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State of New Jersey

Traffic Incident Management Safety Guidelines *for* Emergency Responders



With Addendum *for the* New Jersey
Southern Area First Responders
Incident Management Task Force



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July 14, 2016

Dear Traffic Incident Management Safety Partners:

I am pleased to refer you to the State of New Jersey Traffic Incident Management Safety Guidelines for Emergency Responders. The Guidelines provide uniform operational guidance to help ensure safe operations by emergency responders dispatched to incidents on limited access highways and other roadways in New Jersey. They were formulated based on nationally recognized practices with input from several partner agencies. Thank you for your efforts in promoting emergency responder safety.

Sincerely,

CHRISTOPHER S. PORRINO
ACTING ATTORNEY GENERAL OF NEW JERSEY



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Acknowledgments

*New Jersey Career Fire Chief's Association
New Jersey Division of Fire Safety
New Jersey Department of Transportation - Transportation Systems Management
New Jersey State Fire Chief's Association
New Jersey State First Aid Council
New Jersey State Police Highway Traffic Safety Unit
New Jersey State Police Incident Management Unit
Delaware Valley Regional Planning Commission
South Jersey Transportation Authority
New Jersey Office of Emergency Medical Services*

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Introduction

The purpose of this document is to provide uniform operational guidelines to ensure safe operations by emergency responders dispatched to incidents on limited access highways and other roadways as applicable in the State of New Jersey. These operational guidelines were formulated based on nationally recognized practices, with guidance from those agencies listed under Acknowledgments. Input was received from representatives of those agencies listed under the State of New Jersey Highway Incident Traffic Safety Guidelines for Emergency Responders Feedback Committee. This document should be used by emergency responders as a guideline for decision-making. The decisions can be modified as necessary to address existing onsite conditions.

Guidelines Mission: Provide a sustainable, multi-disciplined, and consistent traffic incident management program to promote: first responder safety; safe, quick clearance practices; and prompt, reliable incident communication.

These guidelines identify safe vehicle positioning as well as common general safety and on-site practices for all emergency responders. It provides guidance for maximum protection and safety for all emergency responders operating at limited access highway incidents and other roadways as applicable. These guidelines also identify the need to provide mobility for the motoring public. All emergency responders should adhere to the standards set forth in the Manual on Uniform Traffic Control Devices (MUTCD), Chapter 6I, which is listed in Appendix A. All emergency responders should understand and appreciate the special hazards and

high risk that personnel are exposed to when operating at roadway related incidents with motor vehicle traffic, high vehicle speeds, adverse weather conditions, heavy trucks, and exposure to motorists with varying degrees of ability, with possible vision, alcohol, and drug impairment. All emergency responders shall understand that the objective is to get onto the roadway, perform their duties, and get off the roadway as quickly and efficiently as possible. This will reduce high-risk exposure and help to get traffic patterns back to normal. Emergency responders should always operate within a protected environment at any type of incident on or near a roadway, and when exposed to motor vehicle traffic.

The guidelines in this document are general since they cannot cover all incidents or unique site- specific conditions. This document is not intended to be a textbook, nor a substitute for training, technical knowledge, experience, or effective judgment. Local or geographic conditions may necessitate the need for additional sections to this document.

In order to manage roadway incidents efficiently and safely on a consistent basis, it is important that emergency responders have an awareness of expected behavior from other responding agencies. All emergency responders should make every effort to increase communication and cooperation at an incident to reduce points of conflict and to better understand each agency's concerns. Managing a traffic incident and any related problem is a team effort. It is not a question of "who is in charge" but "who is in charge of what."

Objectives of the guidelines set forth in this document follow recommended strategies of the National Unified Goal (NUG) of Traffic Incident Management. The NUG is a unified national policy developed by major national organizations representing traffic incident responders, under the leadership of the National Traffic Incident Management Coalition. The mission of this document is consistent with the three goals of the NUG: promotion of responder safety; safe, quick clearance; and prompt, reliable, interoperable communications.

Training on these guidelines is necessary and will be offered throughout the state. The State of New Jersey Traffic Incident Management Safety Training Program has been approved by the Federal Highway Administration through its Strategic Highway Research Program (SHRP 2).



Definition of Terms

The following terms shall be used during incident operations, post incident analyses, and training activities related to working in or near moving traffic:

Activity Area – an area comprised of the Buffer Space and the Incident Space.

Advance Warning Area – an area established upstream of the incident to alert drivers of the upcoming incident scene. This area should be a high priority for emergency responders. Placement of advance warning devices may need to be adjusted for situations near a curve, corner, hill, or other reduced visibility situations.

Blocker Vehicle – the initial on-scene emergency vehicle, preferably a fire apparatus, positioned on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the Incident Space where responders are working. This includes using the vehicle to “block to the left” or “block to the right”.

Buffer Space – the empty, unoccupied space or distance between the Transition Area and the Incident Space.

Downstream – the area past the incident in the direction of normal traffic flow as it travels away from the incident space.

Emergency Responder – Fire, Police, EMS, transportation agency, and any other personnel dispatched to an emergency scene.

Incident – any non-recurring event that causes a reduction of roadway capacity due to motor vehicle crashes, vehicle fires, natural disaster, or other unplanned event that affects or impedes the normal flow of traffic.

Incident Space – the area contained in the Activity Area which includes the incident and the necessary space around the incident required to manage the event, including vehicles and personnel.

Law Enforcement – New Jersey State Police or other law enforcement agency with jurisdictional authority.

Limited Access Highway – designation of a highway with limited access points.

MUTCD – The Manual on Uniform Traffic Control Devices, published by the Federal Highway Administration (FHWA) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F.

Off-ramp – exit from the highway.

On-ramp – entrance to the highway.

Protected Space – the space not occupied by responders or response vehicles between the blocking vehicle and the incident. A Blocker Vehicle should be positioned a sufficient distance in advance of responders to absorb contact by an errant vehicle.

Roadway – entire width between the boundary lines of every way publicly maintained when it is open to the use of the public for purposes of vehicular travel.

Shadow Vehicle – the second due fire apparatus or other emergency responder vehicle, which positions upstream of the Blocker vehicle at an angle.

Taper – the action of directing several lanes of traffic into fewer or more lanes utilizing traffic control devices. This action should be used prior to the Buffer Space, and may also be used in the Termination Area.

Temporary Traffic Control Zone – defined by the MUTCD as an area of roadway where road user conditions are changed because of a work zone or an incident through the use of temporary traffic control devices, uniformed law enforcement officers, or authorized personnel.

Termination Area – the area used to notify drivers that the Traffic Incident Management Area is ending and they may resume normal driving.

Traffic Incident Management Area – this area is a type of Temporary Traffic Control Zone and extends from the first warning device to an area where the moving traffic returns to original traffic patterns and is clear of the incident. Consideration should be given to include the area which is part of the police investigation. This area has four main components: Advance Warning Area, Transition Area, Activity Area and Termination Area.

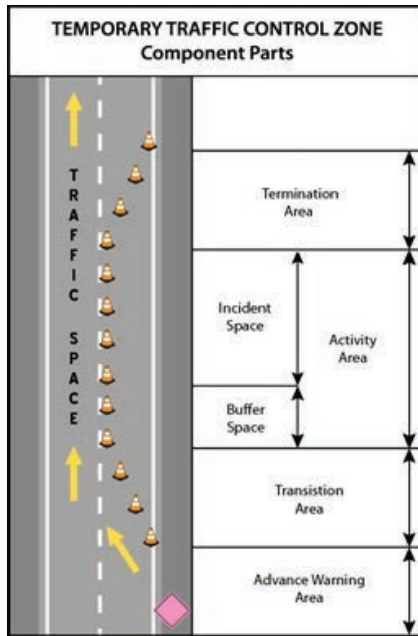
Transition Area – the area/lane of roadway where approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.

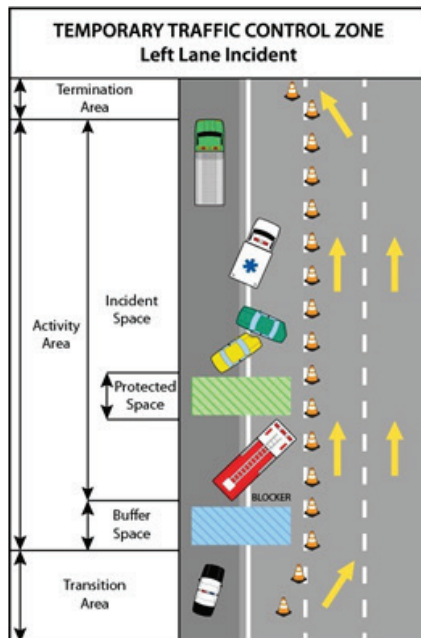
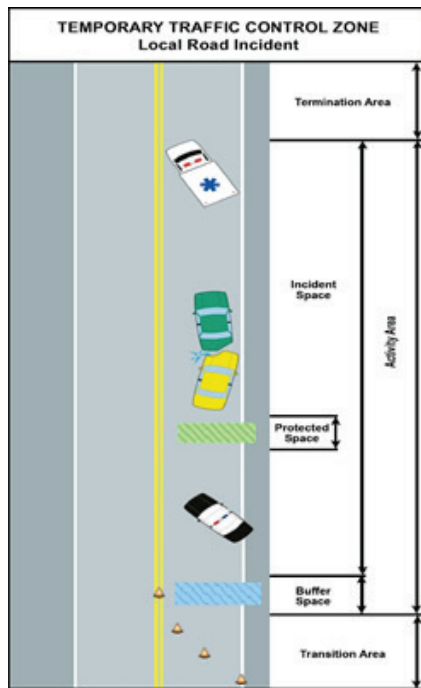
Upstream – the area prior to the incident in the direction of normal traffic flow as the vehicles approach the Traffic Incident Management Area.

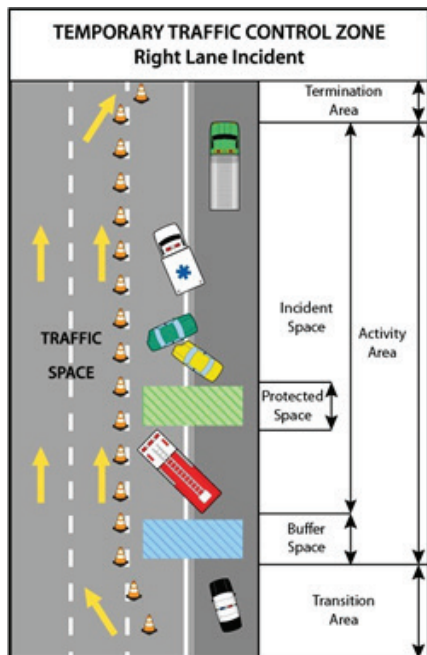
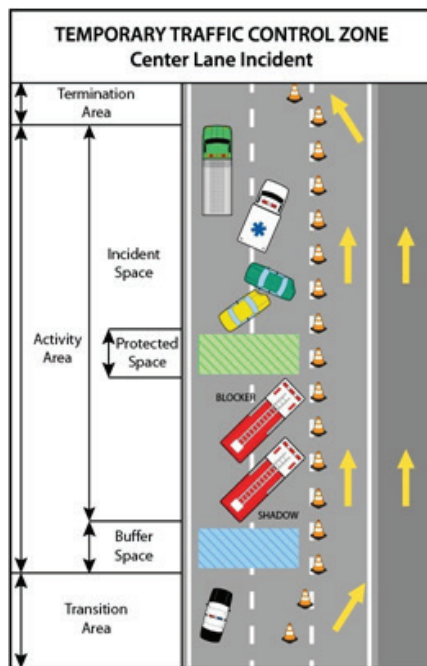


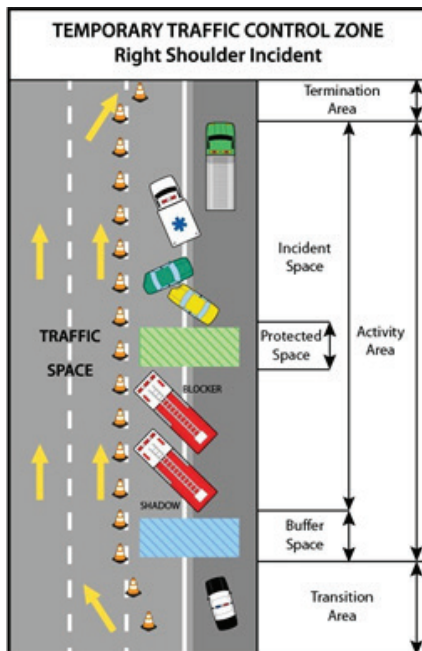
Temporary Traffic Control Zone Diagrams

The following diagrams illustrate typical components of a Temporary Traffic Control Zone and example incident situations:











Incident Management

Responders to roadway incidents will utilize a National Incident Management System (NIMS) compliant command structure. As defined by FEMA, NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to:

- Be applicable across a full spectrum of potential incidents, hazards, and impacts; regardless of size, location, or complexity.
- Improve coordination and cooperation between public and private entities in a variety of incident management activities.
- Provide a common standard for overall incident management.

Incidents requiring the response of multiple stakeholders will be managed via a Unified Command. As such, each responding discipline will send a representative to the Unified Command Post, where they will work cooperatively and within their respective areas of expertise to safely and effectively mitigate the incident. Decisions will be communicated amongst all stakeholder representatives to ensure coordination of efforts.

