# Background

In the summer of 2022, the Hickman, Nebraska Volunteer Fire and Rescue Department conducted a multiagency, multidiscipline 4-hour Traffic Incident Management (TIM) training exercise. This exercise was put together with one goal in mind: responder safety on a newly constructed roadway. This training consisted of two practical exercises and a debrief after each scenario. The scenarios were overseen by the chiefs of the various fire departments and led by junior command officers to provide command experience.

Best practices and lessons learned from exercise planning and execution are summarized below to assist departments in incorporating TIM objectives into their training curriculum. This guide outlines the following categories:

1. Exercise Foundations
2. Logistics
3. Exercise & Scenario Planning
   1. Sample Timeline

Example exercise goals, objectives and scenarios incorporate Incident Command System (ICS) principles and TIM standards. Crash investigation, extrication, etc. are not covered in this document.

# PRE-REQUISITE!

* Didactic/cognitive portion of training to be completed by participants prior to exercise.
* It is recommended that participants complete a National TIM course. This can either be completed online through Federal Highway Administration (FHWA) **OR** preferably scheduled with the Nebraska State TIM Coordinator. The TIM class may be conducted in conjunction with the TIM Exercise (i.e., 4 hours of classroom instruction followed by the live practical exercise). Upcoming TIM trainings can be found on the Nebraska Department of Transportation (NDOT) [TIM website](https://dot.nebraska.gov/safety/tim/training).
  + Submit a training request through the [NDOT Training Request Form](https://forms.office.com/Pages/ResponsePage.aspx?id=3wcyBInm9kuQIAEDjxHwsWEOk5frcyxAoVha_mHVB6VUOVk5SVcwVlNJRlhZT0YxNjlNNURWWjZOSC4u) to coordinate with the Nebraska Statewide TIM Coordinator or your local TIM trainer.

# Establishing Exercise Foundations

## Example Exercise Goals

* Demonstrate national TIM best practices and apply them with real-life scenarios
* Improved competence and confidence in managing emergency incidents in the vicinity of significant traffic flow

## Example Exercise Objectives

What will the training **achieve**?

What can be used to **measure success**?

What will attendees **learn** through active participation?

* Improved interoperability with neighboring Mutual Aid agencies
* Demonstrate the ability to assess an emergency scene on or adjacent to a roadway for traffic control needs
* Demonstrate knowledge of TIM fundamentals, including identifying most advantageous apparatus staging locations and planning for improvement of safety measures as more resources arrive
* Identify allied agency assets that can support TIM efforts while on-scene and know how to request their help
* Identify resources from other disciplines that can be used to improve incident response and clearance
* Demonstrate knowledge of responder roles and prioritize the responsibilities associated with the major functions of Traffic Incident Management
* Demonstrate an awareness of safety for all on scene (responders, patients, by standers, etc.) operating in the vicinity of live traffic
* Conduct a safety briefing for all training attendees covering scene safety, expectations, identity of safety officer

## My Exercise Goals:

1.

2.

## My Exercise Objectives:

1.

2.

3.

4.

5.

# Logistics

Considerations:

* Start planning **at least 2 months** prior to anticipated exercise date
* Base **level of effort: 10 hours**

## Event Checklist

Book venue and/or plan what road will be closed

* + ***PROPOSED EVENT DATE***

Coordinate with city/county/state roads to plan road closure on proposed training date OR consider alternate locations (airport, parking lot, etc.)

* + Roadway owners can provide traffic control equipment like barricades and electronic message signs to facilitate the road closure and alternate route
  + Electronic message signs can be pre-positioned and remotely activated

Plan invitation list and get contact information for attendees

Send invitation

Review invitee responses and make assignments (their role/what resources to bring)

Conduct public outreach through public announcements via mainstream and social media advising of a live training exercise (if the location impacts or is viewed by the public)

* + Work with agency PIOs or communications staff

Finalize scenarios

* + Include debrief questions and communications plan

Coordinate with dispatch for exercise radio traffic to be on a designated channel and finalize communications plan that will not interfere with regular response radio traffic

Finalize resource list and responsible party

Finalize location (permissions to close the road, construction companies, etc.)

Finalize participant list and roles/responsibilities

Conduct the training scenario(s)

Conduct a hotwash and/or a formal after-action review (AAR)

* + Identify any additional training needs and follow up as necessary

Share best practices and findings post-event with participating agencies

Forward post-event summaries to executive level staff for awareness

## Invitation Checklist

Fire departments

Emergency medical services

Law enforcement (city, county, state)

Emergency communications

* + If possible, have them on-scene in a mobile command post

Road owners (city, county, DOT)

Tow professionals

* + Collaborate with them to get crashed vehicles for scenarios and include in the live training exercise

Emergency management authority

Medical helicopter

Road construction or other local contractors

Media/public information officers

Hazardous materials specialists

County Attorney

## Resources Checklist

This is **not** a comprehensive list of resources, and not everything may apply to what is needed to execute your planned scenarios. Update this list as scenario planning is finalized.

|  |  |
| --- | --- |
| **Resource** | **Responsible Party/Parties** |
| 2 “incident” vehicles | Name:  Agency:  Phone:  Email: |
| Responder vehicles (tow truck, fire truck, ambulance, command trailer, etc.) | Name:  Agency:  Phone:  Email: |
| Temporary traffic control signage | Name:  Agency:  Phone:  Email: |
| County & state traffic control devices  (electronic message boards) **\*\*** “EXERCISE AHEAD” messaging | Name:  Agency:  Phone:  Email: |
| Tow company to “clear” the traffic lanes | Name:  Agency:  Phone:  Email: |
| Law enforcement | Name:  Agency:  Phone:  Email: |
| Medical helicopter | Name:  Agency:  Phone:  Email: |
| Victim role players **\*\*** Consider using your local high school drama department for role players | Name:  Agency:  Phone:  Email: |
| Observer / Controllers / Evaluators | Name:  Agency:  Phone:  Email: |

