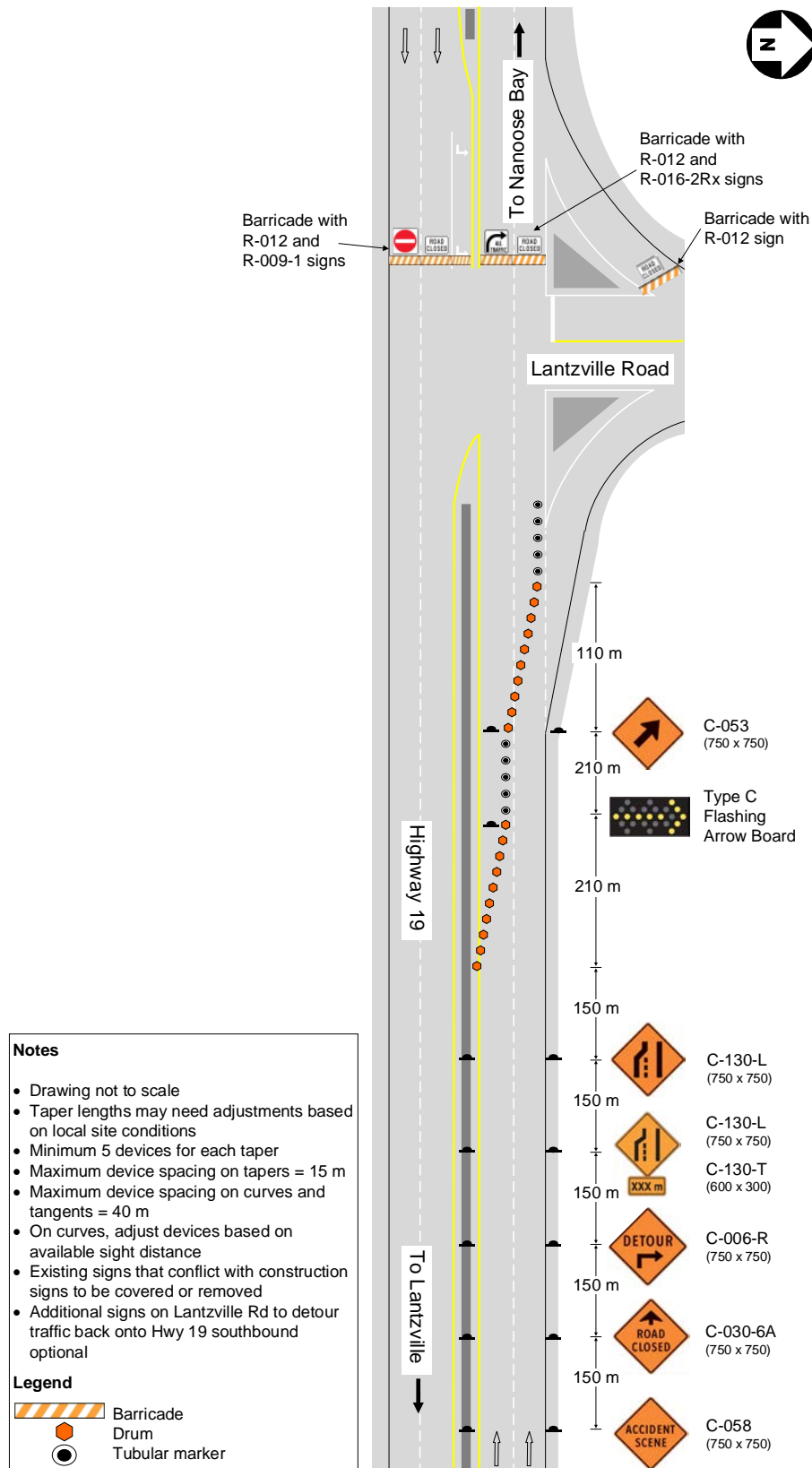


Figure 5B: Full Road Closure South of Median Gate – South End



4.5.3 Scenario #3: Directional Closure Highway 19 Southbound – South of Median Gate

For directional closures on Highway 19 southbound, south of the median gate, between the median gate and Rumming Road/Bayview Park Drive, the median gate will be used as a crossover location for Highway 19 southbound traffic. See the following figures:

- *Figure 6A: Directional Closure Highway 19 Southbound – South of Median Gate – North End*
- *Figure 6B: Directional Closure Highway 19 Southbound – South of Median Gate – Hillview Drive*
- *Figure 6C: Directional Closure Highway 19 Southbound – South of Median Gate – South End*

Bayview Park Drive and Rumming Road only have right-out access onto Highway 19. 2 TCPs will be used to direct traffic into and out of Bayview Park Drive and Rumming Road as needed. They may also be used to assist with the transition for Highway 19 traffic to crossover back onto the normal traffic side.

If significant delays occur due to left turning traffic into Rumming Road or Bayview Park Drive, at the discretion of the Traffic Control Supervisor, these left turn movements may be prohibited by the addition of NO LEFT TURN R-015-L signs.

MAXIMUM 50 KM/H R-004 signs with CONSTRUCTION SPEED ZONE C-080-T tabs and TWO WAY TRAFFIC C-132 signs may be repeated every 1-2 km as needed. In particular, supplemental signs should be installed both northbound and southbound of Hillview Road.

Figure 6A: Directional Closure Highway 19 Southbound – South of Median Gate – North End