The designated law enforcement member on scene will serve in the role of Incident Commander and will have the final say in any operational issues which arise within the unified command structure.

In conformance with NIMS, responders will typically be assigned to one of the following branches: Fire Branch (Rescue, HazMat, Suppression); Emergency Medical Services Branch (Triage, Treatment, Transport, Rehab); and Police Branch (New Jersey State Police (NJSP), other law enforcement, New Jersey Department of Transportation (NJDOT), other transportation agencies, towing and recovery).

- 4.1** The first arriving emergency responder will establish command of the incident and remains in control until command is transferred or the incident is stabilized and terminated.

- 4.2** If law enforcement arrives on an established scene, they shall interface with the Incident Commander for an incident briefing and the transfer of command. While still maintaining overall incident scene responsibility, the law enforcement Incident Commander may designate incident operations to another public safety agency in order to effectively manage and coordinate incident resources.



Roles and Responsibilities

The following is an outline of typical roles and responsibilities of emergency responders who are dispatched to roadway incidents. It is understood the listed roles and responsibilities may vary based on incident needs.

5.1 Common Responsibilities

Typical incident management responsibilities applicable to all branches include:

- (a) Protect the incident scene
- (b) Perform first responder duties/generation caused by the application of water;
- (c) Assume role of Incident Commander, if appropriate
- (d) Support unified command
- (e) Clear minor incidents
- (f) Follow bloodborne pathogens protocol
- (g) Wear appropriate Personal Protective Equipment (PPE), including Safety Vests
- (h) Preserve evidence
- (i) Be visible at all times

5.2 Emergency Medical Services Branch

The primary responsibilities of EMS are the triage, treatment, and transport of victims. Additional incident management responsibilities include:

- (a) Provide medical treatment to those injured at the incident scene
- (b) Determine destination and transportation requirements for injured victims
- (c) Coordinate evacuation with fire, police, and ambulance or airlift
- (d) Transport victims for additional medical treatment
- (e) Provide medical monitoring and rehabilitation for emergency responders

5.3 Fire Branch

Fire and rescue services are provided by fire departments and HazMat agencies.

Additional incident management responsibilities include:

- (a) Rescue/extricate victims
- (b) Extinguish fires
- (c) Stabilize and render safe crash damaged vehicles
- (d) Assess incidents involving a hazardous materials release
- (e) Contain or mitigate a hazardous materials release
- (f) Mitigate minor fluid spills
- (g) Establish and monitor Temporary Air Medical (Medevac) Landing Zones

5.4 Police Branch

5.4.1 Law Enforcement

Applicable law enforcement agencies have jurisdiction over roadway incidents.

Additional incident management responsibilities include:

- (a) Serve as Incident Commander
- (b) Secure incident scene
- (c) Assist responders in accessing the incident scene
- (d) Establish emergency access routes
- (e) Control arrival and departure of incident responders
- (f) Police perimeter of incident scene and impact area
- (g) Conduct incident investigation
- (h) Establish Temporary Traffic Control Zone
- (i) Perform traffic control
- (j) Remain at the incident scene until the tow truck or other last responder has left the scene, unless the roadway agency provides that coverage

5.4.2 Transportation Agency

The applicable transportation agency is responsible for establishing traffic control.

Additional incident management responsibilities include:

- (a) Monitor Traffic Operations
- (b) Perform incident detection and verification
- (c) Establish Temporary Traffic Control Zone
- (d) Implement traffic control strategies and provide supporting resources
- (e) Disseminate motorist information
- (f) Assess and direct incident clearance activities
- (g) Develop and operate alternate routes
- (h) Assess and perform emergency roadwork and infrastructure repair
- (i) Remain at the incident scene until the tow truck or last responder has left the scene, unless law enforcement provides that coverage

5.4.3 Towing and Recovery

Towing and recovery services are responsible for the safe and efficient removal of wrecked or disabled vehicles, and debris from the incident scene. Appendix B includes the Towing & Recovery Association of America (TRAA) Vehicle Identification Guide to assist in providing information needed to correctly dispatch towing and recovery units. Towing and recovery operators shall respond under guidelines established in the NJSP SOP for vehicle towing (F56).

Additional incident management responsibilities include:

- (a) Evaluate scene safety with IC, discussing recovery procedures

- (b) Provide technical assistance/information to other responding stakeholders
- (c) Mitigate minor fluid spills
- (d) Apply absorbents and remove debris/spilled fluids from the roadway, and properly dispose of, when directed by IC under the guidelines of State Statute Title 39:4- 56.8
- (e) Perform recovery by re-aligning the vehicle to tow truck, not tow truck to vehicle, using snatch blocks or other techniques, when able to do so safely
- (f) Perform recoveries in one lane, if possible, and load vehicle for transport
- (g) Clean up debris and used absorbents. Do not place debris and absorbents in the vehicle
- (h) Return roadway to pre-incident condition as well as possible
- (i) Check in with IC prior to departing the scene
- (j) Transport occupants of the vehicle to a safe location after the vehicle is removed from the roadway



Recommended Equipment

All dispatched responding personnel must wear ANSI Class II (or higher) Safety Vests. In compliance with the MUTCD, and where applicable, agencies responding to incidents should have the following equipment.

- 6.1** A minimum of six (6) NJDOT approved reflective traffic cones;
- 6.2** A minimum of one (1) case of traffic flares or strobes;
- 6.3** A lighted arrow stick or sign board;
- 6.4** National Fire Protection Association 2009 Edition, NJDOT, or other agency approved reflective striping to the rear and sides of the appropriate emergency response vehicles;
- 6.5** A minimum complement of Basic First Aid equipment;
- 6.6** A 48" x 48" retro-reflective pink sign stating "Emergency Scene Ahead".



General Safety and Risk Management

Responders to roadway incidents must maintain a constant awareness of the inherent danger of operating on roadways. While completely closing the roadway whenever an incident occurs may seem the safest option, it can cause a myriad of problems and complications:

- The number of personnel needed to safely and effectively close the highway or roadway.
- The greatly increased chance of secondary crashes, both on the affected roadway and on secondary roads not designed for the increased traffic volume.
- The likely delay for additional emergency units attempting to access the incident scene.
- Significant traffic congestion in a large geographic area, impeding responses to additional emergency incidents which may occur.

Therefore, police and other emergency responders must work cooperatively to employ the necessary traffic diversions to establish a safe work zone for responders, without unnecessarily restricting the flow of traffic through the area.

Each responder at an incident must be constantly aware of his or her personal safety. While traffic control devices and visibility enhancing garments will increase your safety, they will not protect you from a driver who loses control of their vehicle and/or is not paying attention to the road. Therefore, your greatest protection is to keep a physical barrier (blocker vehicle, guiderail, crash vehicles, etc.) between you and moving traffic whenever possible.

The following are additional protective measures you can take to maximize your protection at an incident scene. Be safe. Act safe.

- 7.1** In accordance with Federal Regulation 23 CFR 634, all emergency workers operating on a roadway who are exposed to traffic shall wear a Class II or higher vest complying with ANSI/ISEA 107, 2004 or 2006 or a Public Safety Vest complying with ANSI/ISEA 207, 2006. Firefighters or other emergency responders engaged in emergency operations that directly expose them to flame, fire, heat, and/or hazardous materials are not required to wear a vest, provided they are attired in retro-reflective turn-out gear that is specified and regulated by other organizations, such as the National Fire Protection Association.
- 7.2** Notwithstanding the visibility requirements described above, fire department members are expected to wear full Personal Protective Equipment (coat, pants, helmet) while operating on the roadway. As noted above, an approved Class II vest must be worn over the coat (unless the above described exemption criteria is met). The IC may allow firefighters to remove their coats after the hazard has been mitigated, however, the Class II vest must still be worn.
- 7.3** Responders shall never operate in a live lane. Crossing a live lane should be done with extreme caution and should be avoided when possible.
- 7.4** Hose lines/equipment should be deployed from the protected, downstream side (opposite live traffic lanes) of emergency vehicles whenever possible.
- 7.5** Do not enter or exit apparatus near or in live lanes of traffic.
- 7.6** Do not drive against the flow of traffic without law enforcement approval and confirmation that traffic has been stopped.

- 7.7** Use designated entrances and exits. Do not use median turnarounds unless the circumstances pose a risk to life or are otherwise extenuating.
- 7.8** Shut down forward facing emergency lights to reduce opposite direction incidents.
- 7.9** Limit the amount of equipment on the roadway, thus reducing your liability exposure. Risk vs. Need.
- 7.10** Always communicate, coordinate, cooperate, be professional, and work within the framework of unified command.
- 7.11** Ensure all members are aware of and trained on these guidelines.



Incident Response

Response to roadway incidents should be made by the agency that has the safest and most efficient access to the incident. This may require agreements to be executed so a municipality can cover incidents that are in another municipality or geographical area. Consideration should be given to using mutual aid to cover the opposite direction of the roadway. Mutual aid should be considered to share and provide an adequate response and adequate resources. Once the location and scope of the incident is determined, only essential vehicles should be committed to respond. All other apparatus should be returned or assigned to staging. It is important to note that if emergency responders are canceled by law enforcement while en route to any roadway assignment, they shall make themselves available for other emergency calls and return to their primary area of responsibility.

- 8.1 Only official vehicles will be permitted on the roadway. Under no circumstances will personal vehicles respond to incidents on any roadways.
- 8.2 A sufficient crew of emergency responders is recommended for units responding to incidents to limit the number of apparatus on scene.

- 8.3** Emergency responding units may be assigned responsibility for a specific area of the roadway, and may be directed to enter the roadway via a designated ramp. Absent extenuating circumstances, or specific orders to the contrary, emergency responding units will utilize their assigned entry ramp whenever responding to incidents.
- 8.4** Emergency responding units should utilize normal entrances and exits to reverse their direction of travel. Use of the median or paved U-Turns should be reserved for life threatening emergencies and extenuating circumstances.
- 8.5** In the absence of other options, it may be necessary for emergency vehicles to travel against the normal traffic flow to access an incident scene. No units or vehicles will employ this maneuver unless and until they receive specific approval from law enforcement and confirmation that traffic flow has been stopped. Once approval is received, the emergency vehicle shall proceed with extreme caution utilizing the shoulder portion of the roadway if possible.
- 8.6** Communicate with the appropriate transportation agency's regional traffic operations center or dispatch center to assist with detection and verification of the incident location.



Arriving on Scene

- 9.1** The first arriving emergency responder will establish command and provide an arrival report with the following information:
- (a) Location of the incident (direction of travel, milepost, landmark, waterway, etc.)
 - (b) Lanes affected by the incident
 - (c) Number of vehicles involved
 - (d) Vehicle condition (on fire, overheat, occupied, entrapment, overturned)
 - (e) Best access for responding units (left shoulder, right shoulder, etc.)
- 9.2** A detailed size-up should be conducted as quickly as possible. Based on the size-up, a determination will be made regarding the resources needed to handle the incident. Units not needed should be directed to staging or recalled.
- 9.3** Standard practice will be to position emergency response vehicles in such a manner that best protects the incident space and passing motorists.
- 9.4** Consideration should be given to traffic flow and to providing an avenue for additional resources to access the incident space.
- 9.5** When possible, crew members should enter/exit their units on the side opposite the traffic flow. Emergency responders should always check for approaching traffic before exiting their vehicle.
- 9.6** The magnitude of the incident should be estimated as Minor, Intermediate or Major within the first fifteen (15) minutes of arrival. This is done by estimating the length of time it will take to clear the incident from the roadway and the criteria set forth below.

Minor – 30 minutes or less

Intermediate – 30 minutes to 2 hours (contact roadway Agency)

Major – more than 2 hours (contact roadway Agency)

All incidents should be updated every 15-30 minutes.

- 9.7** Emergency responders should always be aware of their visibility to oncoming traffic and take measures to move the traffic incident as far off the traveled roadway as possible or to provide for appropriate warning. Emergency vehicles should be safe-positioned in such a manner as to optimize traffic flow through the incident scene. All subsequent arriving emergency vehicles should be positioned as to not interfere with the established temporary traffic flow.
- 9.8** EMS units should routinely be positioned downstream of the incident, within the incident space. Additional EMS vehicles will also park downstream of the incident.
- 9.9** If a second fire apparatus responds to the scene as a shadow vehicle, it should safe- position at least 50 feet upstream of the blocker vehicle, to help ensure an adequate buffer zone. The crew in the shadow vehicle shall abandon the vehicle and report to the incident space. The shadow vehicle assumes a fend-off position to deflect any high speed impact that would otherwise crash into the incident space.
- 9.10** Unit operators shall cancel any warning lights, which impair the vision of approaching traffic (i.e. headlights, spotlights, clear warning lights).
- 9.11** Position emergency vehicles on the same side of the roadway as the incident.



Traffic Control

Emergency responders shall control oncoming traffic prior to turning their attention to the incident. Understanding that there is no absolute means to protect emergency responders at the scene of an incident, responders are urged to constantly keep in mind the “four guiding principles” when operating in or near moving traffic. Recognizing the following principles will increase the margin of safety.

Provide Advance Warning

Use traffic control devices such as signs, other emergency vehicles, or any other appropriate device that will warn or direct motorists away from an approaching incident.

