

SHRP 2 Training for the Commonwealth of Virginia

Document	Conducting TIM Training	DATE ISSUED: 1/03/2013
Subject	Delivering the SHRP2 Basic Course (4 hr or 12 hr.)	EFFECTIVE DATE: 1/03/2013
By	State Incident Management Committee State TIM Training Steering Subcommittee VDOT, VSP, VDFP, VDH (EMS), DCJS	REVISED: 06/25/2021
Title	SHRP 2 Training for the Commonwealth of Virginia	

Purpose

The purpose of this policy is to establish a standardized statewide policy for scheduling, conducting and documenting SHRP2 Traffic Incident Management Courses in the Commonwealth of Virginia (COVA).

Scope

This policy applies to all FHWA certified COVA SHRP2 trainers

Background

The impact of traffic incidents on highway operations, reliability, and safety is well known and alarming. About 25 percent of all delays are caused by traffic incidents. Congestion costs are counted in hundreds of billions of dollars and wasted fuel is measured in billions of gallons. More importantly, traffic incidents pose a significant safety risk to both responders and travelers. The likelihood of a secondary crash increases with each minute that an incident remains unresolved.

Clearing incident scenes quickly with a well-coordinated, multidisciplinary team of first responders and transportation personnel is an important means of reducing the risk of secondary crashes and congestion delays.

The second Strategic Highway Research Program's Reliability Project L12, Improving Traffic Incident Scene Management, was designed to establish the foundation for and promote certification of responders to achieve the three objectives of the traffic incident management (TIM) national unified goal (NUG). The intent is to motivate responders from different stakeholder groups—law enforcement, fire and rescue, emergency medical services (EMS), Department of Transportation, towing and recovery, and notification/dispatch services to acquire a common set of core competencies to promote a shared understanding of the requirements for achieving the safety of responders and motorists, quick response, and effective communications at traffic incident scenes.

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This multiagency and multidisciplinary course was developed as a result of this research that uses a variety of adult-learning techniques, including interactive seminar, case study analysis, tabletop role-play and scenario, and field practicum.

Definitions

After Action Review (AAR) - The After Action Review (AAR) is the recreation of events that occurred in order to review and assess the process, procedures and operations performed, and to identify the effectiveness and weaknesses during the incident period.

After Action Review Report (AARR) - The After Action Review Report is the summary of the After Action Review following a predetermined format.

FHWA – Federal Highway Administration

NUG – National Unified Goal

SHRP2 – State Highway Research Program 2

TIM – Traffic Incident Management

General Information

Classroom Training Description

The core product of the SHRP2 project is a multidisciplinary training course for traffic incident responders and managers. Research products include training and course curriculum materials. The course includes blocks of classroom instruction and associated tabletop exercises that require a total of two days to complete.

Trainers trained through the TtT courses will conduct classroom-based training for a broader audience of incident responders across that State and/or region.

Assumptions

- No participant fee for the training.
- All classroom training modules will be consistent with the training curriculum developed under the original SHRP2 Reliability Research Project.
 - The recommended approach is that two trainers from different disciplines teach each course.
 - Delivery of classroom training using the four (4) hour COVA SHRP 2 specific course
 - Classroom training will require ongoing updates.

Audience

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The target audience for the multi-discipline state or region wide classroom trainings includes:

- State, County, and Municipal Law Enforcement officers
- Career and Volunteer Fire and Rescue personnel
- Transportation professionals. e.g., operations and maintenance staff
- Local Department of Public Works personnel
- Emergency medical services personnel
- Towing and recovery personnel
- Private Hazmat responders
- Medical examiners
- State and local emergency management personnel
- Department of Environmental Quality (DEQ) pollution response personnel
- Department of Agriculture and Consumer Services (VDACS) personnel for crash response involving food products
- Miscellaneous responders