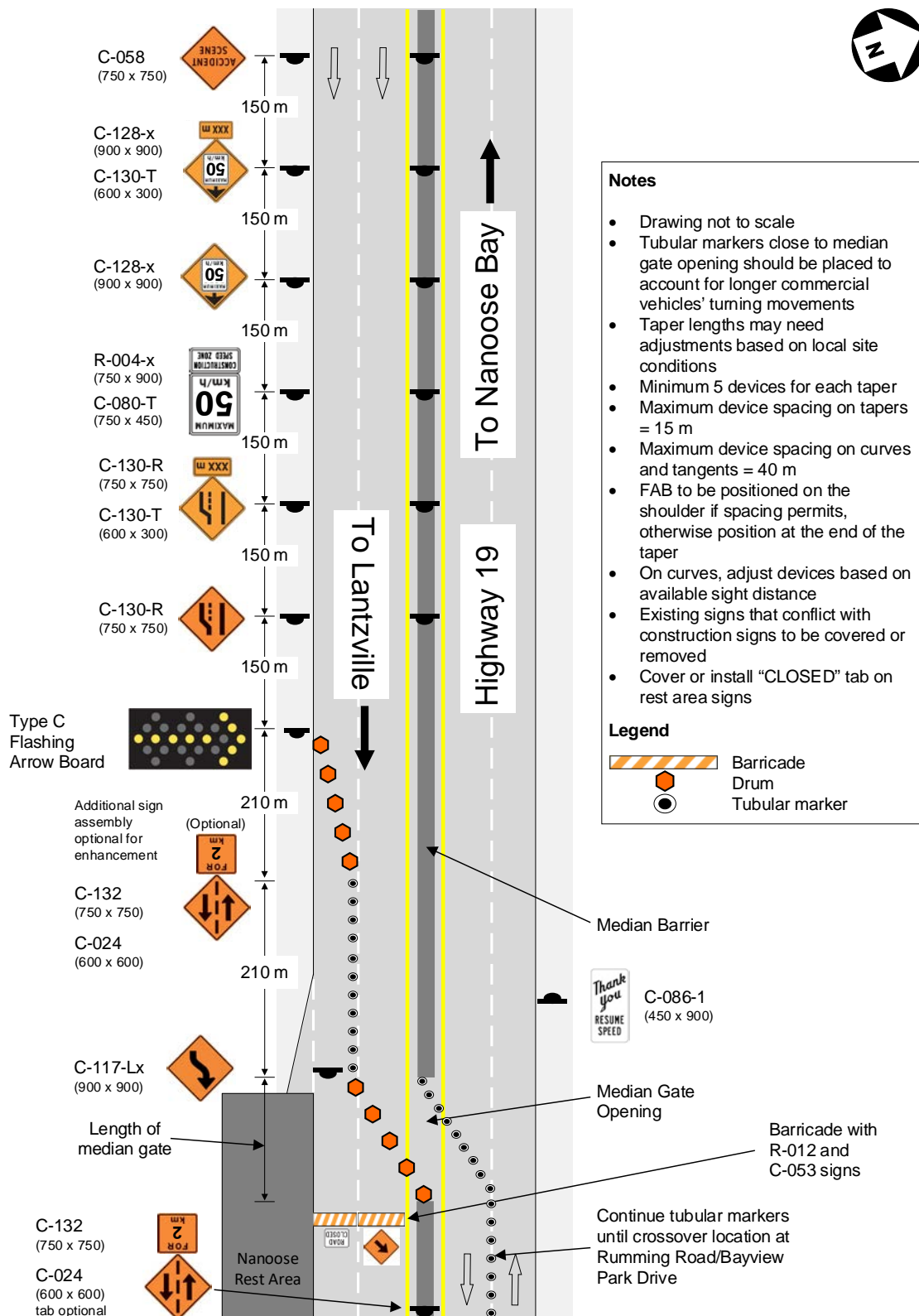


Figure 6B: Directional Closure Highway 19 Southbound – South of Median Gate – Hillview Drive