Protect the Scene

Position vehicles and traffic control devices in such a way that allows for adequate space between the point where the traffic is diverted and the actual incident space. Fire apparatus should position in a manner that best protects the incident space. Such positioning affords protection to responders from the hazards of working in or near motor vehicle traffic.

Be Visible

All responders operating at an incident with moving traffic shall wear highly visible, highly reflective garments to increase the ability of motorists to see the emergency responders during day and night operations.

Protect Yourself

Responders should make every effort to keep a physical barrier between themselves and moving traffic. If engaged in emergency activities, try to position a blocker vehicle between you and moving traffic. If standing-by at a scene, sit inside your vehicle, or stand behind the guide rail. The less time you're exposed to moving traffic, the safer you are!

- 10.1** Traffic control is primarily the responsibility of applicable law enforcement or roadway authorities.
- 10.2** If the above agencies are not present, it is the responsibility of initial responders to establish a safe Traffic Incident Management Area. Traffic cones, flares and/or emergency vehicles may be used for this purpose, until appropriate equipment becomes available.
- 10.3** Scene conditions may necessitate the use of a buffer lane to provide an additional margin of safety for emergency workers, or to protect against any other unforeseen circumstances which would expose emergency workers to increased risk from passing traffic.
- 10.4** When placing traffic control devices, consideration should be given to drivers' reaction time and visual obstructions. Advance warning may need to be extended upstream based on factors such as topography, time of day, and weather to reduce the potential for secondary crashes.
- 10.5** Responders should face traffic at all times when placing and retrieving traffic control devices. Placement of traffic control devices shall be placed in the direction of traffic. An "Emergency Scene Ahead" retro- reflective pink sign should be deployed upstream of all apparatus and cones, on the shoulder, as per MUTCD guidelines.

- 10.6** Traffic should not be allowed to pass the incident space on both sides of emergency responders, unless approved by the Incident Commander. Traffic should be diverted to the left or the right of the scene.
- 10.7** If law enforcement arrives on scene and determines that a previously closed lane must be opened to traffic, fire department and/or EMS responders must comply with this order. A reasonable amount of time will be afforded for responders to move to a safe area before the lane is opened.
- 10.8** If the senior fire or EMS officer does not feel adequate safety measures are in place, they should direct their personnel to a safe area until the situation is resolved with the Incident Commander at the scene.
- 10.9** The closing of additional lanes not affected by the accident, to include on and off ramps, shall require the approval of law enforcement and transportation agencies.
- 10.10** When communicating with other personnel responding to an incident, it is important to note the exact location of the incident and the most efficient route to access the incident.

Lane Designations

For purposes of uniformity, the following plain text guidance, which has been adopted by the National Traffic Incident Management Coalition, will be used to communicate the lane or portion of roadway affected by the incident:

- 10.10.1** Use plain English where possible to identify incident location and lane designations. On roadways with 3 or less lanes, they are named left, center, and right when facing in the direction of traffic flow.

- 10.10.2** When roadways have more than 3 lanes in any one direction, the lanes can be identified and labeled with numbers, starting with the far left lane.
 - 10.10.3** When using lane numbers, the far left lane shall be called “Lane 1.” Each lane to the right is numbered sequentially 2 through n.
 - 10.10.4** Shoulders should be identified as “right shoulder” or “left shoulder.”
 - 10.10.5** Indicate the relative direction of travel (e.g. northbound or southbound) along with other incident location detail and any specific position assignments. For example, an incoming unit might be told to safe park or “Upon arrival, position as a blocker for the right shoulder and right lane.”
 - 10.10.6** If the incident is located before the merge point it shall be considered a separate roadway and identified as such, i.e. left hand exit ramp.
 - 10.10.7** The use of specific terms which apply only to certain sections of the response area (i.e. I-76 Local and Express lanes) are acceptable, provided the terminology is NIMS compliant and is communicated to all companies/units who normally respond to those areas.
- 10.11** To aid with traffic management and support responder safety, the NJDOT and other transportation agencies monitor traffic along their facilities using traffic operations centers or resource dispatch centers. Additional advanced warning of incidents can be provided using the resources available from these centers (Dynamic Message Signs (DMS), portable DMS, or traveler information systems like 511).



Demobilization

- 11.1** Demobilization of the incident must be managed with the same aggressiveness as initial actions. Apparatus and equipment should be removed promptly, to reduce exposure to moving traffic and minimize traffic congestion.

- 11.2** Demobilization begins at the downstream termination area and ends at the farthest most upstream advance warning device. All responders and apparatus should clear the travel lanes before the last device is picked up and secured.

- 11.3** Vehicle operators shall ensure that all equipment has been properly returned to the apparatus, and all doors are closed and secure.

- 11.4** All personnel should be properly seated and secured with seat belts.

- 11.5** Departing the scene can be hazardous for emergency responders, especially when attempting to merge large fire apparatus into traffic moving at highway speeds. Merging into the left lane from the center median is particularly hazardous. If the company officer does not feel the apparatus can safely merge into traffic, assistance should be sought from law enforcement and/or the transportation agency to employ a slow down or other protective measures to assist the apparatus in safely departing the scene. When possible, apparatus should use the shoulder as an acceleration lane before merging into traffic. Emergency warning lights should be canceled only after the vehicle has completely merged into traffic.



Guideline Maintenance and Updates

A significant effort was exerted to make this document as comprehensive as possible in identifying appropriate and applicable traffic incident management safety guidelines. However, it has been acknowledged that this must be a living and evolving document that will be strengthened and enhanced over time as it is exercised and tested.

Continued collaboration, coordination and communication among stakeholders are critical to reinforcing and maintaining the State of New Jersey Traffic Incident Management Safety Guidelines for Emergency Responders. The guidelines should be reviewed on at least an annual basis. Collaborative and regular review keeps the plans current and relevant, incorporates new partners or processes, and retires obsolete content.

No change shall be made to this document unless coordinated through the State of New Jersey Traffic Incident Management Safety Guidelines for Emergency Responders Feedback Committee Members and the New Jersey Office of the Attorney General and communicated to all organizations impacted by these guidelines. New Jersey State Police Incident Management Unit will coordinate the process of arranging meetings to discuss modifications to the document.

Each revision will be numbered and documented. As new versions are created and distributed to the participants, older versions will be replaced. This will assure that all users are working from the same version of the guidelines. The table on page 36 will keep a record of revisions made to the plan since it was first published.

12.1 Record of Change

Change Number	Date of Change	Section of Plan
1, Version 2	March, 2014	Modifications of all sections in Version 1 to comply with current National TIM Practices and FHWA Training Approval. Addition of Section 4, Roles and Responsibilities. Addition of Section 6, General Safety and Risk Management. Update of Appendix A to include the 2009 edition of the MUTCD, Section 6I.
2, Version 3	March, 2016	Change in document title from the State of New Jersey Highway Incident Traffic Safety Guidelines for Emergency Responders to State of New Jersey Traffic Incident Management Safety Guidelines for Emergency Responders. Changed all “Highway” references in document to “Roadway” as this document applies to all roadways.

12.2 State of New Jersey Traffic Incident Management Safety Guidelines for Emergency Responders Feedback Committee

This committee shall consist of members of the following agencies:

New Jersey Career Fire Chief's Association

New Jersey Department of Health EMS Advisory Council

New Jersey Department of Transportation – Transportation Systems Management
New Jersey Department of Community Affairs - Division of Fire Safety

New Jersey State Police Highway Traffic Safety Unit
New Jersey State Police Incident Management Unit
New Jersey State Fire Chief's Association

New Jersey State First Aid Council
New Jersey Turnpike Authority
South Jersey Transportation Authority



Feedback and Resolution Process

Level I Feedback & Resolution:

Feedback and issues that arise during incidents on roadways which are not adequately addressed or resolved by these guidelines should be addressed at the local level. This should be conducted with representatives from all concerned parties at an agreed upon date and location. The specifics of this session should be forwarded to the New Jersey State Police Incident Management Unit for its reference and processing.

Level II Feedback & Resolution:

Issues that cannot be resolved through the Level I process will be forwarded to the New Jersey State Police Incident Management Unit, for review and further direction. Personnel within the Incident Management Unit will examine the specifics of the issue and attempt to resolve the matter through professional dialogue with the supervisors/commanders of the entities in question. They will work in conjunction with personnel from the Feedback Committee to render a binding decision. If necessary, they will enhance their Incident Management training program to include the recommended best practices gleaned from the particular incident. All decisions made by the Feedback Committee will be deemed final. Issues that require additions to training or amendments to these guidelines will be addressed during the annual committee meetings.

The Feedback Committee will be comprised of select personnel who are assigned to the entities represented in Section 12.2 of this document.



Appendix A

CHAPTER 6I. CONTROL OF TRAFFIC THROUGH TRAFFIC INCIDENT MANAGEMENT AREAS (from Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition)

Section 6I.01 General

Support:

1. The National Incident Management System (NIMS) requires the use of the Incident Command System (ICS) at traffic incident management scenes.
2. A traffic incident is an emergency road user occurrence, a natural disaster, or other unplanned event that affects or impedes the normal flow of traffic.
3. A traffic incident management area is an area of a highway where temporary traffic controls are installed, as authorized by a public authority or the official having jurisdiction of the roadway, in response to a road user incident, natural disaster, hazardous material spill, or other unplanned incident. It is a type of TTC zone and extends from the first warning device (such as a sign, light, or cone) to the last TTC device or to a point where vehicles return to the original lane alignment and are clear of the incident.
4. Traffic incidents can be divided into three general classes of duration, each of which has unique traffic control characteristics and needs. These classes are:
 - A. Major—expected duration of more than 2 hours,
 - B. Intermediate—expected duration of 30 minutes to 2 hours, and
 - C. Minor—expected duration under 30 minutes.

5. The primary functions of TTC at a traffic incident management area are to inform road users of the incident and to provide guidance information on the path to follow through the incident area. Alerting road users and establishing a well- defined path to guide road users through the incident area will serve to protect the incident responders and those involved in working at the incident scene and will aid in moving road users expeditiously past or around the traffic incident, will reduce the likelihood of secondary traffic crashes, and will preclude unnecessary use of the surrounding local road system. Examples include a stalled vehicle blocking a lane, a traffic crash blocking the traveled way, a hazardous material spill along a highway, and natural disasters such as floods and severe storm damage.

Guidance:

6. In order to reduce response time for traffic incidents, highway agencies, appropriate public safety agencies (law enforcement, fire and rescue, emergency communications, emergency medical, and other emergency management), and private sector responders (towing and recovery and hazardous materials contractors) should mutually plan for occurrences of traffic incidents along the major and heavily traveled highway and street system.

7. On-scene responder organizations should train their personnel in TTC practices for accomplishing their tasks in and near traffic and in the requirements for traffic incident management contained in this Manual. On-scene responders should take measures to move the incident off the traveled roadway or to provide for appropriate warning. All on-scene responders and news media personnel should constantly be aware of their visibility to oncoming traffic and wear high- visibility apparel.

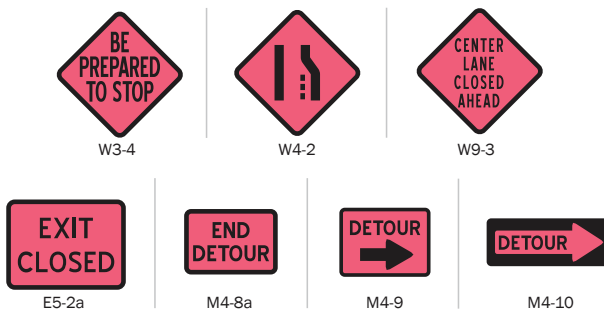
8. Emergency vehicles should be safe-positioned (see definition in Section 1A.13) such that traffic flow through the incident scene is optimized. All emergency vehicles that subsequently arrive should be positioned in a manner that does not interfere with the established temporary traffic flow.

9. Responders arriving at a traffic incident should estimate the magnitude of the traffic incident, the expected time duration of the traffic incident, and the expected vehicle queue length, and then should set up the appropriate temporary traffic controls for these estimates.

Option:

10. Warning and guide signs used for TTC traffic incident management situations may have a black legend and border on a fluorescent pink background (see Figure 61-1).

Figure 61-1. Examples of Traffic Incident Management Area Signs



Support:

11. While some traffic incidents might be anticipated and planned for, emergencies and disasters might pose more severe and unpredictable problems. The ability to quickly install proper temporary traffic controls might greatly reduce the effects of an incident, such as secondary crashes or excessive traffic delays. An essential part of fire, rescue, spill clean-up, highway agency, and enforcement activities is the proper control of road users through the traffic incident management area in order to protect responders, victims, and other personnel at the site. These operations might need corroborating legislative authority for the implementation and enforcement of appropriate road user regulations, parking controls, and

speed zoning. It is desirable for these statutes to provide sufficient flexibility in the authority for, and implementation of, TTC to respond to the needs of changing conditions found in traffic incident management areas.

Option:

12. For traffic incidents, particularly those of an emergency nature, TTC devices on hand may be used for the initial response as long as they do not themselves create unnecessary additional hazards.

Section 6I.02 Major Traffic Incidents

Support:

1 Major traffic incidents are typically traffic incidents involving hazardous materials, fatal traffic crashes involving numerous vehicles, and other natural or man-made disasters. These traffic incidents typically involve closing all or part of a roadway facility for a period exceeding 2 hours.

Guidance:

2. If the traffic incident is anticipated to last more than 24 hours, applicable procedures and devices set forth in other Chapters of Part 6 should be used.

