**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 VCP[[1]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
| **VCP number:** | | **Closed between:** | |
| **Road name(s)** | |  | |
|  | |
| **VCPs to be located at:** | **Location: (Intersection Name):** | | **Staff: (Names, Call sign)** |
|  | |  |
|  | |  |
|  | |  |
| **To be established as: FULL  (DEFAULT)**  **PARTIAL  WITH RAPS[[2]](#footnote-2)  WITHOUT RAPS** | | | |
| **Controlling Agency or HMA:** | |  | |
| **Legislative Authority to close the road(s):** | | **[[3]](#footnote-3)EM Act  BF Act  FB Act  RT Act  MR Act  LG Act  DG Act  OTHER  (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). | |

**EXPECTED ROAD LAYOUT (MARK AS APPROPRIATE)**

****

1. Ideally BEFORE deploying – if not, ASK for this information ASAP [↑](#footnote-ref-1)
2. Restricted Access Permit System (i.e. A partial VCP nominated for this purpose) [↑](#footnote-ref-2)
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.* [↑](#footnote-ref-3)