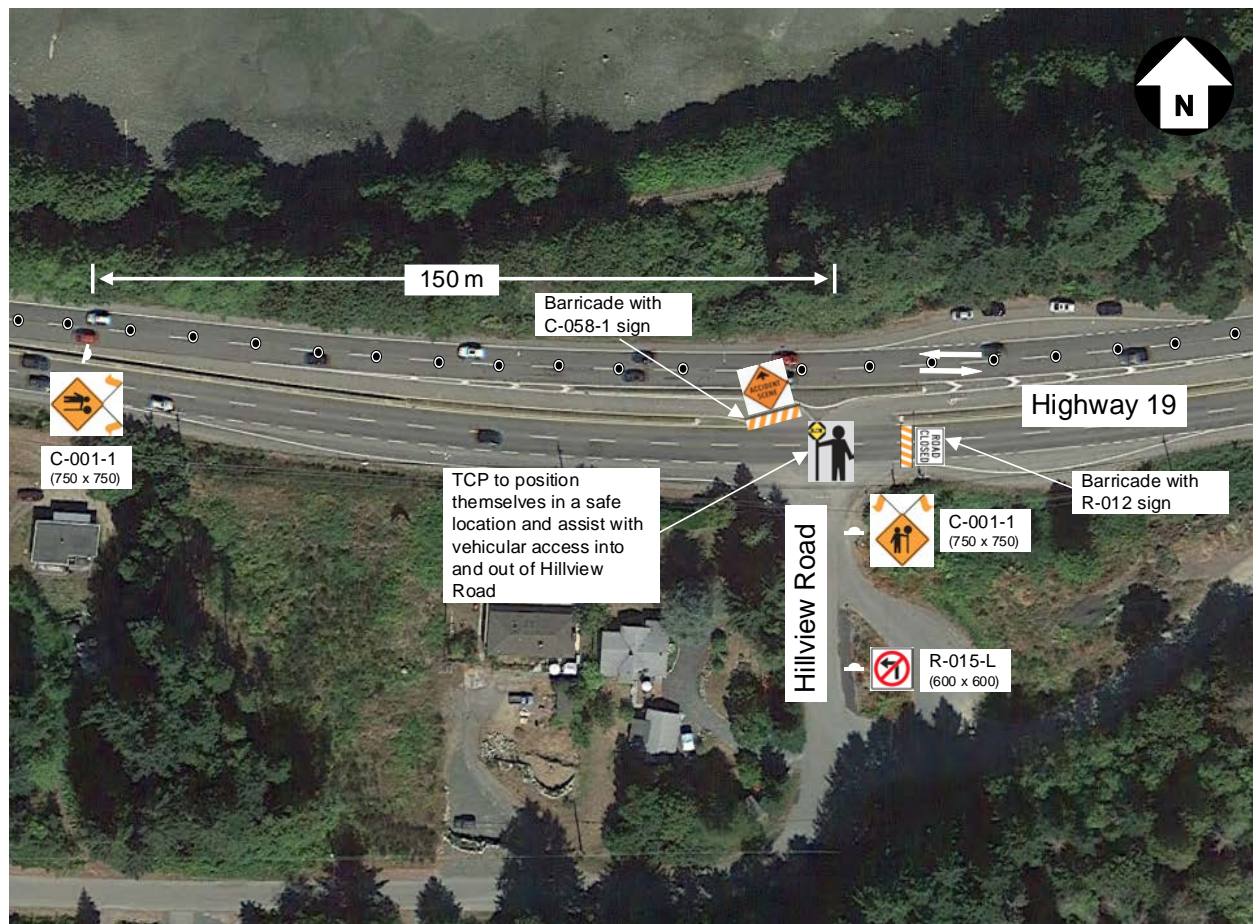
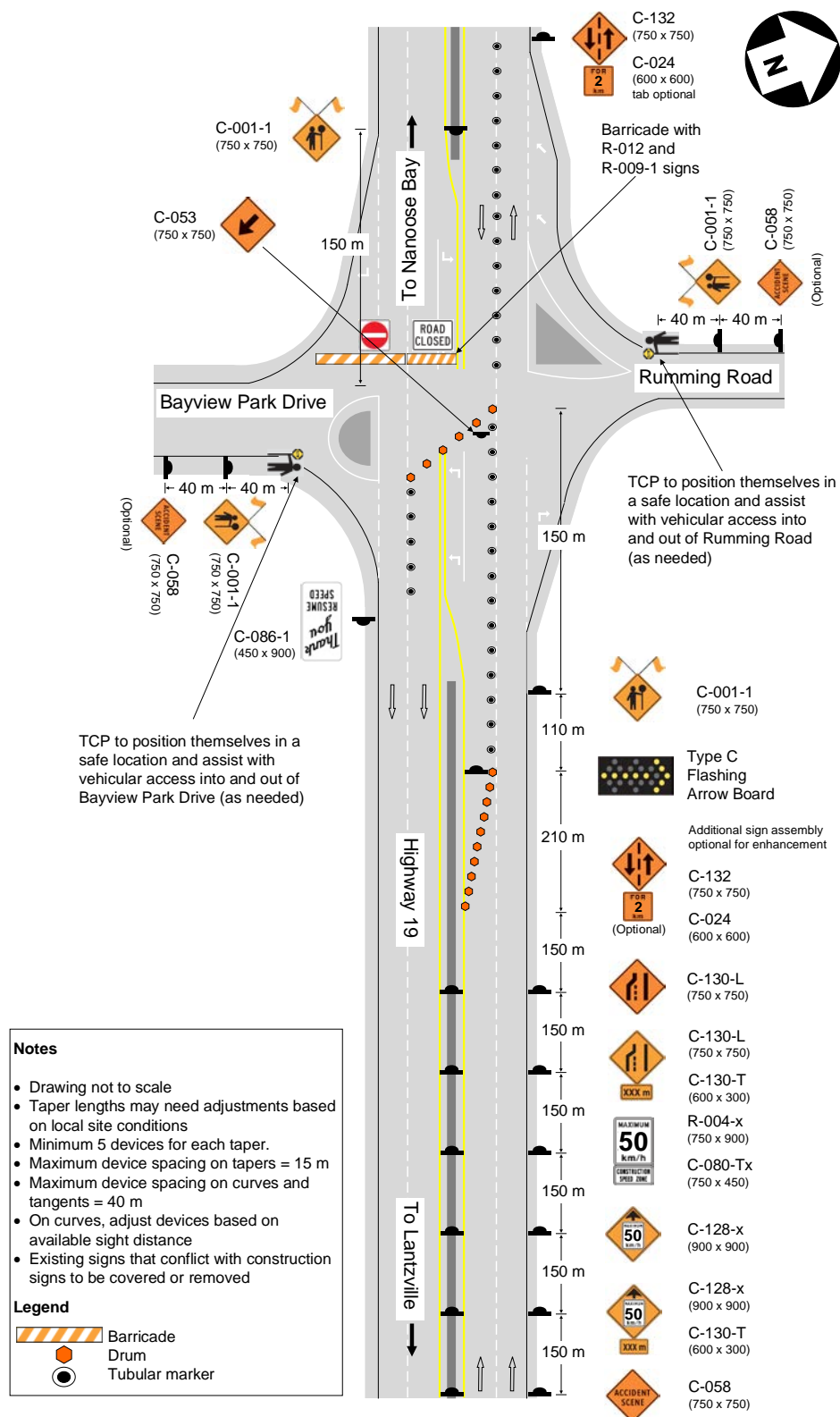


Figure 6C: Directional Closure Highway 19 Southbound – South of Median Gate – South End



4.5.4 Scenario #4: Directional Closure Highway 19 Northbound – South of Median Gate

For directional closures on Highway 19 northbound, south of the median gate, between the median gate and Rumming Road/Bayview Park Drive, the median gate will be used as a crossover location for Highway 19 northbound traffic. See the following figures:

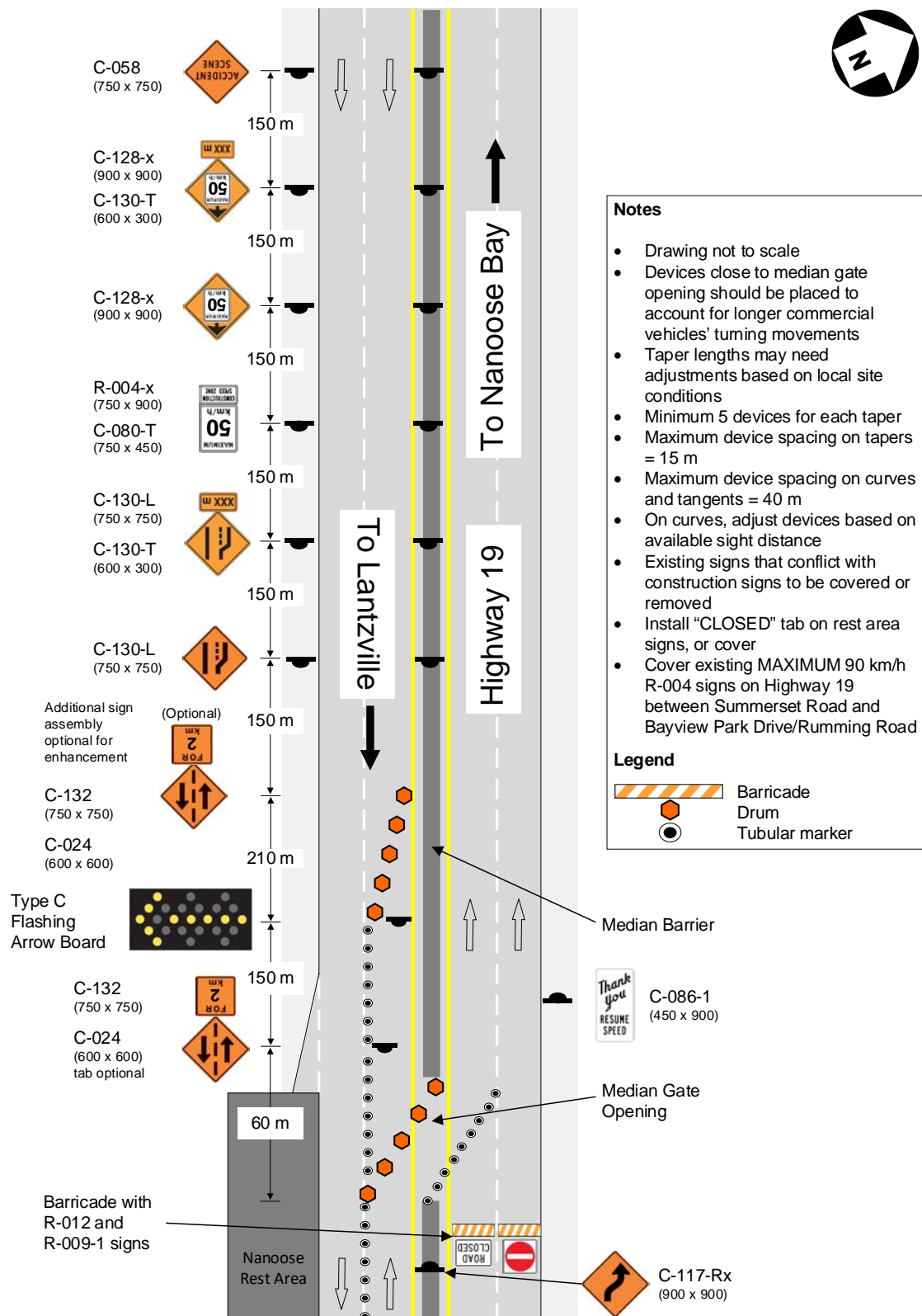
- *Figure 7A: Directional Closure Highway 19 Northbound – South of Median Gate – North End*
- *Figure 7B: Directional Closure Highway 19 Northbound – South of Median Gate – Hillview Drive*
- *Figure 7C: Directional Closure Highway 19 Northbound – South of Median Gate – South End*