Support:

3. A road closure can be caused by a traffic incident such as a road user crash that blocks the traveled way. Road users are usually diverted through lane shifts or detoured around the traffic incident and back to the original roadway. A combination of traffic engineering and enforcement preparations is needed to determine the detour route, and to install, maintain or operate, and then to remove the necessary traffic control devices when the detour is terminated. Large trucks are a significant concern in such a detour, especially when detouring them from a controlled-access roadway onto local or arterial streets.

4. During traffic incidents, large trucks might need to follow a route separate from that of automobiles because of bridge, weight, clearance,

or geometric restrictions. Also, vehicles carrying hazardous material might need to follow a different route from other vehicles.

5. Some traffic incidents such as hazardous material spills might require closure of an entire highway. Through road users must have adequate guidance around the traffic incident. Maintaining good public relations is desirable. The cooperation of the news media in publicizing the existence of, and reasons for, traffic incident management areas and their TTC can be of great assistance in keeping road users and the general public well informed.

6. The establishment, maintenance, and prompt removal of lane diversions can be effectively managed by interagency planning that includes representatives of highway and public safety agencies.

Guidance:

7. All traffic control devices needed to set up the TTC at a traffic incident should be available so that they can be readily deployed for all major traffic incidents. The TTC should include the proper traffic diversions, tapered lane closures, and upstream warning devices to alert traffic approaching the queue and to encourage early diversion to an appropriate alternative route.

8. Attention should be paid to the upstream end of the traffic queue such that warning is given to road users approaching the back of the queue.

9. If manual traffic control is needed, it should be provided by qualified flaggers or uniformed law enforcement officers.

Option:

10. If flaggers are used to provide traffic control for an incident management situation, the flaggers may use appropriate traffic control devices that are readily available or that can be brought to the traffic incident scene on short notice.

Guidance:

11. When light sticks or flares are used to establish the initial traffic control at incident scenes, channelizing devices (see Section 6F.63) should be installed as soon thereafter as practical.

Option:

12. The light sticks or flares may remain in place if they are being used to supplement the channelizing devices.

Guidance:

13. The light sticks, flares, and channelizing devices should be removed after the incident is terminated.

Section 6I.03 Intermediate Traffic Incidents

Support:

1. Intermediate traffic incidents typically affect travel lanes for a time period of 30 minutes to 2 hours, and usually require traffic control on the scene to divert road users past the blockage. Full roadway closures might be needed for short periods during traffic incident clearance to allow traffic incident responders to accomplish their tasks.

2. The establishment, maintenance, and prompt removal of lane diversions can be effectively managed by interagency planning that includes representatives of highway and public safety agencies.

Guidance:

3. All traffic control devices needed to set up the TTC at a traffic incident should be available so that they can be readily deployed for intermediate traffic incidents. The TTC should include the proper traffic diversions, tapered lane closures, and upstream warning devices to alert traffic approaching the queue and to encourage early diversion to an appropriate alternative route.

4. Attention should be paid to the upstream end of the traffic queue such that warning is given to road users approaching the back of the queue.

5. If manual traffic control is needed, it should be provided by qualified flaggers or uniformed law enforcement officers.

Option:

6. If flaggers are used to provide traffic control for an incident management situation, the flaggers may use appropriate traffic control devices that are readily available or that can be brought to the traffic incident scene on short notice.

Guidance:

7. When light sticks or flares are used to establish the initial traffic control at incident scenes, channelizing devices (see Section 6F.63) should be installed as soon thereafter as practical.

Option:

8. The light sticks or flares may remain in place if they are being used to supplement the channelizing devices.

Guidance:

9. The light sticks, flares, and channelizing devices should be removed after the incident is terminated.

Section 6I.04 Minor Traffic Incidents

Support:

1. Minor traffic incidents are typically disabled vehicles and minor crashes that result in lane closures of less than 30 minutes. On-scene responders are typically law enforcement and towing companies, and occasionally highway agency service patrol vehicles.

2. Diversion of traffic into other lanes is often not needed or is needed only briefly. It is not generally possible or practical to set up a lane closure with traffic control devices for a minor traffic incident. Traffic control is the responsibility of on-scene responders.

Guidance:

3. When a minor traffic incident blocks a travel lane, it should be removed from that lane to the shoulder as quickly as possible.

Section 61.05 Use of Emergency-Vehicle Lighting

Support:

1. The use of emergency-vehicle lighting (such as high-intensity rotating, flashing, oscillating, or strobe lights) is essential, especially in the initial stages of a traffic incident, for the safety of emergency responders and persons involved in the traffic incident, as well as road users approaching the traffic incident. Emergency-vehicle lighting, however, provides warning only and provides no effective traffic control. The use of too many lights at an incident scene can be distracting and can create confusion for approaching road users, especially at night. Road users approaching the traffic incident from the opposite direction on a divided facility are often distracted by emergency-vehicle lighting and slow their vehicles to look at the traffic incident posing a hazard to themselves and others traveling in their direction.

2. The use of emergency-vehicle lighting can be reduced if good traffic control has been established at a traffic incident scene. This is especially true for major traffic incidents that might involve a number of emergency vehicles. If good traffic control is established through placement of advanced warning signs and traffic control devices to divert or detour traffic, then public safety agencies can perform their tasks on scene with minimal emergency-vehicle lighting.

Guidance:

3. Public safety agencies should examine their policies on the use of emergency-vehicle lighting, especially after a traffic incident scene is secured, with the intent of reducing the use of this lighting as much as possible while not endangering those at the scene. Special consideration should be given to reducing or extinguishing forward facing emergency-vehicle lighting, especially on divided roadways, to reduce distractions to oncoming road users.


4. Because the glare from floodlights or vehicle headlights can impair the nighttime vision of approaching road users, any floodlights or vehicle headlights that are not needed for illumination, or to provide notice to other road users of an incident response vehicle being in an unexpected location, should be turned off at night.




Appendix B

TRAA Vehicle Identification Guide

CLASS 1 • LIGHT-DUTY • (6,000 lbs. or less GVW - 4 tires)*




CLASS 2 • LIGHT-DUTY • (6,001 - 10,000 lbs. GVW - 4 tires)*




Classes 1 and 2 include passenger vehicles, light trucks, minivans, full size pickups, sport utility vehicles and full size vans.


CLASS 3 • MEDIUM-DUTY • (10,001 - 14,000 lbs. GVW - 6 tires or more)*




CLASS 4 • MEDIUM-DUTY • (14,001 - 16,000 lbs. GVW - 6 tires or more)*



CLASS 5 • MEDIUM-DUTY • (16,001 - 19,500 lbs. GVW - 6 tires or more)*




CLASS 6 • MEDIUM-DUTY • (19,501 - 26,000 lbs. GVW - 6 tires or more)*




Classes 3 through 6 include a wide range of mid-size vehicles, delivery trucks, utility vehicles, motorhomes, parcel trucks, ambulances, small dump trucks, landscape trucks, barbed and stake trucks, refrigerated and box trucks, small and medium school and transit buses.

CLASS 7 • HEAVY-DUTY • (26,001 - 33,000 lbs. GVW - 6 tires or more)*



CLASS 8 • HEAVY-DUTY • (33,001 lbs. and over GVW - 10 tires or more)*



Classes 7 and 8 include a wide range of heavy vehicles, large delivery trucks, motor coaches, refuse trucks, cement mixers, all tractor-trailer combinations including double trailers.

Information Needed To Correctly Dispatch Towing and Recovery Units:

- Year, Make and Model of Vehicle to be Towed or Recovered
- DOT Classification (Class 1 – 8 based on GVW)
- Location of Vehicle
- Type of Tow (impound, accident, recovery motorist assist, etc.)
- Additional Vehicle Information
 - 2 wheel drive, 4 wheel drive, all wheel drive
 - damage to vehicle, tire condition
 - vehicle loaded or empty
 - cargo contents
 - does the vehicle have a trailer
 - are the keys with the vehicle

Note: Any vehicle may carry hazardous materials. Advise if placarded.

* *Note:* The Gross Vehicle Weight Rating (GVWR) of the vehicle to be towed or recovered can be found on the identification label on the vehicle's driver's side doorframe. The number of pounds listed on the label can then be compared with the DOT Classification Vehicle Type Chart for the correct DOT class.

Illustrations © TTT Publications/Vehicle Identification Guide © TBA

Law enforcement communications with towing and recovery operators describing an incident and the vehicles involved can insure quick and efficient clearing of these scenes and less disruption to traffic flow. In an effort to standardize communications, the towing industry is adopting the federal vehicle class standards as outlined herein.

VIN CODES









The year of the vehicle is critical information for towing operators in order for them to reference correct towing procedures. The diagrams on the front are examples of classifications. The following information about vehicle identification numbers affixed to the chassis will help determine the vehicle's year. As noted, the vehicle's year, identified by a letter or number in the VIN sequence, is the eighth character from the right.

1P8ZA1279SZ215470

EXAMPLE 1995 VIN NUMBER: _____ ↑

1980.....A	1987.....H	1994.....R	2001.....1	2008.....8
1981.....B	1988.....J	1995.....S	2002.....2	2009.....9
1982.....C	1989.....K	1996.....T	2003.....3	2010.....A
1983.....D	1990.....L	1997.....V	2004.....4	2011.....B
1984.....E	1991.....M	1998.....W	2005.....5	2012.....C
1985.....F	1992.....N	1999.....X	2006.....6	
1986.....G	1993.....P	2000.....Y	2007.....7	

TOW TRUCK/CAR CARRIER CLASSIFICATION

<p>LIGHT-DUTY</p> <p>TOW TRUCK</p>  <p>CAR CARRIER</p> 	<p>HEAVY-DUTY</p>   
<p>MEDIUM-DUTY</p> <p>TOW TRUCK</p>  <p>CAR CARRIER</p> 	<p>LOW BOY TRAILER</p> 

Illustrations: © TIT Publications and Vehicle Identification Guide, ©1984

 Compliments of Delaware Valley Regional Planning Commission.

NJSAFR Addendum

This document contains additional information and guidelines to be followed by members of the New Jersey Southern Area First Responders (NJ SAFR) Incident Management Task Force.



Policy and Procedures Subcommittee of the NJ SAFR IMTF

Policy and Procedures Subcommittee of the New Jersey Southern Area First Responders Incident Management Task Force

Chief James Burleigh, Bellmawr Fire and Rescue

Past Chief Bill Robb, Blackwood Fire Company NJ SAFR IMTF Co-Chair

Paul Carafides, Delaware Valley Regional Planning Commission

Chief Francis Pagurek, Gloucester Township EMS

Dennis Caltagirone, New Jersey Department of Transportation

Joe Haines, Haines Towing

Michael Gallagher, Gloucester County Fire

Ray Evans, Gloucester Township OEM

Chris Costa, Camden County Department of Health & Human Services

Past Chief John Vannoni, Blackwood Fire Department

Captain Robert Burkhardt, Deptford Fire Department

Past Chief Rick Harris, West Deptford Fire

SFC Chris Fowler, New Jersey State Police

Past Chief Chuck Murtaugh, Westville Fire Department NJ SAFR IMTF Policy
and Procedures Subcommittee Chair

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Introduction / Mission Statement

Users of this document should first read and familiarize themselves with the current version of the State of New Jersey Traffic Incident Management Safety Guidelines for Emergency Responders. This document contains additional information and guidelines to be followed by members of the New Jersey Southern Area First Responders (NJ SAFR) Incident Management Task Force (IMTF) to assist with the safe handling of incidents on the limited access highways identified below:

Atlantic City Expressway between Mileposts 43.8 and 44.0

(shared responsibility with ACE Incident Management Group)

NJ 42 between Mileposts 6.2 and 6.8

(shared responsibility with ACE Incident Management Group)

NJ 42 between Mileposts 6.8 and 14.3

NJ 55 between Mileposts 38.5 and 60.5

I-76 between Mileposts 0.0 and 3.1

I-676 between Mileposts 0.0 and 4.6

I-295 between Mileposts 15.3 and 35.8

The numbered sections in this document mirror those in the Statewide Guidelines to facilitate quick reference between the two documents. Missing section numbers in this document indicate there is no additional information to the Statewide Guidelines.

These guidelines were formulated based on input from representatives of the NJ SAFR IMTF. Stakeholders impacted by these guidelines are listed in Appendix A. The IMTF has been meeting quarterly since 2002. It is administered by the Delaware Valley Regional Planning Commission

(DVRPC) and co-chaired by an IMTF member from law enforcement and an IMTF member from the fire discipline. The mission of the IMTF is as follows:
Mission Statement

Provide a sustainable, multi-disciplined, and consistent traffic incident management program to promote: first responder safety; safe, quick clearance practices; and prompt, reliable incident communication.

There are four subcommittees of the IMTF: Policy and Procedures, Response Boxes and Contracts, Training, and Feedback. These guidelines were prepared by the Policy and Procedures Subcommittee with input from various key stakeholders in the IMTF.

All stakeholders who respond to the designated highways in the IMTF have agreed by contract, and are assigned to, specific portions of those highways called Response Boxes. These designated Response Boxes are a result of collaborative agreement through the Response Box Subcommittee and are modified as necessary. It is important to note that the closest trained, properly equipped and staffed stakeholder to highway ramp entrances and exits is the one to respond to an incident, not necessarily in which municipality the response stakeholder resides. Part of the IMTF Response Box Contract states that by providing a signature, a stakeholder is in receipt of these guidelines.