Roles and Responsibilities

- State and/or local agencies and associations will identify which staff needs to attend the full day and half train the trainer sessions versus a condensed version of the training.
- Candidates for the Train the Trainer Classes shall be approved by each Division Coordinator. Those individuals selected for the course shall have completed the four-hour course within the past twelve (12) months.
- Individuals who successfully complete the TtT course shall teach a minimum of two courses with a seasoned Lead Instructor before being considered as an Instructor.
- Only individuals who participated in the TtT course will provide the classroom training.
- Individuals who successfully complete the Train the Trainer course will be expected to participate in a minimum of two (2) four (4) hour classes within eighteen (18) months, one of which should be outside of the instructor's home jurisdiction, but at a minimum, will be outside of the instructor's discipline.
- Upon request, FHWA will provide a pool of instructors who will be available to partner with a State-based instructor to co-lead classroom trainings for States and regions.

Training Requirements

Course Instructors/Trainers

- Completion of the twelve (12) hour Train the Trainer (TtT) Course
- Register on the National Traffic Incident Management Responder Website: <https://fhwaapps.fhwa.dot.gov/tim>

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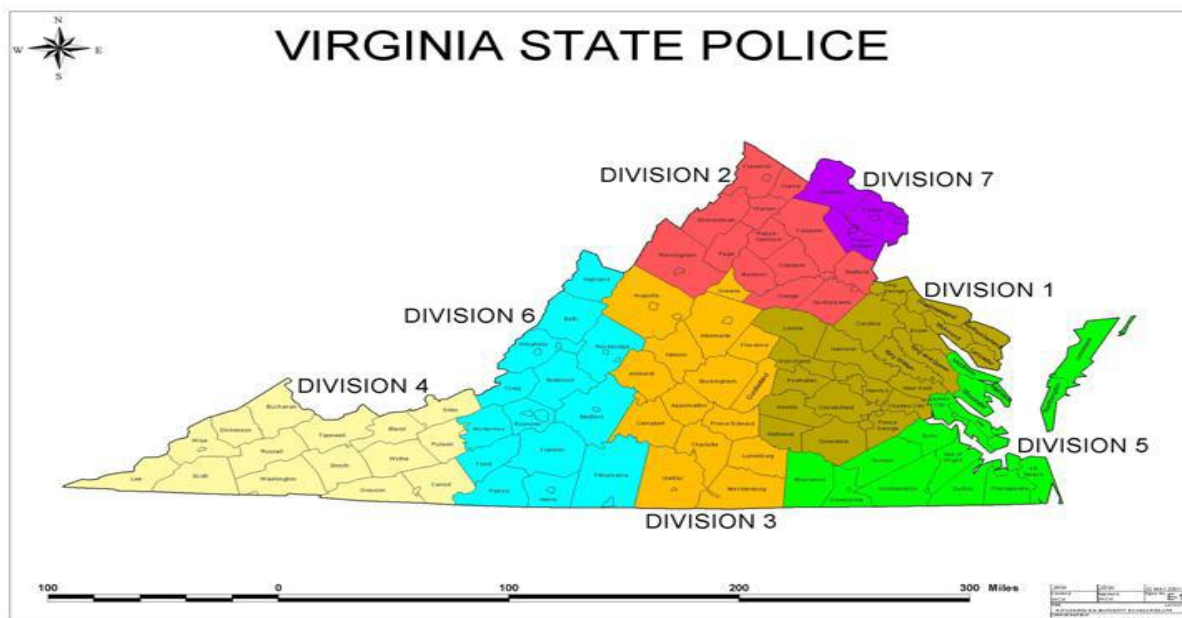
Basic First Responder Courses

- Four (4) hours
- Modified Presentation (various days, etc.)

Regional SHRP2 First Responder TIM Training Teams

In order to facilitate a logical and efficient TIM training program, the State TIM Training Committee, a subcommittee of the State Incident Management Committee has designated the seven correlating Virginia State Police and Virginia Department of Fire Programs Divisions as the boundaries for instructors to form their training teams.

Each TIM represented discipline shall designate points of contacts that will comprise team members in order to facilitate and conduct training throughout the Commonwealth.



Tips to successful training

Build a local training team

Identify the individuals in your training session who live or work in your geographic area or region.

