



TRAFFIC MANAGEMENT IN EMERGENCIES

Vehicle Control Point (VCP) Operators Briefing Checklist

Incident Type/Name:	Incident Controller:	Operational Period:	Date Completed:	Time Completed:	Completed by:
		From to			
		Date:			

As an operator of a VCP you should be briefed on the following for your VCP¹

VCP number:		Closed between:
Road name(s)		
VCPs to be located at:	Location: (Intersection Name):	Staff: (Names, Call sign)
To be established as: FULL <input type="checkbox"/> (DEFAULT) PARTIAL <input type="checkbox"/> WITH RAPS ² <input type="checkbox"/> WITHOUT RAPS <input type="checkbox"/>		
Controlling Agency or HMA:		
Legislative Authority to close the road(s):	³ EM Act <input type="checkbox"/> BF Act <input type="checkbox"/> FB Act <input type="checkbox"/> RT Act <input type="checkbox"/> MR Act <input type="checkbox"/> LG Act <input type="checkbox"/> DG Act <input type="checkbox"/> OTHER <input type="checkbox"/> (specify section):	
Direction/information to be given to the public:		
Actions agreed for breaches of VCP:		
Specific conditions (e.g. emergency vehicles/personnel allowed through VCP):		
Methods of communication for this VCP:		
Anticipated duration for this VCP:		
Confirmation of VCP arrangements:		
VCP meets minimum standards:	1 vehicle/2 personnel; 2 escape routes; 2 methods of communication; safe conditions.	
Risks/impacts specific to this VCP:		
VCP operator understands dynamic risk assessment:	Including what changes should be reported & when VCP needs to be moved	
Welfare arrangements for this VCP:	Rest breaks & refreshments for VCP operators & any arrangements for affected public.	
Frequency of briefings (reporting rhythm):	How & when will VCP operators be updated for situational awareness	
Planned handover for VCP operators:	Time expected that VCP operators will be replaced by other personnel	
Radio channel(s) to be used:		
Agency Commander / VCP Supervisor (contact details):	Supervisor for VCP operators at this VCP during this incident (to include phone number).	

¹ Ideally BEFORE deploying – if not, ASK for this information ASAP

² Restricted Access Permit System (i.e. A partial VCP nominated for this purpose)

³ EM Act - *Emergency Management Act 2005*; BF Act - *Bush Fires Act 1954*; FB Act - *Fire Brigades Act 1942*; RT Act - *Road Traffic (Administration) Act 1974*; MR Act – *Main Roads Act 1930*; LG Act - *Local Government Act 1995*; DG Act – *Dangerous Goods Safety Act 2004*.

EXPECTED ROAD LAYOUT (MARK AS APPROPRIATE)