Bayview Park Drive and Rumming Road only have right-out access onto Highway 19. 2 TCPs will be used to direct traffic into and out of Bayview Park Drive and Rumming Road as needed. They may also be used to assist with the crossover on Highway 19 as required.

If significant delays occur due to left turning traffic into Rumming Road or Bayview Park Drive, at the discretion of the Traffic Control Supervisor, these left turn movements may be prohibited by the addition of NO LEFT TURN R-015-L signs.

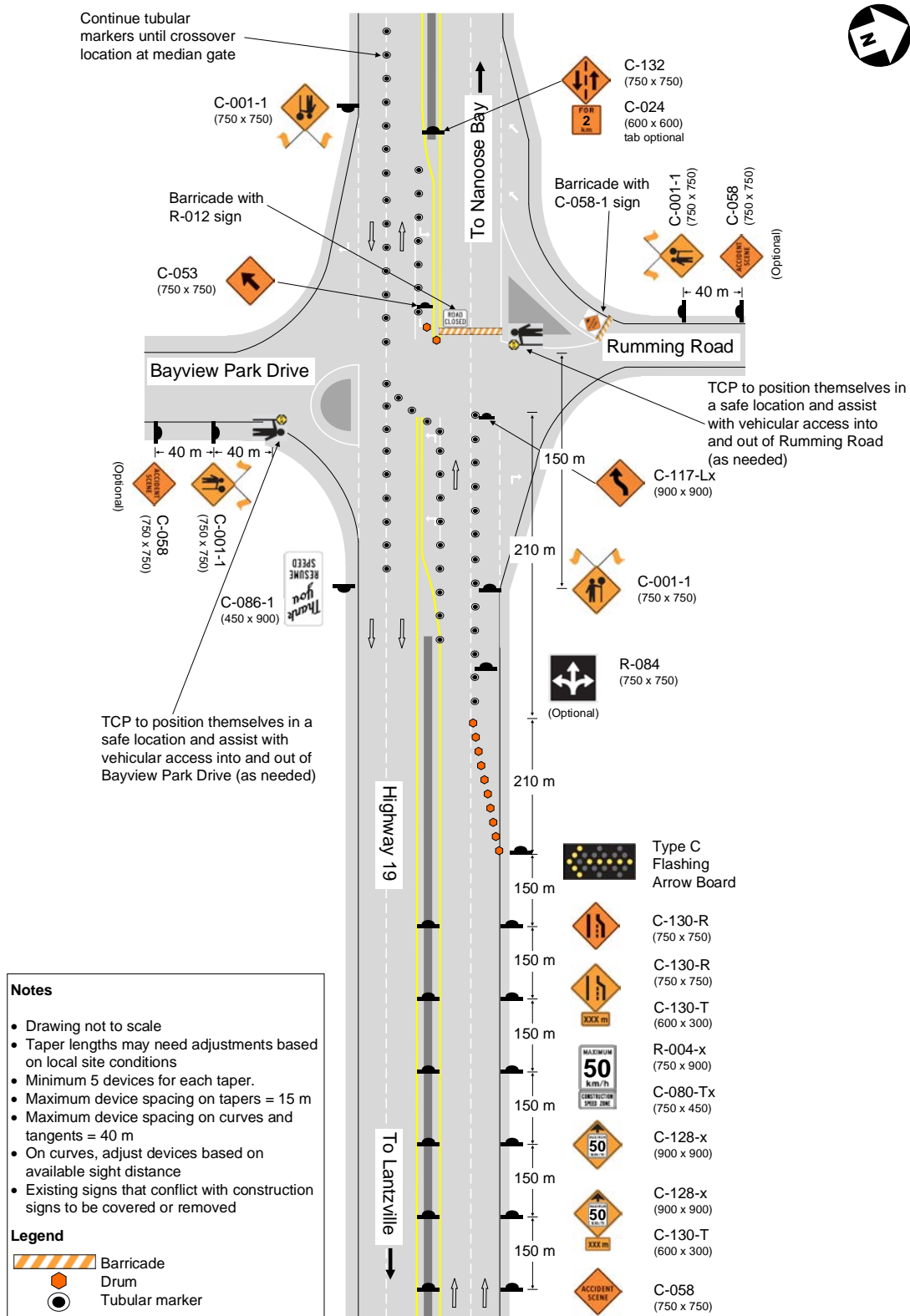
MAXIMUM 50 KM/H R-004 signs with CONSTRUCTION SPEED ZONE C-080-T tabs and TWO WAY TRAFFIC C-132 signs may be repeated every 1-2 km as needed. In particular, supplemental signs should be installed southbound of Hillview Road.