It is important to note that this document is intended to be used by incident responders as a guideline for decision-making and can be modified as necessary to address existing conditions. Any praises of or challenges to adherence of the guidelines set forth in this document should be brought to the attention of the Feedback Subcommittee and dealt with accordingly.

This is the fourth version of the NJ SAFR IMTF Traffic Incident Safety Guidelines for Emergency Responders. Guidelines set forth in this document are consistent with the State of New Jersey Highway Incident

Traffic Safety Guidelines for Emergency Responders, which was endorsed by the New Jersey Attorney General in 2014 and updated in 2016. This document is not intended to be a textbook or a substitute for training, technical knowledge, experience, or effective judgment.

These guidelines identify safe vehicle positioning, common general safety, and onsite best practices for all emergency responders. They provide procedures for maximum protection and safety for emergency responders operating on the designated limited access highways. These guidelines further identify the need to provide mobility for the motoring public. All emergency responders should adhere to the standards set forth in the Manual on Uniform Traffic Control Devices (MUTCD), Chapter 6I, which is listed in Appendix B.

Emergency responders should be aware of the special hazards and high risk when operating at incidents on limited access highways. These risks include traffic volume, high vehicle speeds, adverse weather conditions, heavy trucks, and distracted or impaired motorists.

Managing a highway incident and any related problem is a TEAM effort. It is not a question of “who is in charge” but “who is in charge of what.” Each stakeholder present has a part to play with the goals of responder safety; safe, quick clearance; and restoring the highway to its pre-incident condition.

To manage highway incidents efficiently and safely, it is important for emergency responders to be aware of expected behavior of other responders, and to communicate, cooperate, and respect the needs of other disciplines. This will help to avoid conflict and facilitate the safe and successful handling of incidents.



Definition of Terms

The following terms shall be used during incident operations, post-incident analyses, and training activities related to working in or near moving traffic:

Company Officer – the officer or senior member in charge of a particular resource, usually a fire apparatus crew;

Cold Zone – also referred to as the support zone, the cold zone is a contamination-free zone established around the warm zone where emergency operations can be directed and supported;

Helispot – see landing zone;

Hot Zone – also referred to as the exclusion zone in some jurisdictions. The hot zone is usually set up in the immediate area surrounding the spilled material or incident scene. Access to the hot zone should be controlled for accountability purposes as well as contamination control purposes;

Incident Command – responsible for overall management of the incident and consists of the Incident Commander, either single or Unified Command, and any assigned supporting staff;

Landing Zone – a designated location where a helicopter may safely take off and land; landing zones may be used for medical evacuation and loading of supplies, equipment, or personnel;

Queue – a line of vehicles waiting to be served by the system in which the flow rate from the front of the queue determines the average speed within the queue; queues result in travel time delays by creating slower speeds in both the queue and the transition/activity/termination areas of the work zone;

Resource Access Corridor – an area reserved for ambulances to access an incident, load patients and depart the scene to facilitate the rapid, safe, and efficient transport of injured persons from an emergency scene; also an area reserved for other needed resources to access an incident scene (e.g., Heavy Duty Rotator);

Shadow Vehicle – the second due fire apparatus or other emergency responder vehicle, which positions upstream of the blocker vehicle at an angle, to create the beginning of the buffer zone;

Staging – an area away from the incident scene where units are positioned until notified to respond to the scene or return to quarters;

Unified Command – when a response requires a multi-agency or multi-jurisdictional approach, the leadership of an Incident Command System (ICS) organization may be expanded into a Unified Command (UC). (As defined in NIMS5, UC is “an application of the ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdiction. Agencies work together through the designated members of the UC, often the senior person from agencies or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.”); the UC is a structure that brings together the Incident Commanders of all major organizations involved in the incident in order to coordinate an effective response while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities;

Warm Zone – also referred to as the contamination reduction zone, the warm zone is usually established around the hot zone to provide a buffer between the hot and cold zones; decontamination often takes place in the warm zone;

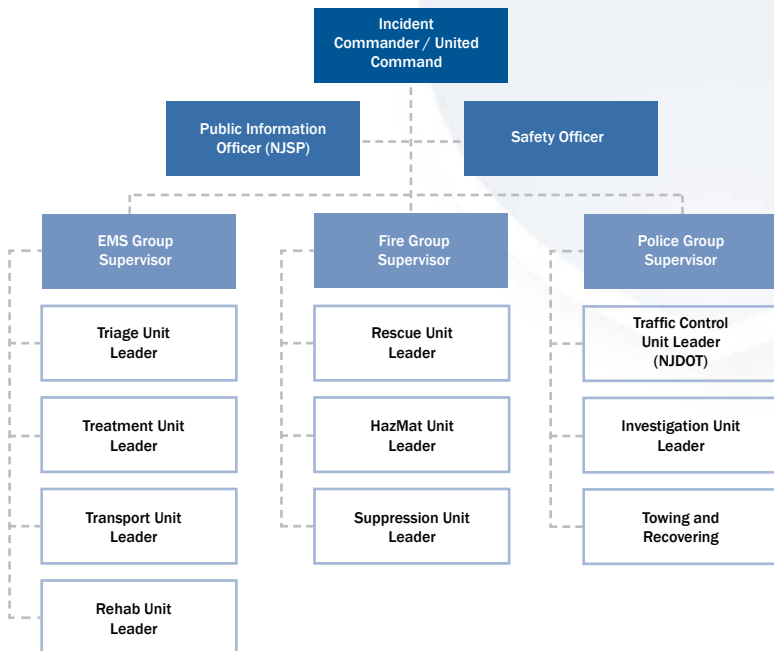


Incident Management

As per NJAC Title 53 of the New Jersey Revised Statutes, the New Jersey State Police has statutory authority over all incidents that occur on state highways. Therefore, the designated state police member on scene will serve in the role of Incident Commander and will have the final say in any disputes that arise within the unified command structure.

Figure 1 represents a NIMS-compliant Unified Incident Command structure for a typical highway incident. The chart is designed to serve as a guide only, and can be expanded or contracted based on incident needs.

Figure 1: Incident Command System Example





Roles and Responsibilities

The following is an outline of typical roles and responsibilities of various stakeholders that respond to highway incidents. It is understood that the listed roles and responsibilities may vary based on incident needs.

5.1 Police Group

5.1.1 Law Enforcement

New Jersey State Police has jurisdiction over all incidents that occur on the highways referred to within this document.

5.1.2 New Jersey Department of Transportation

NJDOT is responsible for establishing traffic control

Additional incident management responsibilities include:

(a) Remain at the incident scene until the tow truck or last responder has left the scene, unless NJSP provides that coverage.



Recommended Equipment for a Responding Stakeholder

6.1 Infection Control Kit as Described in Appendix C





Incident Response

Response to incidents on the limited access highways covered in this document should be made by the stakeholder with the safest and most efficient access to the incident, per the agreed-upon Response Box Contract. Once the location and scope of the incident is determined, only essential vehicles should be committed to the highway. All other apparatus should be returned or assigned to staging. It is important to note that if emergency responders are canceled by NJSP while en route to any highway assignment, they shall go available and return.

- 8.1** Where possible, and at the discretion of the senior fire officer, a minimum crew of four firefighters is recommended for units responding to incidents on the highway.
- 8.2** Responding members shall be properly seated in the vehicle and secured with supplied seat belts.
- 8.3** Staging areas will be utilized as necessary by direction of the IC or by pre-arranged protocol.
 - 8.3.1** Units assigned to Level 1 Staging will respond to the area of their assigned ramp and stand by in a safe area off the highway, prepared to respond onto the highway if directed by the IC.
 - 8.3.2** Level 2 Staging will be used for larger incidents. The location will be announced by the IC, and a Staging Manager will be assigned.

8.4 Responding units will transmit their response via radio on the designated radio channel and will communicate the total number of qualified responders on their apparatus. The designated radio channel/communications center will be determined as follows:

8.4.1 For incidents with a Camden County Fire or EMS Unit on the initial dispatch (whether located in Burlington, Camden or Gloucester counties), responding units will use Highway Ops 1, and communications will be handled by the Camden County Communications Center.

(a) For incidents involving Burlington County resources, the Burlington County Communications Center will assign an operating channel for their units and patch the channel to Camden County Highway Ops 1.

(b) Gloucester County units will operate on their Highway Ops 1, which is hard patched to Camden County Highway Ops 1.

8.4.2 For Gloucester County incidents with no Camden County Fire or EMS Units on the initial dispatch, responding units will operate on Highway Ops 2, and communications will be handled by the Gloucester County Communications Center.

8.4.3 Burlington County incidents with no Camden County unit assigned are outside the SAFR area and will be handled per normal Burlington County Communications Center protocols.

8.4.4 During times of high call volume, responding units may be instructed by their respective communications

center to use a channel other than those noted above. In those instances, the communications center(s) will be responsible for ensuring all responding units are on a common channel and have the ability to communicate directly with each other.

8.5 The following dispatch criteria will be used for the listed reasons:

8.5.1 Fire apparatus will be dispatched in each direction on all injury crashes. The purpose is to provide a blocker vehicle for the protection of EMS personnel during patient treatment and packaging in addition to the other services normally provided.

8.5.2 An EMS unit will be dispatched in each direction for reported injury crashes, thereby providing the same benefits as dual response of fire apparatus.

8.6 Units will announce via radio when entering the highway (e.g. “E932 is entering the highway”). This is a general announcement and is not directed to the communications center.

8.7 Communicate with NJDOT TOC-South or STMC to assist in detection and verification of incident location.



Arriving on Scene

9.1 Safe-Positioning Guidance

The positioning of emergency units on the scene can be affected by a variety of factors (nature and scope of the incident, weather, traffic, roadway characteristics, etc.). Refer to Appendix B for safe-positioning diagrams. The following guiding principles should be considered for each incident:

- 9.1.1** Units deploying equipment (fire apparatus stretching hoses, rescue trucks using hydraulic tools, etc.) should be positioned where they can most safely and effectively perform their intended task.
- 9.1.2** Level 2 Staging will be used for larger incidents. The location will be announced by the IC, and a Staging Manager will be assigned.
- 9.1.3** If a second fire apparatus responds to the scene as a shadow vehicle, it should safe-position at least 50 feet upstream of the blocker vehicle to help ensure an adequate buffer zone. The crew in the shadow vehicle should exit the vehicle and report to a safe area within the incident space. The shadow vehicle assumes a fend-off position to deflect any high-speed impact that would otherwise crash into the incident space.
- 9.1.4** Ambulance(s) should be positioned immediately downstream of the incident, as close as safely possible, to facilitate the loading of patient(s) and rapid egress from the scene.

9.1.6 The potential need for a Resource Access Corridor should always be considered by arriving personnel (injured patients, need for additional rescue vehicles, heavy duty wreckers, etc.). Unit positions should be adjusted accordingly to facilitate the arrival of these extra resources. The size of the corridor should be commensurate with the scope of the incident and the size and quantity of extra resources needed

9.1.7 Additional units should be positioned downstream of the incident, as far off the traveled portion of the roadway as possible.

9.2 When possible, emergency vehicles should be positioned on the same side of the highway as the incident. Exceptions to this rule will sometimes be necessary, but must be approved by the Incident Commander.

Examples Of When This May Be Necessary Include:

- (a) The incident is located on both sides of the highway.
- (b) The primary units are delayed or cannot access the scene due to traffic congestion.
- (c) Equipment or personnel from units responding in the opposite direction are needed to immediately assist with a life-threatening or serious situation.

The Incident Commander And Company Officer Are Responsible For Ensuring The Following:

- (a) Only necessary units are approved for opposite-side positioning.
- (b) Units are safely positioned, and necessary traffic controls are employed.
- (c) Units are moved as soon as practical.

9.3 Lighting Discipline

Emergency warning lights are an effective tool to notify approaching motorists of an emergency ahead. However, when multiple emergency vehicles are on location, the number of activated warning lights can overwhelm approaching motorists. The lights can obscure motorists' views of traffic controls and emergency responders, especially at nighttime scenes. Also, front-facing warning lights attract the attention of motorists traveling in the opposite direction and can adversely affect the flow of traffic on that side of the highway. To avoid the negative impacts of emergency warning lights, the following steps should be taken:

9.3.1 All front-facing lights should be canceled immediately upon arrival.

9.3.2 Once the necessary traffic controls have been established (cone tapers, blocker vehicle, etc.), the use of rear-facing warning lights should be reduced to only those necessary to warn approaching motorists of the emergency and safely direct them through the Temporary Traffic Control Zone (TTCZ).

9.3.3 New emergency vehicle specifications should include the ability to separately turn on/off front-facing lights and the ability to dim all lights.

9.4 Treat all incidents as a crime scene. When possible, avoid driving over or parking on top of skid marks or other potential evidence. Members operating on the scene should avoid moving or disturbing vehicle parts or any other potential evidence, unless necessary for patient treatment or hazard mitigation.

9.5 Operating On Scene

As used below, the terms primary engine or primary resources refers to the engine or resources responding in the reported direction of travel. The terms secondary engine or secondary resources refers to the engine or resources responding opposite the reported direction of travel.