Contact them about joining you in a follow-on session to discuss how you can take this important information to your colleagues.

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At the coordination meeting:

Discuss ways you can put this training immediately to work – and what might need more collaboration.

Identify any information from the course that needs to be localized for your region.

Logistics

Identify the training team, potential partners and host locations and dates.

Assign tasks – who will teach; who will track invitations, responses and logistics; who will coordinate with the state leads.

Identify participants – remember to include police, fire, EMS, communications/dispatch, tow-truck drivers, departments of transportation (state and local) and other appropriate responders in your area.

Secure approvals

Send e-mail invitations to target agencies/organizations and follow up.

Promote the training through events, conferences and other activities in your region.

Conduct training

The Instructor Guide has all you need to put together a great training course, some highlights:

- Assemble all the AV equipment you need to complete the training.
- Secure the tabletop exercise materials
- Review the training curriculum.
- Practice with trainers as needed. (Make sure all instructors are aware that whenever the curriculum refers to the MUTCD that the Virginia Work Area Protection Plan is substituted)
- Report your training to your state's TIM coordinator, and to FHWA.
- As you begin to use the training in the field, document successes or any other positive feedback. This information will show the value of TIM to your decision makers, your agencies and your communities.

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Scheduling Classes

1. Each Regional/Division instructor/team shall be responsible for local marketing and scheduling of courses in their respective areas of responsibility. The lead team instructor will ensure that upon scheduling a class, notification will be made to the State TIM training committee prior to the class.
2. It is the duty of the instructors to reserve, set up and ensure adequate space is available for classes.
3. If VDOT employees/contractors are going to be present in the course. Each course shall have a class number from VDOT for their 7A Roster. Send an e-mail to Robert Rabe at: Robert.Rabe@vdot.virginia.gov to obtain that number.
4. Posting Upcoming Classes: The Virginia Office of Emergency Medical Services (OEMS) will be responsible to post upcoming classes on the State TIM Website calendar. Instructors are required to send the following information about upcoming classes to OEMS using the following email address: tims.training@vdh.virginia.gov
 - Course name:
 - Course location:
 - Course date(s):
 - Course instructors:
 - Contact email:
 - Number of seats available:
 - The name and email of the Lead Instructor shall be included in order to get the necessary PIC form from DCJS for law enforcement officer credit.

Course Delivery

The SHRP2 course was developed to give the instructors great latitude in presenting the approved materials and modules. It is important to use the lesson plans as they are provided in order to ensure consistent instruction is maintained throughout the Commonwealth. Instructors are encouraged to utilize personal experiences and Virginia centric incidents to reinforce the lessons during the course. Instructors are not expected to provide students with printed manuals, etc.

Instructors have the opportunity to provide the four (4) hour course in a multitude of manners depending on the nature of the class make up. The basis for this course is encouraging multi-disciplinary student classes.

Should an Instructor be faced with a class from a single discipline, it is strongly recommended that there be multidiscipline Instructors present.

Course Follow-up/Documentation

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Within five workdays of concluding the training, the lead instructor for the Region will be responsible for the following administrative duties. These duties will include but not be limited to:

1. Completed SHRP 2 Course Roster (See Attached Form) for students should be sent to OEMS within five (5) days using the provided email address:



SHRP_2_Course_Roster Revised_07_17_17

tims.training@vdh.virginia.gov

2. The VDOT 7A roster form shall be sent within five (5) days to Robert Rabe at robert.rabe@vdot.virginia.gov



FORM_7A_Training AttendanceRoster.d

3. Entering class information into the FHWA website within five (5) days for tracking



TIM Trng Site User Guide - 040721.pdf

purposes.

4. All Instructors who assisted with the class must be entered in the FHWA Website to make sure they receive credit for teaching. The Training Oversight Committee tracks classes taught from this site.
5. Certificates will be provided in person at the end of the class or via e-mail.
6. EMS Course Roster (TR-06) shall be completed, and submitted to OEMS at tims.training@vdh.virginia.gov within five (5) days of the class completion.



TR-06-Course-Roster-2-22-21-Locked (1).