Figure 7A: Directional Closure Highway 19 Northbound – South of Median Gate – North End



This aerial photograph shows a road closure on Hillview Road, which intersects Highway 19. A north arrow is located in the top right corner. The road closure is marked with several signs and barricades. On the left side of Hillview Road, there is a 'ROAD CLOSED' sign and a 'ROAD AHEAD' sign. On the right side, there is a 'ROAD CLOSED' sign and a 'ROAD AHEAD' sign. The road is flanked by dense green trees and a body of water is visible in the background. The labels in the image are: Highway 19, Hillview Road, Barricade with C-058-1 sign, Barricade with R-012 sign, R-015-L (600 x 600), and R-015-L (600 x 600).

Figure 7C: Directional Closure Highway 19 Northbound – South of Median Gate – South End



4.5.5 Scenario #5: Directional Closure Highway 19 Southbound – North of Median Gate

For directional closures on Highway 19 southbound, north of the median gate, between Summerset Road and the median gate, Summerset Road will be used as a crossover location for Highway 19 southbound to travel in the northbound lanes. The median gate will be used as a crossover location for southbound traffic to cross back onto the normal traffic side .

See the following figures:

- *Figure 8A: Directional Closure Highway 19 Southbound – North of Median Gate – North End*
- *Figure 8B: Directional Closure Highway 19 Southbound – North of the Median Gate - South End*

Taper lengths and device spacing lengths for this configuration north of Summerset Road are according to 60 km/h found in Table A and B in the 2020 TMM as the posted speed limit is 60 km/h on this section until 200 m south of Summerset Road. Signs should be positioned so as not to block accesses

A TCP will be used to direct traffic into and out of Summerset Road as needed. Devices should be positioned to allow turning movements into and out of Summerset Road. Left turns will not be allowed from northbound Highway 19 onto Summerset Road, or from Summerset Road onto northbound Highway 19. In other words, Summerset Road will only have right-in, right-out access for this configuration.

The TCP may also be used to assist with the transition for Highway 19 southbound traffic to crossover onto the northbound side.

MAXIMUM 50 KM/H R-004 signs with CONSTRUCTION SPEED ZONE C-080-T tabs and TWO WAY TRAFFIC C-132 signs may be repeated every 1-2 km as needed. In particular, supplemental signs should be installed after major accesses.

Figure 8A: Directional Closure Highway 19 Southbound – North of Median Gate – North End

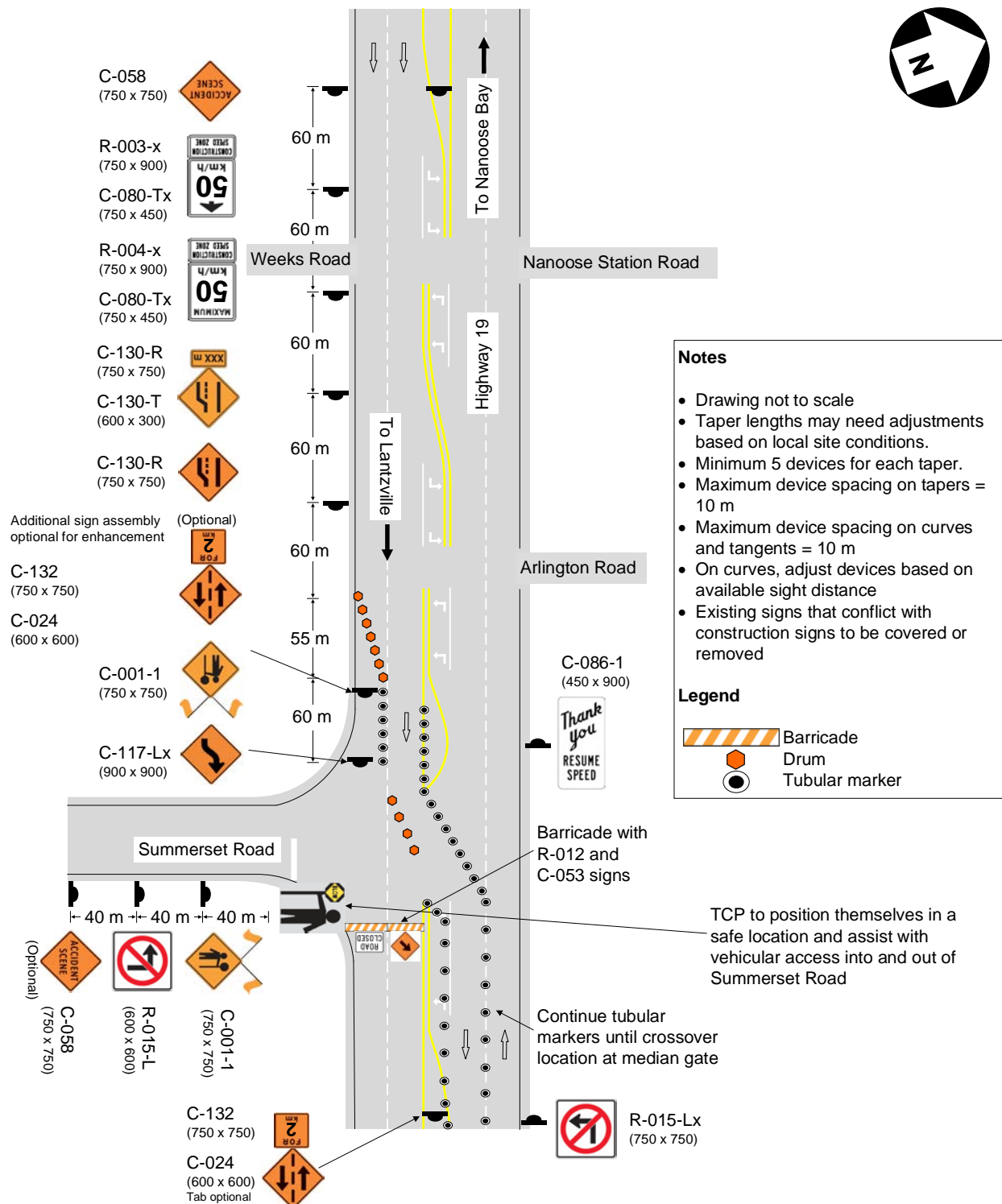
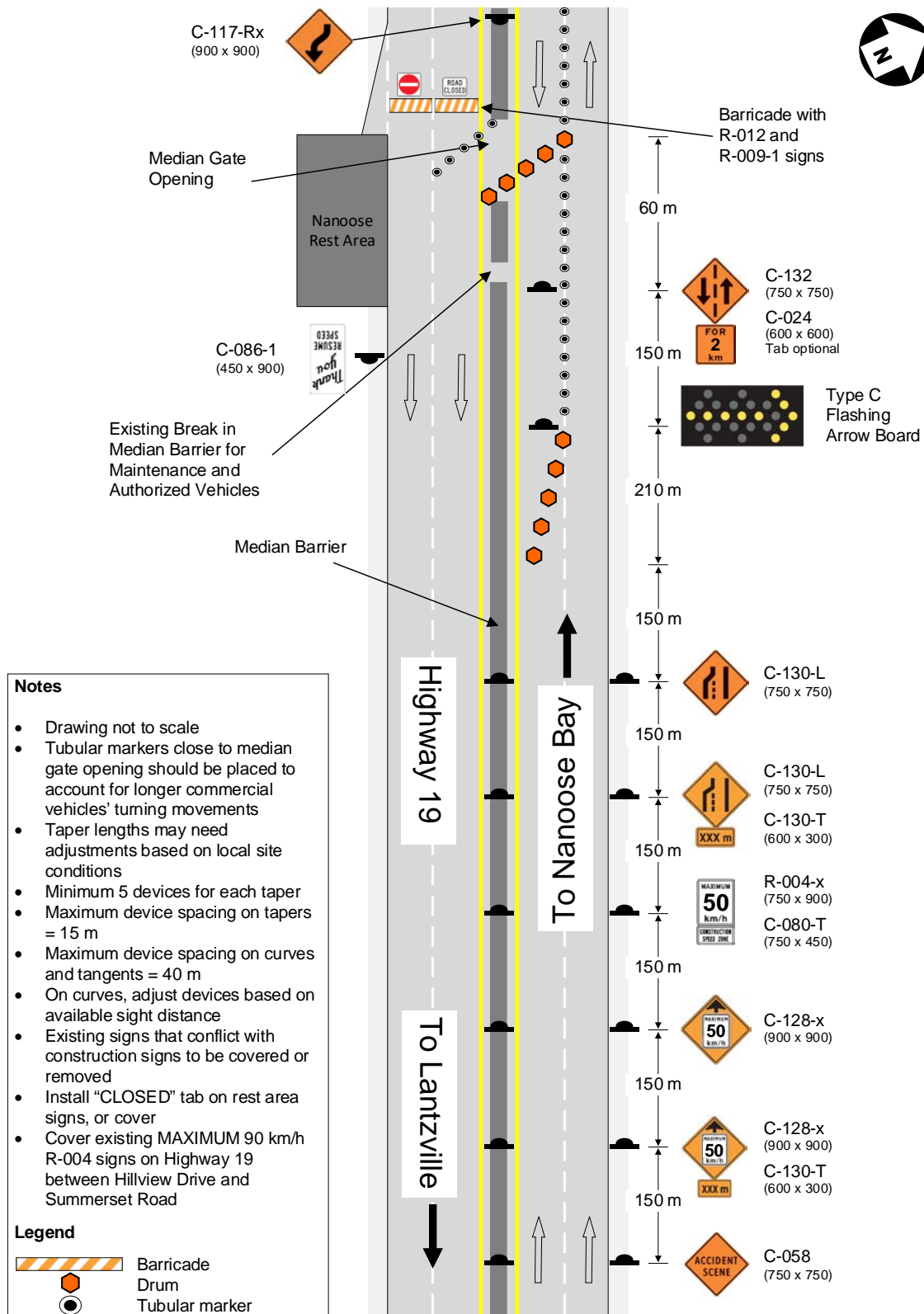


