

STANDING OPERATING PROCEDURES

TRAFFIC CONTROL POINTS DURING EMERGENCIES

1. Scope

- 1.1 This SOP deals exclusively with the staffing and operation of Traffic Control Points (TCP) on roads and road related areas during an emergency. This procedure should be read in conjunction with existing legislation and documentation including (but not limited to) the *State Emergency & Rescue Management Act 1989* and State Disaster Plan (DISPLAN). Authority to establish a TCP exists under the *State Emergency & Rescue Management Act 1989* and other agency specific legislation.

2. Traffic Control Points

- 2.1 TCP will be staffed by NSW Police Force and the responsible roads authority (RTA and/or Council) during an emergency in the first instance. Where appropriate, volunteers from the Rural Fire Service, State Emergency Service may assist in this role. An emergency is defined under the *State Emergency & Rescue Management Act 1989*.
- 2.2 Location, disposition and personnel staffing TCP will be determined by the Forward Commander of the Combat Agency responsible for the emergency, in consultation with the Incident Controller. No variation to these deployments can be made without the authorisation of the Forward Commander, unless the TCP is under immediate threat.
- 2.4 If a TCP is abandoned due to an immediate threat, personnel must advise the Forward Commander at the earliest opportunity who will appraise the Incident Controller.
- 2.5 Traffic calming measures are to be put in place in accordance with SOPS set out by the Agency staffing the TCP.
- 2.6 Lighting must be provided at any site operating in hours of darkness.
- 2.7 Personnel staffing TCP will not recommend or direct traffic to alternate routes without specific authority of the Incident Controller. Any alternate routes will be devised by the responsible roads authority (RTA and/or Council) in consultation with the Combat Agency responsible for the emergency.

3. Access to Traffic Control Points

- 3.1 Two access levels will apply at a TCP - '**No Entry**' and '**Restricted Entry**'. The determination as to the level of access at a specific point will be determined by the combat agency responsible for the emergency in consultation with the NSW Police Force.
- 3.2 **No entry**
No persons may enter the area with the exception of the following;
- emergency personnel directly responsible for combating the threat and treating injured persons e.g. RFS in case of bushfire, NSW Health in case of pandemic, SES in case of flood.
 - NSW Police Force, Australian Defence Force and other law enforcement agencies specifically tasked with the protection of life and property that is under immediate threat (eg. on-going terrorism event).
 - Only in circumstances where the RFS is the responsible combat agency, accredited media under the direct supervision of and escorted by an authorised member of the RFS.
- 3.3 **Restricted entry**
Emergency personnel, residents, Essential services/Infrastructure maintenance. The details of any persons (except Emergency Services Personnel) entering into a restricted area are to be recorded in the TCP log (see over). The log will record the names, addresses, dates of birth and registration numbers of any vehicles. Logs are to be returned to the Forward Commander or their representative at the conclusion of each shift or at intervals of no less than 8 hours.
- Any persons unable or unwilling to present sufficient identification to establish their bona fides will not be permitted to enter.
- 3.3.1 **Emergency Services Personnel**
Personnel relieving or providing support services to crews directly responsible for combating the threat and Police providing protection and security to evacuated properties will have unrestricted access.
- 3.3.2 **Residents**
Any person claiming to be a resident within the restricted area must produce identification to establish their bona fides. Ultimate discretion to authorise entry will rest with personnel staffing the TCP. If there is any doubt as to the safety or survivability of the person entering the restricted area their entry should be prohibited.
- 3.3.3 **Essential Services**
Persons working for Welfare Services, Agriculture and Animal Services for stock and pets, Engineering Services, Transport Services, essential infrastructure services, (power, water, communication, welfare services for evacuees, stock etc.) must present identification. This identification must be issued by their respective organisation and be accompanied by an induction certification issued by RFS, NSWFB, SES, Industry & Investment NSW (formerly DPI) or NSW Health. It is the responsibility of those agencies to induct essential services required to work in restricted areas.
- NOTE: Only in circumstances where the RFS is the responsible combat agency, unescorted media accredited by the RFS.**
- 3.4 **Crime Scenes**
If, during an emergency, a crime scene is, or needs to be established, consultation with and consideration should be given to the needs of the Combat Agency to access the Hazard for the purposes of their controlling the hazard to prevent the loss of life or damage to property.

4. Breach of Traffic Control Points

- 4.1 Where a TCP is breached, non Police personnel staffing the point will NOT pursue or endeavour to prevent a person beyond the confines of the point. Personnel (other than members of the NSW Police Force) will not attempt to physically restrain or detain persons for breaching a point. When a TCP is breached, personnel will advise the Forward Commander immediately, providing what information possible to identify the person and/or motor vehicle. The Incident Controller should be apprised of this information at the earliest opportunity.

TCP Location

[Empty box for TCP Location]

TCP should be referenced by road where established and distance from nearest cross street or landmark

Individual entry must be made for all persons entering a restricted area (Except Emergency Services Personnel)

Person Detail	Name		D.O.B.				Veh Registration				
	Time and Date of Entry		Destination				Estimated Time Out				
	Time	Date					Time				
Emergency Contact Information		<input type="checkbox"/> UHF Radio	Channel	<input type="checkbox"/> Mobile Phone	Mobile Phone No				COMPLETE WHEN PERSON LEAVES		
Emergency Contact Person or Agency		Phone						Time Out			
								Time			

Person Detail	Name		D.O.B.				Veh Registration				
	Time and Date of Entry		Destination				Estimated Time Out				
	Time	Date					Time				
Emergency Contact Information		<input type="checkbox"/> UHF Radio	Channel	<input type="checkbox"/> Mobile Phone	Mobile Phone No				COMPLETE WHEN PERSON LEAVES		
Emergency Contact Person or Agency		Phone						Time Out			
								Time			

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	Time and Date of Entry		Destination				Estimated Time Out				
	Time	Date					Time				
Emergency Contact Information		<input type="checkbox"/> UHF Radio	Channel	<input type="checkbox"/> Mobile Phone	Mobile Phone No				COMPLETE WHEN PERSON LEAVES		
Emergency Contact Person or Agency		Phone						Time Out			
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Emergency Contact Information		<input type="checkbox"/> UHF Radio	Channel	<input type="checkbox"/> Mobile Phone	Mobile Phone No				COMPLETE WHEN PERSON LEAVES		
Emergency Contact Person or Agency		Phone						Time Out			
								Time			

To be completed by Senior Officer Staffing the TCP (CLEARLY PRINT NAME DO NOT SIGN)

Name / Rank	Agency	Date				
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RESTRICTED AREA ENTRY LOG