# Exercise & Scenario Planning

This is YOUR exercise. Plan scenarios that meet the needs for the participating agencies. Two sample scenarios are provided in this guide. Additional example scenario overviews and from the 2023 TIMEX event can be found on the NDOT Nebraska TIM website [here](https://dot.nebraska.gov/safety/tim/resources/). Curriculum considerations:

* Allow junior command staff to act as incident commander during exercise
* Push, pull, drag (PPD) practices
* Validation of agency SOPs/policies (e.g., safe vehicle positioning, emergency vehicle lighting, medical examiner/county attorney coordination, requesting roadway owner resources, etc.)
* UAS/drone task force training exercise for expedited crash investigation
* Tow company capabilities and heavy rescue
* Communication protocols
* Oversized loads (wind turbine, farm equipment) – where does it go when you detour traffic?
* Crash reporting protocols (i.e., TIM performance measures)

Scenario planning consists of the following components:

1. **Staging**
   1. What type of crash has occurred?
   2. Where is the crash located?
   3. What type of vehicles are involved?
   4. What special circumstances need to be considered (e.g., HazMat, medical helicopter, bridge inspection, fatality, etc.)?
   5. Where are agency units going to be located/staged at time of dispatch?
   6. Safety briefing
2. **Narrative**
   1. What steps of incident response to highlight?
   2. What is each participating agency doing and in what order?
3. **Debrief (SAMPLE QUESTIONS)**
   1. What was your assignment upon arrival?
   2. Did successfully accomplish your assignment?
   3. What best practices were observed?
   4. What opportunities for improvement were observed?
   5. Did you have all the resources needed?
   6. Did you achieve exercise goals and objectives?
   7. What lessons have been learned and who should we share them with?

## Scenario Example #1

### *Scenario #1 Staging*

* Incident in the vicinity of ***LOCATION*** simulating a collision during an entrance ramp-to-mainline merge attempt.
* Incident consists of two vehicles, each with two occupants. Traffic managed to allow the left lane to remain open while the entrance-ramp is closed, with traffic diverted.
* ***AGENCY NAME*** will be staged at ***LOCATION***.
* ***AGENCY NAME*** will be staged at ***LOCATION***.

### *Scenario #1 Narrative*

* ***AGENCY NAME*** dispatched to the incident with mutual aid requested from ***AGENCY NAME***.
* First unit assesses the scene, radios scene size-up report, requests additional resources/mutual aid and assigns incoming units.
* Fire resources to manage traffic and simulate extrication motions, while EMS resources triage, assess, and prepare patients for transport.
* Law enforcement simulates crash investigation/diagramming.
* Roadway owner determines and facilitates alternate route – discussion of road closures, detours, and traffic control used.
* Tow company simulates incident clearance with equipment brought.
* Incident vehicles and responding apparatus reset for Scenario #2, during which a debrief is held on scene. Following the debrief, ***AGENCY NAME*** will return to staging locations.
* In the event of real-world calls for service to participating agencies, the dispatched agency would immediately leave the training exercise and respond to their dispatched call for service with proper communication to exercise command.

## Scenario Example #2

### *Scenario #2 Staging*

* Restage the crashed vehicles to a different crash scenario. Some types to consider:
  + Head-on
  + Rear-end
  + Angled
* One lane should be blocked by the crash and the other lane left open to allow for practice in establishing temporary traffic control.
* Return all responder vehicles to the staging area to await “dispatch” to the exercise.
* Safety Briefing

### *Scenario #2 Narrative*

* Consider roles of all responder disciplines available at the training session:
  + Dispatch
  + Law Enforcement
  + Medical helicopter
  + EMS / Fire
  + Road owner
  + Tow professional
* The training session should involve all available resources, so that everyone present gets to practice their respective skills and work with others.
* Remember the following tasks/needs while working through the scenario:
  + Scene size-up
  + Using safe vehicle positioning
  + Light shedding strategies
  + Establishing a traffic incident management area/safe work zone
  + Establishing temporary traffic control to keep traffic flowing by the scene
  + Communication, cooperation, collaboration (establish a unified command)
  + Working together with a sense of urgency in a safe manner
  + Use of HVSA by all responders
* A debrief should be conducted after completing the training scenario.
* In the event of real-world calls for service to participating agencies, the dispatched agency would immediately leave the training exercise and respond to their dispatched call for service with proper communication to exercise command.

## Example Timeline

**PRE-REQUISITE!** National TIM Training Session to be held prior to exercise scenarios. Discussion of discipline roles and responsibilities is crucial to fostering TIM discussions during the exercise.

08:00 a.m. Conduct National TIM Training Session (classroom style)

12:00 p.m. Break for lunch

01:00 p.m. Deploy apparatus to Scenario #1 location

01:00 p.m. Stage vehicles for Scenario #1

01:30 p.m. Pre-exercise safety briefing at Scenario #1 location

01:45 p.m. Start Scenario #1

02:30 p.m. Complete Scenario #1

02:40 p.m. Debrief at scene

03:00 p.m. Reset for Scenario #2

03:15 p.m. Start Scenario #2

04:15 p.m. Complete Scenario #2

04:30 p.m. Debrief at scene

04:50 p.m. Wrap up media availability

05:00 p.m. End of training

## My Scenarios:

1. **Staging**
2. **Narrative**
3. **Debrief**

## My Exercise Timeline (~4-5 hours):