Figure 8B: Directional Closure Highway 19 Southbound – North of the Median Gate - South End



4.5.6 Scenario #6: Directional Closure Highway 19 Northbound – North of Median Gate

For directional closures on Highway 19 northbound, north of the median gate, between Summerset Road and the median gate, the median gate will be used as a crossover location for Highway 19 northbound to travel in the southbound lanes. Summerset Road will be used as a crossover location for northbound traffic to cross back onto the normal traffic side.

See the following figures:

- *Figure 9A: Directional Closure Highway 19 Northbound – North of Median Gate – North End*
- *Figure 9B: Directional Closure Highway 19 Northbound – North of Median Gate – South End*

Taper lengths and device spacing lengths for this configuration north of Summerset Road are according to 60 km/h found in Table A and B in the 2020 TMM as the posted speed limit is 60 km/h on this section until 200 m south of Summerset Road. Signs should be positioned so as not to block accesses

A TCP will be used to direct traffic into and out of Summerset Road as needed. Devices should be positioned to allow turning movements into and out of Summerset Road. Left turns will not be allowed from northbound Highway 19 onto Summerset Road, or from Summerset Road onto northbound Highway 19. In other words, Summerset Road will only have right-in, right-out access for this configuration.

The TCP may also be used to assist with the transition for Highway 19 southbound traffic to crossover onto the northbound side.

MAXIMUM 50 KM/H R-004 signs with CONSTRUCTION SPEED ZONE C-080-T tabs and TWO WAY TRAFFIC C-132 signs may be repeated every 1-2 km as needed. In particular, supplemental signs should be installed after major accesses.

Figure 9A: Directional Closure Highway 19 Northbound – North of Median Gate – North End

