

# SHRP 2 Training for the Commonwealth of Virginia

<b>Document</b>	<b>Conducting TIM Training</b>	<b>DATE ISSUED: 01/03/2013</b>
<b>Subject</b>	<b>Delivering the SHRP2 Basic Course (4 hr or 12 hr.)</b>	<b>EFFECTIVE DATE: 01/03/2013</b>
<b>By</b>	<b>State Incident Management Committee State TIM Training Steering Subcommittee VDOT, VSP, VFP, VDH (EMS), DCJS</b>	<b>REVISED: 07/14/2017</b>
<b>Title</b>	<b>SHRP 2 Training for the Commonwealth of Virginia</b>	

## **Purpose**

The purpose of this policy is to establish a standardized statewide policy for scheduling, conducting and documenting SHRP 2 Traffic Incident Management Courses in the Commonwealth of Virginia.

## **Scope**

This policy applies to all FHWA certified Virginia SHRP2 trainers

## **Background**

The impact of traffic incidents on highway operations, reliability, and safety is well known and alarming. About twenty-five (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.

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.

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## 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 Virginia course
- Classroom training will require ongoing updates.

### **Audience**

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

- Law enforcement officers
- Fire and rescue personnel
- Transportation professionals. i.e., operations and maintenance staff
- Public works personnel
- Emergency medical services personnel
- Towing and recovery personnel
- Hazmat responders

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- Coroners/medical examiners
- Miscellaneous responders

## Roles and Responsibilities

- State and/or local agencies and associations will identify which staff needs to attend the full - day and on half train the trainer sessions.
- Candidates for the Train the Trainer Classes shall be selected by each Division Coordinator. Those individuals selected for the course shall have completed the four-hour course within the past twelve (12) months.
- 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 Course
- Register on the FHWA Sharepoint Site:  
Instructors shall register at the Transportation Research site access.  
**[www.transportationresearch.gov/dot/fhwa/SitePages/register.aspx](http://www.transportationresearch.gov/dot/fhwa/SitePages/register.aspx)**
- After a username and password are assigned, log into the TIM site at **[www.transportationresearch.gov/dot/fhwa/timp/default.aspx](http://www.transportationresearch.gov/dot/fhwa/timp/default.aspx)**. Instructors are asked to register again on that site with name, email address, phone so FHWA can have a contact list.

### **Basic First Responder Courses**

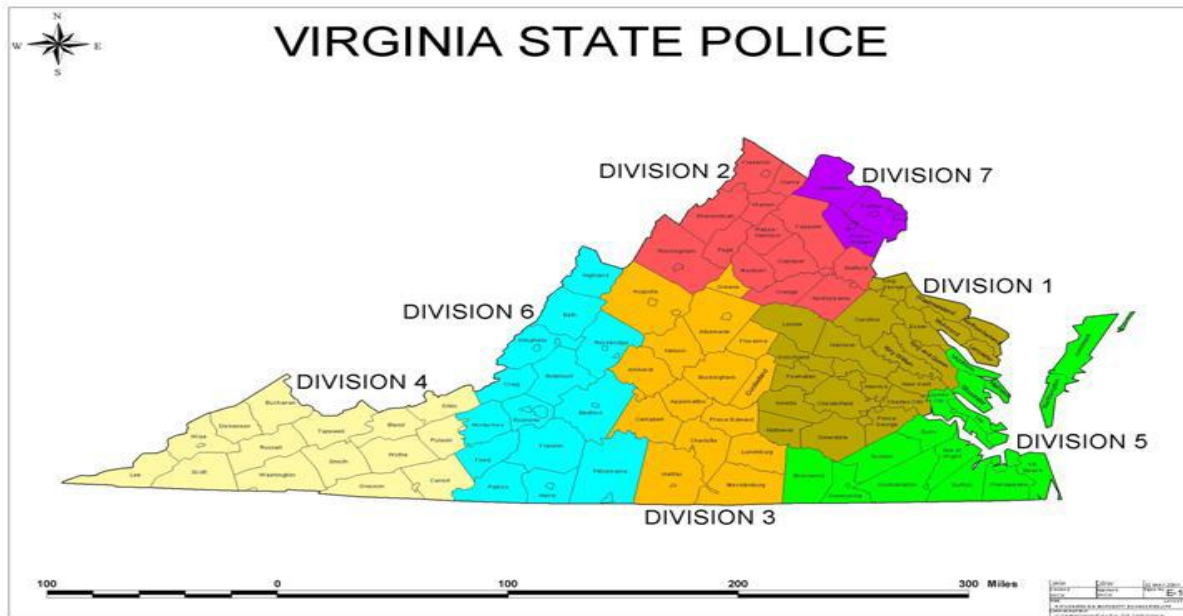
Four (4) hours

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 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.

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## **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.
- 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 state or 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.

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- 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.

## **Scheduling Classes**

- 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.
- It is the duty of the instructors to reserve, set up and ensure adequate space is available for classes.
- Each Class should have a class number from VDOT for their 7A Roster. Send an e-mail to Robert Rabe at: [Robert.Rabe@vdot.virginia.gov](mailto:Robert.Rabe@vdot.virginia.gov) to obtain that number.
- Posting Upcoming Classes: The Virginia Office of Emergency Medical Services (OEMS) will be responsible to post upcoming classes on the State TIM Website. Instructors are required to send the following information about upcoming classes to OEMS using the following email address: [tims.training@vdh.virginia.gov](mailto:tims.training@vdh.virginia.gov)

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- Course name
- Course location:
- Course date(s):
- Course instructors:
- Contact email:
- Number of Seats available:
- The name and e-mail of the Lead Instructor must be included in order to get the necessary PIC Forms from DCJS for Law Enforcement 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 4 hr. 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

- 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:

- Completed Course Roster (See Attached Form) for students should be sent to OEMS using the provided email address: [tims.training@vdh.virginia.gov](mailto:tims.training@vdh.virginia.gov)



SHRP2 Course  
Roster Revised\_07\_1

- The VDOT 7A Roster should be sent to Robert Rabe at [Robert.Rabe@VDOT.virginia.gov](mailto:Robert.Rabe@VDOT.virginia.gov)
- Entering class information into the FHWA sharepoint website for tracking purposes.
  - All Instructors who assisted with the class must be entered in the Sharepoint site to make sure they receive credit for teaching. The Training Oversight Committee tracks classes taught from this site.
- Certificates will be provided through OEMS via e-mail.
- Any EMS CE cards must be mailed to the Office of EMS within ten (10) days of the completion of the class.

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