9.5.1 Vehicle Fires

- (a) The secondary engine should avoid passing the fire until verification is received that the primary engine is able to access the scene. If the primary engine is able to access the scene, the secondary engine will exit the highway via the next available exit and stage, unless directed onto the highway or recalled by the FG. If the primary engine is unable to access the scene due to traffic congestion or some other factor, the FG may direct the secondary engine to attack the fire from the opposite side of the highway (see Section 9.2 for additional details), or to access the scene by turning around at the next available exit and entering the highway in the incident direction of travel. Recalled companies should avoid utilizing the highway to return to their station if traffic is congested.
- (b) The first arriving engine will position in accordance with Section 9, Arriving on Scene. The first arriving officer will establish command, perform a “size-up”, and determine the necessary resources to safely mitigate the incident. Any unneeded resources will be directed to staging or recalled.
- (c) The FG should attempt to identify the senior trooper at the scene and request his/her presence at the command post to ensure a unified command.

- (d) Additional responding apparatus will position in accordance with Section 9, Arriving on Scene. The company officer will proceed to the command post for orders unless instructed otherwise.
- (e) Unless conditions dictate otherwise, hose lines used for fire attack should be stretched from the first arriving engine only.
- (f) Apparatus positioned in the travel lanes of the highway should be moved to the shoulder as soon as practical. If possible, apparatus should be moved prior to restoring hose lines and other equipment to their location on the engine.

9.5.2 Motor Vehicle Crashes

- (a) The first command officer, engine, rescue company, and EMS unit in each direction will enter the highway and announce same via radio. An additional full-sized fire apparatus may enter the highway in the reported direction of travel. This apparatus will stage on the shoulder prior to the incident scene and prepare to act as a blocker if needed. The remainder of responding apparatus will stage off the highway, in the area of their assigned entry ramp.
- (b) The secondary resources should avoid passing the incident scene until verification is received that the primary resources are able to access the incident. If the primary resources are able to access the incident, the secondary resources will exit the highway via the next available exit and stage, unless directed onto the highway or recalled by the FG. If the primary resources are unable to access the scene due to traffic congestion or some other factor,

the FG may direct the secondary resources to access the scene from the opposite side of the highway (see Section 9.2 for additional details), or to access the scene by turning around at the next available exit and entering the highway in the incident direction of travel. Recalled companies should avoid utilizing the highway to return to their station if traffic is congested.

- (c) Units will position in accordance with operating guide Section 9, Arriving on Scene, ensuring that a Resource Access Corridor is provided for any additional resources that may be needed. Only necessary units will be positioned close to the scene.
- (d) The FG should attempt to identify the senior trooper and EMS member at the scene, and request their presence at the command post to ensure a unified command.
- (e) **FG Director Responsibilities:**
 - (1) Establish command and assign division/group officers.
 - (2) Don an approved incident command vest for identification purposes.
 - (3) Establish a command post staffed by representatives of operating units/stakeholders (NJSP, NJDOT, EMS, etc.).
 - (4) Establish an “action circle” (20’ radius if possible), by use of traffic cones or other appropriate barrier, around each vehicle involved.
 - (5) Designate an equipment staging area and a personnel pool at the edge of each action circle, for resources not immediately needed.
 - (6) Only assigned personnel should be inside the action circle.

(f) FG Director Additional Responsibilities:

- (1)** Coordinate with EMS personnel to establish an action plan for patient priority and/or extrication.
 - (2)** Ensure ALL vehicles are properly stabilized prior to entry and extrication.
 - (3)** Supervise extrication efforts utilizing the seven phases below:
 - size up and hazard control;
 - access to patient for EMS;
 - patient assessment and immediate medical care;
 - disentanglement;
 - patient packaging and treatment;
 - removal and treatment;
 - post-rescue equipment servicing.
- (g)** Ensure patient protection throughout extrication, taking whatever steps necessary to protect against further injury from extrication activities (broken glass, forcibly moved vehicle components, etc.).

(h) Fire Suppression Group Responsibilities:

Mitigate any hazards which may result in a fire (spilled fluids, vehicle power systems, electrical wires, etc.) through any of the following methods, as dictated by conditions:

- (1)** Stretch and charge a minimum of a 1.5" hose line, staffed by a minimum of two personnel in full turnout gear and S.C.B.A.; line should be placed at the edge of each action circle and a dry-chemical extinguisher at the ready.
- (2)** Ensure vehicle(s) is de-energized.
- (3)** Inspect vehicle(s) for leaking fuel or fluids, and secure

same. Apply sand or oil dry to any spilled fluids that may cause slippery ground surfaces in work area (coordinate with NJSP on serious crashes to ensure the sand or oil dry will not interfere with the crash investigation).

(i) Safety Group Responsibilities:

- (1)** Monitor scene for any hazards that arise during incident and report to the FG.
- (2)** Ensure all personnel on location are wearing the proper safety equipment and adhering to safe work practices.
- (3)** Detail unassigned personnel to staging area.
- (4)** Stop any act that may endanger the patient and/or responder.
- (5)** Implement a safe Temporary Traffic Control Zone and monitor same throughout the incident and adjust as needed.
- (6)** Ensure that proper lighting discipline is employed.
- (7)** Ensure that all biohazards are properly identified, managed, and disposed of by the Safety Officer. If no Safety Officer is on scene, the IC is then responsible.

(j) EMS Group Responsibilities:

- (1)** First arriving EMS Supervisor, ALS, BLS, or designee, will operate as the EMS Group Supervisor at the scene, unless requested by the Incident Commander to report to the incident command post. Any additional EMS Supervisor (ALS or BLS) who arrives at the scene will assume an assignment from the EMS

Group Supervisor. Examples of these assignments include, but are not limited to: Triage Unit Supervisor, Treatment Unit Supervisor, Transport Unit Supervisor, and Rehab Unit Supervisor.

- (2) Determine number of patients. If more than one, conduct triage and request additional resources via the appropriate communications center.
- (3) The EMS Group Supervisor, or designee, will coordinate with the FG Supervisor in developing an action plan for the removal of all patients.
- (4) Unassigned EMS personnel will be assigned to a manpower staging pool for assignment to functional units (triage, treatment, transport, etc.).
- (5) For mass casualty incidents, an equipment and supply staging location may be designated.
- (6) Ensure safe and expeditious demobilization of all patients and units from the highway.
- (7) Establish a Rehab Unit as needed.
- (8) Assist in the disposal of biohazard materials.

9.5.3 Brush/Grass Fire:

Adhere to Section 9.5.1, Operating On Scene, Vehicle Fires.

9.5.4 Highway Hazard:

Adhere to Section 9.5.1, Operating On Scene, Vehicle Fires.

9.5.5 Apparatus will respond at reduced speed unless otherwise instructed.

9.5.6 Temporary Medevac Landing Zones/Helisports:

The routine use of highways or roadways as temporary medevac landing zones or helispots is discouraged. This is because of the unique hazards, security problems,

and traffic problems associated with this practice. Most often, the selected sites DO NOT meet the state-mandated minimums for a safe medevac landing zone in the State of New Jersey.

(a) ANY area selected for use as a temporary medevac landing zone or helispot needs to satisfy or exceed the State minimums for medevac landing zones/helisports, as listed in Section 9.5.6 (a) (1). UNDER NO CIRCUMSTANCES are these minimums to be circumvented.

- (1)** New Jersey State Minimums for Medevac Landing Zones/Helisports:
 - (2)** area in excess of 110' x 110';
 - (3)** flat, hard surface free of obstructions and debris;
 - (4)** absolutely NO overhead obstructions;
 - (5)** no area obstructions;
 - (6)** clear approach and departure paths;
 - (7)** marked off with 4 road flares/fuses;
 - (8)** no white lights activated when aircraft is overhead, on approach, on final, in the LZ or departing the LZ;
- (9)** AREA CAN BE MADE SECURE.

9.5.7 Departments responsible for incidents on limited access highways should be thoroughly familiar with their response area and should identify areas that could be utilized as a temporary medevac landing zone or helispot should the need arise.

The areas selected must meet or exceed the criteria listed in Section 9.5.6 (a) (1). traffic problems associated with this practice. Most often, the selected sites DO NOT meet the state-mandated

minimums for a safe medevac landing zone in the State of New Jersey.

- 9.5.8** If a highway is to be utilized, as a landing zone, the following actions are recommended:
- (a)** Locate as close to the scene as possible an area that meets or exceeds the criteria listed in 11.5.2. It is strongly recommended that convenience be sacrificed for safety. If a safer, larger, and more suitable site is a farther distance away, utilize that site.
 - (b)** Utilize apparatus lighting to aid in site reconnaissance. Deploy personnel with hand lights to identify suitability, potential hazards and threats, access points, etc.
 - (c)** Regroup and discuss suitability, hazards, and access points.
 - (d)** If suitable, strike and deploy four flares, one in each corner of the 110' x 110' or larger area.
 - (e)** Stage an engine company as a blocker vehicle across the lanes of travel at an angle toward either the median or shoulder. This blocker vehicle shall be at least 100' upstream of the intended landing zone. There shall be a line of flares across the roadway approximately 50' upstream of the blocker vehicle. This action shall be executed in both directions as any roadway selected and intended to be used as a landing zone will need to be shut down in both directions.

- (f) Assign personnel equipped with proper PPE (including eye protection), an approved reflective vest, and handlight to maintain LZ security at access points. These personnel will be utilized as LZ security and deny access to EVERYONE including emergency service personnel, apparatus, bystanders, vehicle and pedestrian traffic.
- (g) It is recommended to provide an additional vehicle (shadow vehicle or NJDOT unit) farther upstream to provide advance warning.
- (h) Tune radios to the selected LZ frequency and await contact from the flight team.
- (i) Provide a landing zone description to the flight team when requested.
- (j) Ensure LZ security is maintained throughout the operation. This includes denying access to all persons, ensuring all white lights are canceled, bystanders are kept at bay and no one enters the LZ area.
- (k) Provide personnel to assist the flight team with loading if necessary.
- (l) Demobilize only after the aircraft has safely loaded and entered level cruise flight out of the area. Extinguish flares and terminate the LZ.

9.5.9 Hazardous Materials Incidents:

- (a) If there is a confirmed hazardous materials incident, a notification should be made to New Jersey Department of Environmental Protection (NJDEP), and they can make the determination if a response is needed. This should be coordinated through a county assessment or hazmat team.

- (b) Any amount of fluids on the highway should be mitigated, with NJDEP being notified in excess of five gallons or more. However, it should be noted that the law governing spills (the New Jersey Spill Compensation and Control Act) does not set a reportable amount; essentially, any amount of a hazardous substance spilled is reportable. Where small quantities do come into play is when there is an extremely hazardous substance that comes from a box truck or tanker. Some of those substances can be an issue in very low quantities (like radioactive materials or things that are highly toxic), and NJDEP should be notified.

- (c) For any spill that results in soil contamination, or spill runoff that could enter a drainage basin or waterway, appropriate action should be taken and notification made to the NJDEP Hotline at 1-877-WARNDEP (1-877-927- 6337).

- (d) Follow appropriate hazardous materials protocol:

- (1) A safe zone should be established while the FG or first due units conduct a size-up.
- (2) A hazmat team should be requested to respond if the incident exceeds the capability of local resources.
- (3) Refrain from use of flares or other flame/spark sources until it has been confirmed that flammable liquids are not involved.
- (4) Establish cold, warm, and hot zones.
- (5) Contact EMS and hospitals to report the number of patients.
- (6) Establish a Decontamination Group as the situation warrants for personnel and equipment.



Traffic Control

- 10.1** Traffic control is primarily the responsibility of NJSP and NJDOT.
- 10.2** Lanes should be closed only when necessary to protect civilians or emergency workers, and should be reopened as soon as safety permits. Responders should take all reasonable precautions to provide adequate notice to approaching traffic of the lane closure.
- 10.3** Scene conditions may necessitate the use of a buffer lane to provide an additional margin of safety for emergency workers. Conditions that would indicate the need for a buffer lane include, but are not limited to:
- (a) light traffic conditions, with vehicles approaching and/or passing the scene at a high rate of speed;
 - (b) a fire with heavy smoke conditions, or anticipated steam generation caused by the application of water;
 - (c) a vehicle with injured occupants who need to be removed on a long board from the side of the vehicle facing traffic;
 - (d) a motor vehicle crash requiring the use of hydraulic rescue tools;
 - (e) insufficient room to safely remove equipment from an emergency vehicle positioned close to a travel lane;
 - (f) any other unforeseen circumstances that would expose emergency workers to increased risk from passing traffic.
- 10.4** Responders should face traffic at all times when placing and retrieving traffic control devices.
- 10.4.1** When creating a cone taper, start at the farthest point upstream of the incident and build the taper at a left or

right angle, moving downstream (walking backwards to observe traffic) until the entire lane(s) to be closed is covered. If a blocker or shadow vehicle is being used, the taper should meet the front bumper of the vehicle. If sufficient cones are available, the cone line should continue to the downstream terminus of the Temporary Traffic Control Zone.

10.4.2 Prior to opening a previously closed lane, secure NJSP and/or NJDOT permission and ensure that the lane is clear of vehicles and debris, and safe for vehicular traffic. Make sure that NJSP, NJDOT, and the communications center(s) are aware that the closed lane is being reopened.

10.4.3 When retrieving a cone taper, start at the farthest point downstream and pick up the cones while facing traffic. Consider having NJSP or NJDOT assist with traffic control for increased safety.