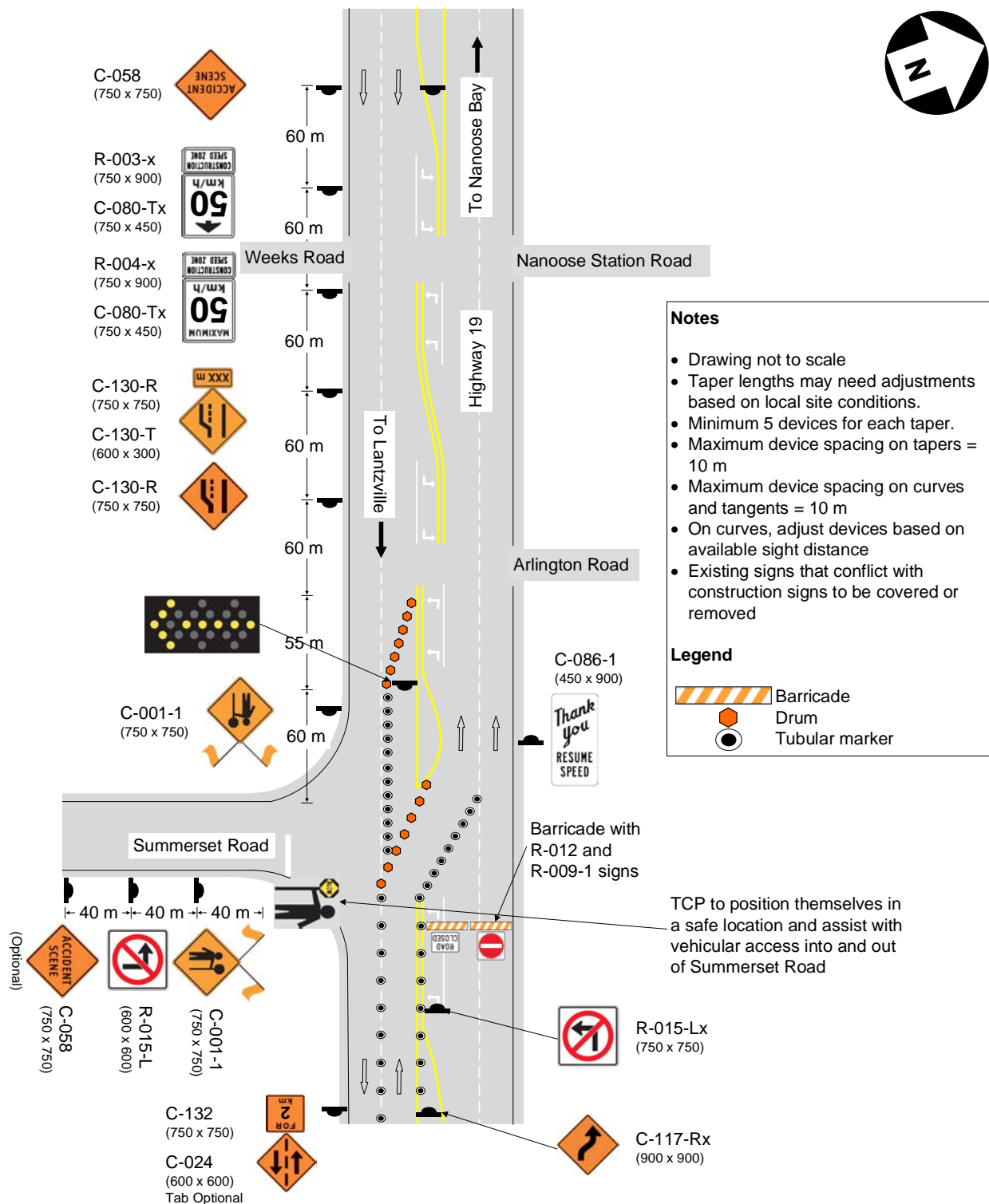
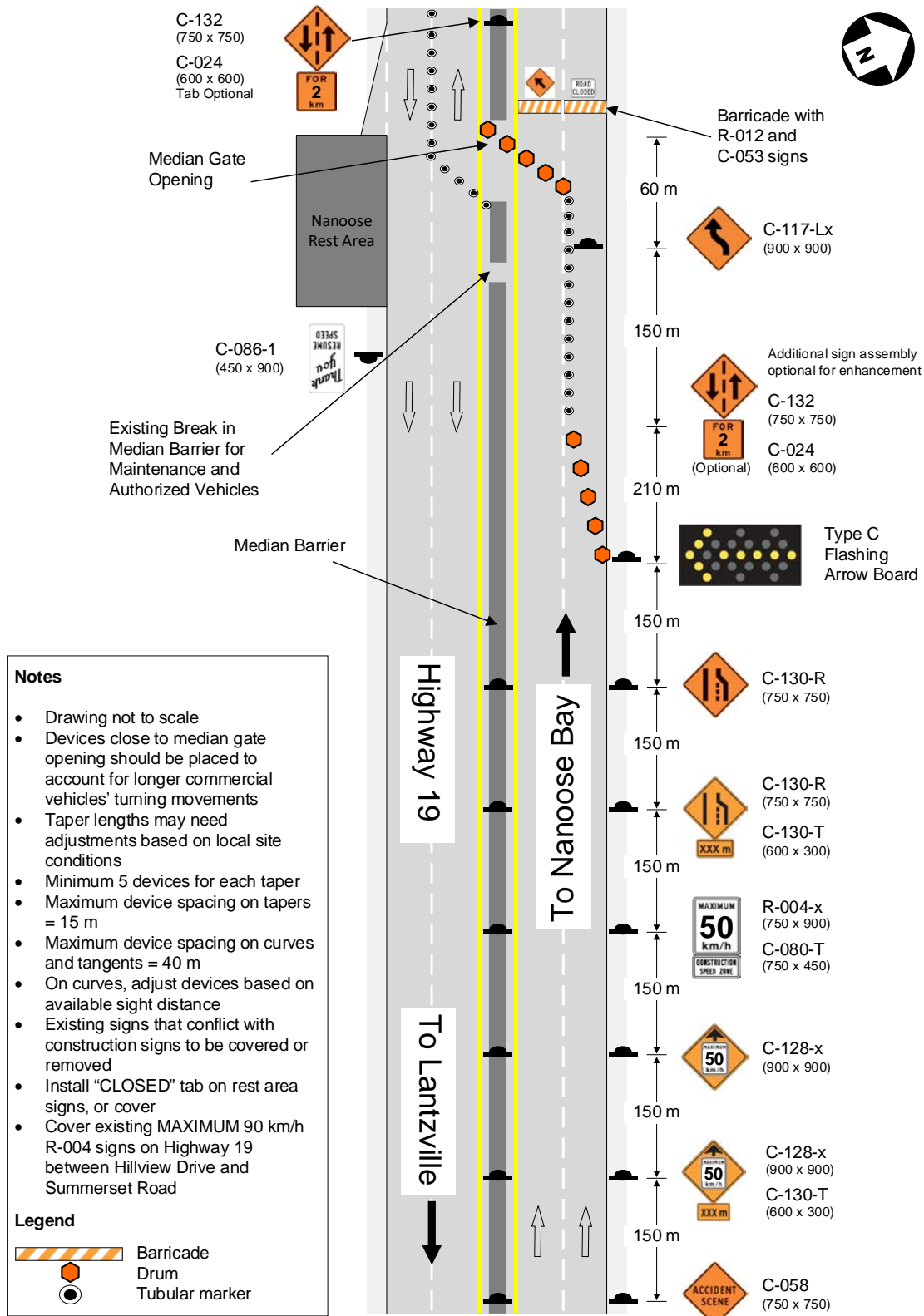


Figure 9B: Directional Closure Highway 19 Northbound – North of Median Gate – South End



5.0 Incident Management Plan

The Incident Management Plan included in this TMP establishes general protocols for the TCS to follow in the event of an incident. It aims to maintain efficient emergency services, enable safe traffic movements, and reduce the time required to restore traffic flow, should an incident occur.

