OPERATIONS PLAN CHECKLIST

The operations plan must detail how the applicant intends to (1) promote safety and (2) minimize the disruption of traffic. To the extent of any closure of village roadways or the disruption of the movement of traffic proceeding along, entering or crossing a village roadway for a period of ten minutes or more at a single location, the Applicant shall provide and maintain a signed detour. **The plan must provide specific information as to how the applicant intends to safeguard organizers, volunteers and participants, and how traffic will be controlled so that the roadways/properties on all systems are available for public and emergency use.**

Please supply the following information or note as "not applicable".

- [ ] **Event Map**
  - Show major intersections
  - Show all railroad crossings
  - Show jurisdictional boundaries
  - Show all facilities being used by the event (roads, parks, schools, parking lots, etc.)

- [ ] **Description of Event**
  - Identify event starting and ending times
  - Describe sequence of event activities, including setup and cleanup
  - Describe any road/lane/shoulder/sidewalk closings and times and method of closure (e.g., cones, barricades, fencing)

- [ ] **Table of all intersections**
  - List existing type of traffic control (e.g., signal stop, yield, no control) and which leg(s) of the intersection have the control
  - List proposed type of traffic control during event (e.g., police officers, no change, signage) at each intersection and at other required locations (all locations where event participants will violate the "rules of the road" **and** (all locations where traffic will be required to stop where they would not normally have to stop **must** be staffed by a police officer)
  - List locations of volunteers

- [ ] **Complicated Intersections**
  - Provide sketch of any intersections requiring specialized traffic control
  - Show types and locations of all traffic control devices (e.g., traffic signals, signs, cones, striping, barricades0, both existing and proposed
  - Show types and locations of all event personnel (e.g., police officers, volunteers)
  - Show path of event participants

- [ ] **Detours**
  - Provide map of detour, including detour sign locations and any existing signs to be covered
  - Provide drawing of detour sign(s) showing text
  - Provide sign dimensions, color, size of text, type of sign material, and posting method

- [ ] **List all Railroad Grade crossings**
  - Indicate whether grade crossing is active or inactive
  - List existing traffic control at all active grade crossings (e.g., cross bucks, lights, gates)
  - List proposed traffic control at all active grade crossings (e.g., police, RR flagger)
  - Indicate whether railroad has been contacted

- [ ] **Pre-Event Public Notification**
  - List locations for signs or show on a map
  - Provide drawing of signs showing text
  - Provide sign dimensions, color, size of text, type of sign material, and posting method
  - List locations or show on map all Changeable Message Signs (CMS), provide pre-event text
  - Specify what day signs and CMS will be placed and when they will be removed
  - Describe any other type of notification (e.g., mailings, brochure, press release) being provided to the public

☐ **Coordination**
- Describe coordination with state/local police
- Describe coordination with state/local highway agencies
- Describe coordination with municipalities
- Describe coordination with other entities (e.g., railroads, park agencies, private property owners whose property will be used or affected by the event for the event

☐ **Event Day Communications**
- Describe communications system used by event personnel, marshals, volunteers, emergency personnel

☐ **Emergency Services**
- Describe how emergency services will be provided during the event for event participants and spectators
- Describe how emergency vehicles will be able to use/cross the event course if necessary for non-event related circumstances

☐ **Spectator Control**
- Indicate whether any special measures are being taken to control spectators (e.g., fencing, roadway crossings)

☐ **Pavement Markings**
- Provide a sketch of each location where temporary pavement markings will be placed
- Describe material being used (Paint and spray chalk are not allowed to be used on State highways. Temporary tape such as Duck brand is allowed provided it is removed promptly after the end of the event.)

☐ **Event Day Signing – for roadway users**
- List locations for signs or show on a map, note any existing signs to be covered
- Provide drawing of sign(s) showing text
- Provide sign dimensions, color, size of text, type of sign material, and posting method
- List locations or show on map all CMS, provide text

☐ **Event Day Signing – for event participants**
- List locations for signs or show on a map
- Note types of signs being used (e.g., advance turn, mile markers, feed zones/water stations)
- provide drawing of sign(s) showing exact text
- Provide sign dimensions, color, size of text, type of sign material, and posting method

☐ **Event Day Signing – for roadway users**
- List locations for signs or show on a map, note any existing signs to be covered
- Provide drawing of sign(s) showing text
- Provide sign dimensions, color, size of text, type of sign material, and posting method
- List locations or show on map all CMS, provide text

☐ **Event Support Vehicles**
- Describe the movements of any support vehicles (e.g., lead and trail, sweep, sag)
- Describe how each support vehicle will convey its message (e.g., flashers, headlights, beacons, signs)Provide sign dimensions, color, size of text, type of sign material, and posting method
- List locations or show on map all CMS, provide text