10.5 A 48" x 48" retro-reflective advance warning sign as per MUTCD standards should be deployed on the shoulder, upstream of all apparatus and traffic control devices.

10.6 If NJSP arrive on scene and determine that a previously closed lane must be opened to traffic, they will order lanes reopened in consultation with the fire department and/or EMS at the scene. A reasonable amount of time will be afforded for responders to move to a safe area before the lane is reopened.

- 10.7** The closing of additional lanes not affected by the incident, to include on-and off-ramps, shall require the approval of NJSP and/or NJDOT.
- 10.8** The IC and/or Fire Group (FG) are responsible for appointing a Safety Officer. The Safety Officer is responsible for the safety of all personnel operating on the scene and should ensure that personnel are wearing proper personal protective equipment (PPE) and traffic safety vests, are using safe work practices, have created a proper Temporary Traffic Control Zone, and are using proper lighting discipline. The Safety Officer should enlist the assistance of NJSP, DOT, and/or the FG to address any deficiencies.



Document Maintenance and Updates

A significant effort was exerted to make this document as comprehensive as possible in identifying appropriate and applicable highway incident traffic safety guidelines. However, it has been acknowledged that this must be a living and evolving document that will be strengthened and enhanced over time as it is exercised and tested.

Continued collaboration, coordination, communication, and consensus among stakeholders are critical to reinforcing and maintaining these guidelines. This document and guidelines set forth should be reviewed on at least an annual basis. Collaborative and regular reviews will keep the plans current and relevant, incorporates new partners or processes, and retires obsolete content.

No change shall be made to this document unless coordinated through the IMTF's Policy and Procedures Subcommittee.

Each revision will be numbered and documented. As new versions are created and distributed to the participants, older versions will be replaced. This will ensure that all users are working from the same version of the guidelines. The table below will keep a record of revisions made to the plan since it was first published.

Change Number	Date of Change	Section of Plan
1, Version 2	September 2007	Revision of 2005 Guidelines
2, Version 3	May 2012	Revision of 2007 Guidelines
3, Version 4	February 2018	Modifications of all sections to create addendum. Addition of Section 12 Photography and Social Media



Feedback and Resolution Process

Level I Feedback and Resolution:

Feedback and issues that arise during incidents on the limited access highways covered in this document, which are not adequately addressed or resolved by these guidelines, should be addressed at the local level. This should be conducted with representatives from all concerned parties related specifically to the incident at an agreed-upon date and location. This ad hoc committee will follow direction of the Feedback Subcommittee chair with regard to participation. The specifics of this session should be forwarded to the NJSP Incident Management Unit for their reference and processing.

Level II Feedback and Resolution:

Issues that cannot be resolved through the Level I process will be forwarded to the New Jersey State Police Incident Management Unit, for review and further direction. Personnel within the Incident Management Unit will examine the specifics of the issue and attempt to resolve the matter through formal personal dialogue with the supervisors/commanders of the entities in question. They will work in conjunction with personnel from the Feedback Subcommittee, who are volunteer members of the IMTF, including but not limited to, current IMTF co-chairs, NJSP, and NJDOT, to render a binding decision. If necessary, they will enhance their incident management training program to include the recommended best practices gleaned from the particular incident. All decisions made by the Feedback Subcommittee will be deemed final. Issues that require additions to training or amendments to these guidelines will be addressed during quarterly task force meetings. Formal documentation of the guidelines violation will be noted in the Guidelines Violation Acknowledgment Form, which is attached as Appendix E.



Photography and Social Media Guidelines

14.1 As per New Jersey Legislature Bill S199 (Cathy's Law), first responders are prohibited from photographing persons being assisted or disclosing photographs of such person without their consent, including next-of kin's consent in the case of deceased persons.

14.2 Any First Responder who takes one or more photographs or electronic images or makes a video recording of an accident victim or other person receiving emergency medical services and distributes, disseminates or otherwise makes available through any means such photographs, images or video recording to the public without the prior written consent of the accident victim or person receiving emergency medical services, or the victim's or person's next-of-kin if the victim or person cannot provide consent, is guilty of a crime of the fourth degree.

As used in this act, "first responder" means a law enforcement officer, paid or volunteer firefighter, or other paid or volunteer person who has been trained to provide emergency medical first response services in a program recognized by the Commissioner of Health and Human Services.

A fourth degree crime is punishable by a fine of up to \$10,000, or a term of imprisonment of up to 18 months, or both.



NJ SAFR IMTF Stakeholders Impacted by These Guidelines

Fire, Ambulance and EMS Departments

Barrington EMS
Barrington Fire Department
Bellmawr Fire Department
Bellmawr Fire Department Division of EMS
Blackwood Fire Company
Blenheim Fire Company
Camden City Fire Department
Cherry Hill Fire Company
Cherry Hill Fire Department Division of EMS
Chews Landing Fire Department
Cooper University-Camden EMS
Deptford Township EMS
Deptford Township Fire Department
Gloucester City Fire Department
Gloucester Township EMS
Lambs Terrace Fire Department
Lawnside Fire Department
Mount Ephraim Fire Department
Mount Laurel EMS
Mount Laurel Fire Department
Underwood Memorial Hospital Paramedics
Virtua Health Systems Paramedics
Westville EMS
Westville Fire Department

Police Departments

Barrington Borough
Bellmawr Borough
Brooklawn Borough
Cherry Hill Township
City of Camden
Delaware River Port Authority
Deptford Township
Gloucester City
Gloucester Township
Mount Ephraim Borough
New Jersey State Police
Runnemede Borough
Westville Borough

Other Stakeholders

Camden County Communications
Garden State Towing Association
Gloucester County Communications
New Jersey Department of Environmental Protection
New Jersey Department of Transportation
New Jersey Transit

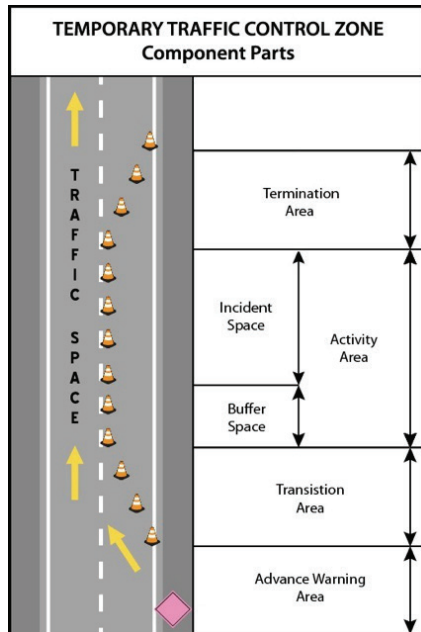
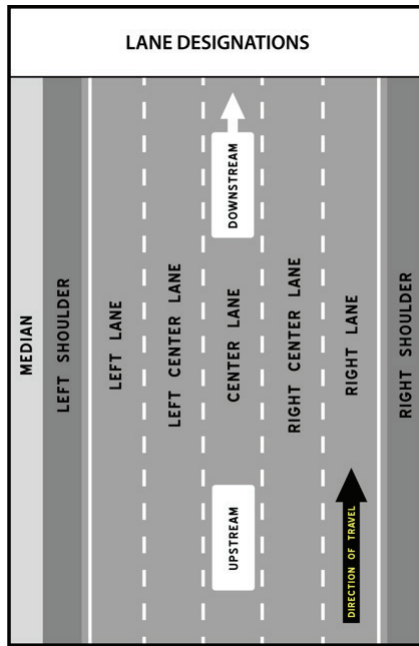


Safe-Positioning Guidelines

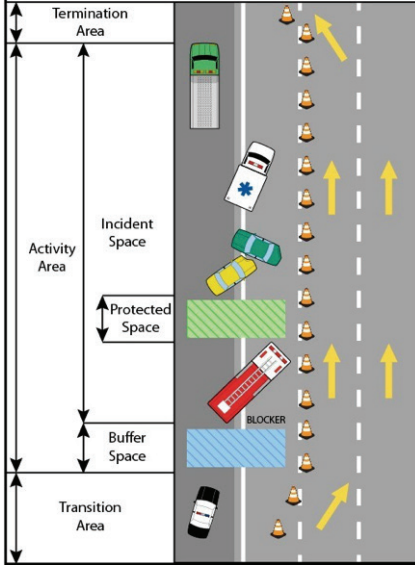
Safe-Positioning Guidelines (MUTCD)

Incident Management Guide		
MAGNITUDE	DURATION	PROTOCOL
Minor	<30 min	<ul style="list-style-type: none"> • Notify NJSP if incident is on roadway where a minor delay can create significant traffic impact • Establish Advance Warning Area and other TTC Components as time/personnel permits
Intermediate	30 min to 2 hrs	<ul style="list-style-type: none"> • Notify NJSP • Establish TTC Components • Consider DOT Response (Supervisor Only)
Major	2+ hours	<ul style="list-style-type: none"> • Notify NJSP • Request DOT Response (Trailer) Early • Establish Full Work Zone (Same as Non-Emergency)

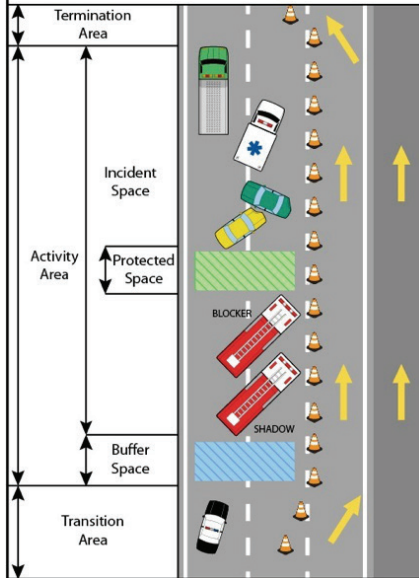
Temporary Traffic Control Zone Configuration			
POSTED SPEED LIMIT	ADVANCE WARNING AREA	TRANSITION ZONE	
	Sign Distance	Taper Length	Typical # Cones
40	A 350 ft	320 ft	8
55	A 750 ft	660 ft	16
65	A/B 1000/1500 ft	780 ft	18

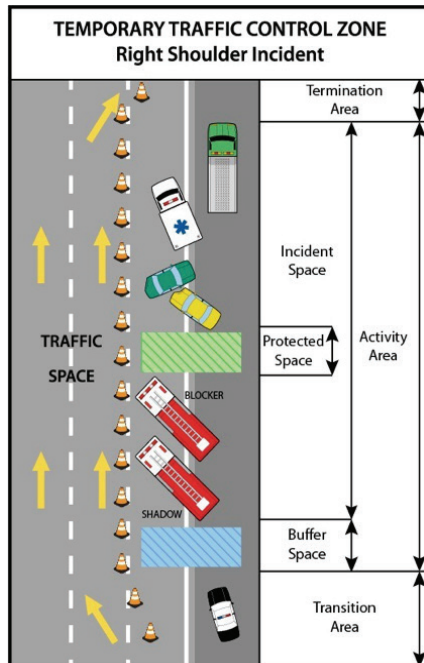
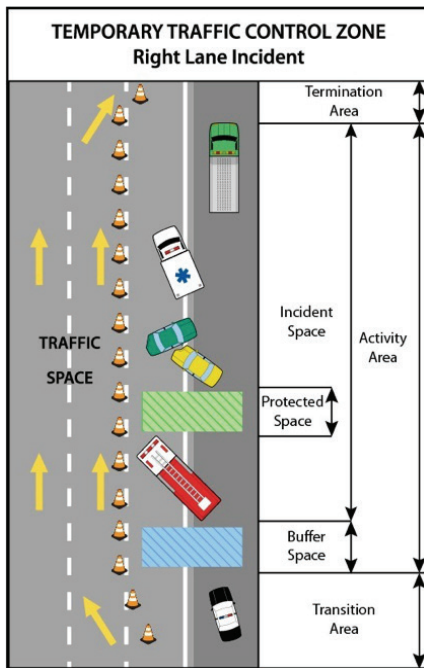


TEMPORARY TRAFFIC CONTROL ZONE
Left Lane Incident

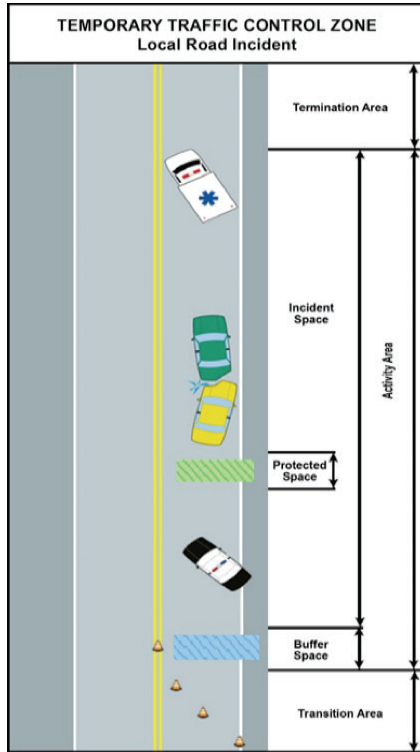


TEMPORARY TRAFFIC CONTROL ZONE
Center Lane Incident





TEMPORARY TRAFFIC CONTROL ZONE
Local Road Incident





Bloodborne Pathogens Protocol

January 2017

- Consider all body fluids as potentially infectious.
- Consider all patients, alive or deceased, as potentially infectious.
- Where an exposure incident has occurred, clean the affected area and report the contamination immediately to the appropriate officer. (*see below for Occupational Safety and Health Administration (OSHA) definition of an exposure incident.)
*Remember to complete an Exposure Incident Report.
- As soon as possible, make notification to the department's Infection Control Officer.
- Don the appropriate level of PPE for the task.
- Where indicated, use an appropriate face shield, splash goggles, and face mask that covers both the nose and mouth.
- Don disposable hypoallergenic gloves of the correct size, and change gloves when handling more than one patient.
- Use an appropriate engineering control device to handle sharps or any other contaminated object that could easily puncture a glove or garment.
- Where indicated and with authorization from the incident commander, consider affixing biohazard labels to areas of the vehicle(s) where body fluids are seen or suspected.
- Upon removal of gloves, wash hands with an approved antiseptic germicidal hand cleaner or waterless hand cleaner.
- Where body fluids have made direct skin contact, wash the affected area with an approved germicidal cleaner thoroughly.
- Where body fluids have made contact with the eyes, flush the opened eyes with copious amounts of water for at least 15 minutes.
- Where PPE has become contaminated, remove and isolate the PPE by placing the garment in either one or more red biohazard bags or, for minor contact, place the garment in a suitable plastic bag and