The Incident Management Plan discussed below addresses any additional incidents which may occur on the detour route. It does not address the original incident which led to the implementation of this TMP.

All crew members will be familiar with the incident management procedures outlined in this TMP. The Prime Contractor will ensure that resources are available to respond to emergencies as needed. The TCS, Traffic Control Manager and Site Supervisor will work together to provide efficient response and coordination, including any changes that may need to be made to the traffic control layout.

Incidents covered in this Incident Management Plan include unforeseen events which affect traffic operations. Examples include vehicle collisions, vehicle breakdown, stalls, objects falling from vehicles, or any other event which causes disruptions to traffic flow. It also includes situations where emergency vehicles require access to and/or through the closure/work zone.

Note: Procedures for tracking and responding to incidents such as worker injuries would be covered in the Occupational Health and Safety (OHS) Plan.

5.1 Detection of an Incident

The TCS, Dan Froese, will monitor the areas within, and in the vicinity of, the work zone. If an incident is detected, Dan will immediately respond.

If any of the crew members or TCPs detect an incident, they will relay all relevant information to the TCS. Relevant information includes the following:

- Location of the incident
- Number of people involved and their current condition
- Whether or not emergency services may need to be called
- Any other relevant information such as accessibility issues, fire, or hazards

5.2 Incident Management Procedures

The TCS will then verify the incident, assess the severity of the incident, call additional emergency services if required, and inform the Traffic Control Manager who will work with the TCS, Site Supervisor, and relevant field staff in order to respond to the incident appropriately.

The TCS will follow the procedure below, coordinating with the Traffic Control Manager and Site Supervisor as necessary:

- 1) Based on the severity of the incident, monitor and secure the area as necessary
- 2) Adjust the traffic control layout as required to allow emergency services access to the incident as quickly as possible
- 3) Direct emergency responders to the incident and assist as necessary
- 4) Modify the traffic control layout as necessary and maintain traffic flow if possible.

The Site Supervisor will be responsible for the following:

- 1) Informing all crew members (by radio or directly talking to them) of the incident and the possibility of additional emergency crews entering the detour area
- 2) Notifying the Ministry's representative as soon as practical – including the following information, as available:
 - a. That an incident has occurred
 - b. Planned clearance time of the incident
 - c. Clearance measures required
 - d. Response measures taken
 - e. Planned measures, including modified traffic control layout, to restore traffic flow
- 3) Providing regular updates to the Ministry's representative – typically every 30 mins.

5.3 Public Notification

Upon notification of the incident, the Site Supervisor will immediately contact the Transportation Management Centre BC (TMCBC) to notify them of the incident, changes to traffic patterns, and estimated clearance time. The Site Supervisor will update TMCBC with information as made available from the Site Supervisor.

Depending on the severity of incident, if there are significant delays (longer than 30 mins), TCPs and other crew members may be used to walk the queue and inform drivers of the following information:

- That an incident has occurred
- Estimated delay and clearance time
- Alternate routes (if available)

5.4 Resumption of Traffic Flow

At the conclusion of the incident, crew members will work with the TCS and Site Supervisor to clear the incident area of equipment and debris before restoring traffic flow to the layouts in this TMP. The Site Supervisor will notify the Ministry's representative once the incident is cleared and traffic flow is restored to the plans in this TMP.

In addition, the TCS will work with the Traffic Control Manager and Site Supervisor to:

- 1) Survey the incident area for any damage to infrastructure, equipment and materials. If significant damage is observed, the affected area should be protected from general traffic and the public. The Site Supervisor will notify the Ministry Representative of any repairs which may need to be made.
- 2) Complete the Incident Management Report – which will then be sent to the Ministry Representative
- 3) Relevant parties will meet to discuss the incident including:
 - What happened?
 - Why did it happen?
 - What could have prevented it from happening?
 - What improvements can be made to the traffic control layouts or the TMP as a whole to prevent this, or similar incidents, from happening again in the future?

5.5 Emergency Contact List

Emergency/Public Services	Phone Number
Emergency – Police, Fire, Ambulance	911
Oceanside RCMP (non-emergency)	XXX-XXX-XXXX
Lantzville Fire Department (non-emergency)	XXX-XXX-XXXX
BC Ambulance (non-emergency)	XXX-XXX-XXXX
Nanaimo Regional General Hospital (non-emergency)	XXX-XXX-XXXX
BC Hydro	XXX-XXX-XXXX
FortisBC Gas	XXX-XXX-XXXX
Telus	XXX-XXX-XXXX
Shaw	XXX-XXX-XXXX
WorkSafeBC	XXX-XXX-XXXX
Provincial Emergency Program	XXX-XXX-XXXX

Ministry of Transportation	Phone Number
Ministry's representative (Operations Manager) – Liam Smith	XXX-XXX-XXXX
Alternate Ministry's representative (Road Area Manager) – William Lee	XXX-XXX-XXXX
District Manager – Susan Hardy	XXX-XXX-XXXX

Contractor	Phone Number
Site Supervisor – John Smith	XXX-XXX-XXXX
Alternate Site Supervisor (if John unavailable) – Eric Johnson	XXX-XXX-XXXX
Traffic Control Manager – Jane Smith	XXX-XXX-XXXX
Traffic Control Supervisor – Dan Froese	XXX-XXX-XXXX
Traffic Engineer – Emma Li	XXX-XXX-XXXX

6.0 Public Information Plan

This Public Information Plan details methods for communicating to the travelling public, especially any delays in travel. It also outlines methods for providing work updates to the Road Authority.

Public notification through DriveBC is critical for informing road users of the incident on this section of Highway 19 and keeping them updated on the anticipated delays and closure time. As stated in the Highway Maintenance Agreement, the Contractor will contact the Transportation Management Centre BC (TMCBC), who will then post the notification onto DriveBC.

In addition, the Contractor will contact local radio stations and other media outlets, as well as use social media, as required, to provide up-to-date traffic information to the public. Local radio stations include, but are not limited to, the following:

Local Radio Stations	Phone Number
Island Radio	XXX-XXX-XXXX
The Wave 102.3 FM Radio	XXX-XXX-XXXX
CHLY 101.7 FM Radio	XXX-XXX-XXXX
CHWF 106.9 The Wolf Radio	XXX-XXX-XXXX

Due to the unplanned nature and short duration of the implementation, dynamic message signs will not be used for this project. Instead, static advance warning signs will be used, as indicated in the traffic control drawings.