- affix a biohazard label to the bag.
- Where equipment/tools are contaminated, it is recommended that either they be disinfected on location or isolated with biohazard label(s) attached.
 - Where body fluids are noted on the road surface, use the appropriate material commonly used and procedure for soaking up vehicle fluid spills.
 - All responders are encouraged to take full advantage of their agency's Hepatitis B vaccination program.
 - Emergency response agencies are encouraged to create and carry an "Infection Control Kit" on any apparatus routinely assigned to incidents where the presence of body fluids can be anticipated. The recommended contents of the kit are listed on the next page. The exact amount of any particular item is dictated on the anticipated usage.
 - Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. (Source: OSHA definition as written in 29 CFR 1910.1030.)
 - It is recommended that the Safety Officer identify and properly manage all biohazards at the scene. If no Safety Officer is available, then the Incident Commander is responsible.
 - During demobilization all biohazards are to be placed in Red Bags and properly disposed of. The Safety Officer and EMS Supervisor are to inspect the scene for biohazards before demobilization.

Infection Control Kit Contents:

Note: where an amount is listed, this should be considered as a minimum amount. Agencies are encouraged to add to this list as deemed appropriate.

- 12 (one dozen) pairs of nitrile hypoallergenic disposable gloves. It is recommended that XL be the standard size to facilitate the ease of putting on and removal of the glove. These gloves should be packaged and marked with the size.
- 6 (½ dozen) medium sized gloves as described above. These gloves should be packaged and marked with the size.
- 2 Tyvek suits (1 size XL, 1 size L) packaged and marked with the appropriate size.
- 2 pairs of ANSI approved splash goggles
- 1 disposable face shield
- 6 large biohazard bags
- 6 heavy gauge liners minimum-sized 30 gallon 1 roll of biohazard labels
- 1 pair of tweezers (used for the removal of sharps and handling contaminated items)
- 1 approved sharps container
- 1 bottle of 70% isopropyl alcohol for spot treating contaminated turnout clothing
- 1 package of disposable gauze pads for spot cleaning of turnout clothing
- 1 bottle of approved waterless antiseptic hand cleaner (Note: Check expiration date and replace as needed)
- 12 plastic extinguisher tags (used to secure the kit). The presence of a broken tag, or if no tag is present, possibly indicates entry into the kit and possible removal of contents

External to The Kit But Related

- 1 gallon Clorox bleach
- 1 plastic tub or bucket for the purpose of cleaning/disinfecting equipment on scene
- 1 scrubbing brush



Virtua EMS Protocol



Mobile Intensive Care Unit

Policy Name: Highway Incident Staging

Manual Section/Number: MICU O 283

Date of Issue: 02/2012

Revision Date(s): 01/2017

Purpose:

To increase crew safety and ensure appropriate utilization of Virtua Mobile Intensive Care Unit (MICU) while responding to incidents on Limited access highways.

Definition:

Limited access highways as defined by NJ MVC Title 39

Limited access highway: every highway, street, or roadway in respect to which owners or occupants of abutting lands and other persons have no legal right of access to or from the same except at such points only and in such manner as may be determined by the public authority having jurisdiction over such highway, street, or roadway; and includes any highway designated as a “freeway” or “parkway” by authority of law.

Level-1 staging: Units will stage in their direction of travel in close proximity to the scene until assigned by Incident Command. The staging position should allow for the maximum amount of tactical options in regard to vehicle position, roadway access, and other factors.

Policy:

Upon being dispatched for an incident on a limited access highway,

the MICU 0480 Readiness policy shall be followed. After advising the appropriate dispatch agency of the response status, the MICU shall ascertain the exact location of the incident and any available information regarding the incident in order determine the most appropriate entrance to the highway and resource needs. Upon arrival at the determined highway entrance, the MICU will level-1 stage off the highway in a safe area that will allow access to local roadways until confirmation of the need for ALS services on the highway has been obtained. The MICU will also announce their staging location to the appropriate communications center. Upon receiving confirmation of the need for ALS services, the MICU will proceed to the scene in an emergent fashion.

At any point during the response, should there be confirmation of the need for ALS or based on the information provided it is determined by the MICU crew that ALS will most likely be needed or will be the first arriving emergency service unit, the MICU will bypass level-1 staging and proceed directly to the scene. Examples of confirming agencies include but are not limited to: state/local police, fire, and local EMS, county communications centers, NJDOT Emergency Services Patrol.

Approved By:	Scott A Kasper
Date:	02/2012
Reviewed By:	EMS Chiefs
Review Interval	Annual
Author:	James R. Newman
Source(s):	
Distribution:	MICU Distribution List
Key Words	Highway



NJ SAFR IMTF Guidelines Violation Acknowledgment Form

Date:

Time:

Location:

Agency:

Unit:

Operator:

Violation:

This form has been prepared to document a policy violation, and to identify the steps taken by the NJ SAFR IMTF and the involved agency to prevent a recurrence of same.

The listed agency representatives acknowledge by their signature that the following remedial actions have been/will be undertaken:

1. List of remedial actions.
- 2.

Chief Name
Company Name

Deputy Chief Name
Company Name

NJSP IMU Representative
NJSP-IMU

Signature & Date

NJ SAFR IMTF Co-Chair Name
NJ SAFR IMTF Co-Chair

NJ SAFR IMTF Co-Chair Name
NJ SAFR IMTF Co-Chair



NJ SAFR IMTF Response Box Subcommittee Structure

Resources, Response Box Changes and Dispute Resolution

Purpose Statement:

The Response Box Subcommittee shall be responsible for determining the assigned resources for incidents that occur on the highways served by the task force.

Committee Makeup:

To ensure fair representation, the committee should have at least one representative of each discipline involved in highway responses (state police, fire, EMS, and DOT). If requested, the Fire Coordinator for each of the counties served by the SAFR IMTF (Camden/Gloucester/Burlington) may also have a seat on the committee. The task force co-chairs will appoint one member of the committee to serve as chairperson. The chairperson will determine the number of committee members based on operational need.

Eligibility:

To be eligible for membership on the committee, candidates must be either a member of one of the agencies served by the task force or a County Fire Coordinator. Eligible candidates should have sufficient knowledge and experience in their respective fields, as well as a thorough understanding of Highway Response Best Practices.

Meetings:

Meetings will be scheduled by the chairperson based on operational need. At a minimum, the committee will meet if:

- The task force co-chairs determine that a review of one or more response areas is necessary.
- A request is made by a participating agency head for a review of the area served by their agency.
- A request is made by a stakeholder for a review of a response area.
- A deficiency is noted in the performance of a participating agency.

Response Areas:

Each highway served by the task force will be divided into specific sections, known as response areas. The size and number of each response area will be determined based on local area resources, traffic patterns, access, incident volume, and any other relevant factors. Where possible, the areas will be of sufficient length to limit the number of response areas, without causing an undue delay for responding agencies.

Assigned Resources:

The following resources will be dispatched for the listed reported incident types:

- Fires (Vehicle, Brush, etc.):
 - Engine Company in each direction.
- Motor Vehicle Crash with Injury:
 - Engine Company and BLS in each direction.
 - ALS in reported direction of travel only (based on severity of reported injury).
- Motor Vehicle Crash with Entrapment:
- Engine Company, Rescue/ Squad Company and BLS in each direction; and
 - ALS in reported direction of travel.
 - Miscellaneous (Highway Hazard, Investigations, etc.):
 - Engine Company in each direction.

These resources may be modified based on availability of local resources and input from local agency heads.

Individual Agencies

will be responsible for complying with the NJ SAFR Traffic Incident Safety Guidelines for Emergency Responders document regarding the number of apparatus sent onto the highway.

Except where otherwise noted, the listed resources will be dispatched in both directions of travel to account for the following situations:

- inaccurate reporting regarding the direction of travel for the incident; and
- traffic congestion that prevents or delays resources from accessing the scene in the reported direction of travel.

The opposite-direction resources can also provide rapid backup for the primary resources when needed due to the severity of the incident and/or a delayed response.

Notifications:

- Any items discussed by the committee will be reported to the task force at the next quarterly meeting.

Response Box Changes:

The subcommittee chairperson will be responsible for ensuring the following steps are completed PRIOR to any Response Box changes:

- The proposed changes will be announced at a minimum of one quarterly task force meeting.
 - Notification that proposed changes will be discussed at the meeting will be included with the meeting notice.
 - Members in attendance will be given the opportunity to comment on the proposed changes.
- Positive contact will be made with the head of any agency (fire or EMS) affected by the proposed change(s).
 - The agency head will be given the opportunity to comment on the proposed changes.
 - Efforts will be made to address any concerns expressed by agency heads.

- A copy of the proposed changes will be forwarded to:
 - the Fire Coordinator in each of the affected counties; and
 - the Fire Chiefs and Fire Officer's Association in each of the affected counties.
- Once the above steps have been completed, the proposed changes will be submitted to the appropriate communications center(s) for implementation.

Temporary Response Box Changes:

If a change to a Response Box is necessitated by an exigent circumstance, the chairperson of the Response Box Subcommittee is authorized to make a temporary change to the response area without first announcing the change at a quarterly meeting or forwarding the changes to the Fire Coordinator or Fire Chief's and Fire Officer's Association for comment. However, all other steps must be followed, and the change must be forwarded to the aforementioned agencies as soon as possible, and announced at the next scheduled IMTF quarterly meeting. Temporary Response Box changes will be for a maximum of six months, during which time the change must either be made permanent or rescinded.

Dispute Resolution:

To avoid conflict, the committee will make every effort to collaborate with all affected agency heads in determining resources assigned to specific response areas. If an agency head disagrees with a decision of the committee, he or she will be requested to forward their concerns in writing to the task force co-chairs. If warranted, the complaint will be forwarded to the committee for further consideration. Upon receipt of a complaint, the committee will conduct a thorough review of the issue(s) raised. The review should include the following steps:

- Interview the author of the complaint.
- Interview any other pertinent witnesses.
- Review all relevant documents/information.
- If warranted, a committee member will travel the route from the station of affected agencies to the applicable highway entrance.

The committee will then forward their findings, in writing, to the task force co-chairs. The task force co- chairs will notify the complainant in writing of the result of the review.

If the review results in a decision to modify a response area or the resources assigned to same, the above described Response Box Change procedure will be followed.

February 2018



Traffic Incident Management Resources

New Jersey TIM Website

www.njtim.org

FHWA Traffic Operations

www.ops.fhwa.dot.gov/index.asp

FHWA Traffic Incident Management

www.ops.fhwa.dot.gov/eto_tim_pse/index.htm

FEMA – National Incident Management System (NIMS) Resource Center

www.fema.gov/national-incident-management-system

National Traffic Incident Management Coalition (NTIMC)

www.ntimc.transportation.org/Pages/default.aspx

I-95 Corridor Coalition-Incident Management

www.i95coalition.org/coordinated-incident-management-safety/

Emergency Responder Safety Institute

www.respondersafety.com

TIM Network

www.timnetwork.org

Fire, Ambulance & EMS Departments / Barrington EMS / Barrington Fire Department / Bellmawr Fire Department / Bellmawr Fire Department Division of EMS / Blackwood Fire Company / Blenheim Fire Company / Cherry Hill Fire Department / Cherry Hill Fire Department Division of EMS / Camden City Fire Department / Chews Landing Fire Department / Deptford Township EMS / Deptford Township Fire Department / Gloucester City Fire Department / Gloucester Township EMS / Lambs Terrace Fire Department / Lawnside Fire Department / Mount Ephraim Fire Department / Mount Laurel EMS / Mount Laurel Fire Department / Underwood Memorial Hospital Paramedics / Cooper University-Camden EMS / Virtua Health Systems Paramedics / Westville EMS / Westville Fire Department

Police Departments / Barrington Borough / Bellmawr Borough / Brooklawn Borough / Cherry Hill Township / City of Camden / Delaware River Port Authority / Deptford Township / Gloucester City / Gloucester Township / Mount Ephraim Borough / New Jersey State Police / Runnemede Borough / Westville Borough

Other Stakeholders / Camden County Communications / Garden State Towing Association / Gloucester County Communications / New Jersey Department of Environmental Protection / New Jersey Department of Transportation / New Jersey Transit



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