



EKURHULENI METROPOLITAN POLICE DEPARTMENT
SASREA TRAFFIC MANAGEMENT PLAN (TMP)

Description of Sport/Function/Event/Gatherings 205 contemplated:

Event venue – address and description – e.g.: Park, Racing Oval, Pool, Sport Complex: _____

Date: _____

Time frame/ Event duration: _____

Expected crowd size: _____

Amount of busses / taxis contracted: _____

1. Venue safe capacity PAX (people) as per grading:
 - a. Seated: _____
 - b. Standing: _____
 - c. Additional PAX/ people that will be in temporary structures – stipulate the amount of seats or standing area per square meter available per person: _____
 - d. Venue square metre size: _____
2. Venue Parking capacity permanent parking bays: _____
 - a. Venue additional (Ad-Hoc) (temporary and over flow) parking bays: _____
3. Venue entrance and exit gates total: _____
4. Any VIPs or (VVIPs) Ministers: _____
5. Any parallel event or (set social activity like a casino, mall, race course) on the same day at the venue?



Event Categorisation	Low Risk (x)	Medium Risk (x)	High Risk(x)
Venue owner		Contact Person _____ Cell: _____	
Security Company manager responsible:		Contact person _____ Cell: _____	
Traffic/ Safety manager responsible:		Contact person _____ Cell: _____	
Organiser		Contact person _____ Cell: _____	
SAPS responsible officer no;		Contact person _____ Cell: _____	

1. INTRODUCTION

Purpose and Scope of the TMP (Traffic Management Plan)

Event Organizers and City JOC's are again requested to take note that the purpose of the Act is to provide measures to safeguard the physical well-being and safety of people and property at sports, recreational, religious, cultural, exhibitional, organizational or similar events held at stadiums, venues or along a route. This document provides a template for the development of an event Traffic Management Plan (TMP), to be produced and presented by the event co-ordinator for the subsequently approval by the Ekurhuleni Metropolitan Council City JOC.

This TMP will provide the details of the event traffic management procedures to be implemented by the Event Organiser on the day/s of the event, by event personnel (Marshals), and traffic controllers during the event. They may not deviate, alter, change or fail to deliver, from this plan or fall short of the commitments made in the planning meeting with EMPD. (Any deviation or altercation must be communicated ASAP with the EMPD commander).

The Ekurhuleni Metropolitan Police Department (EMPD) has a duty to ensure the efficient and effective movement of traffic on the entire road network of Ekurhuleni, not just traffic at the event, as well as ensuring legal compliance and that Council by-laws are adhered to.



The identified Traffic Management team required for this event will meet well prior this event and plan the routes, additional traffic signs, traffic cones required and any other contemplated road closures to be implemented, then formulate one TMP. Which will be implemented and presented to CITY JOC in this format; EMPD OPS009 – version 1 - TRAFFIC MANAGEMENT PLAN (TMP). In order to provide a safe environment for all road users, event participants, organisers and the general public. No other plans will be allowed.

2. OUTLINE OF THE TMP

The TMP will include an **index with content structured as listed below**; but is not limited too – tailored criteria, criteria used must fit the event scope;

1. All Traffic Management Plans will consist of these specifics;

- i. First break it down into the types of operations contemplated for ease of reference and criteria used, starting with;*
- b. **Point duty** – highlight the points where traffic/ Pedestrian control will be required
- c. **Marshalling** – highlight the points where marshals will be required
- d. **EMPD Traffic management** – what volumes could be expected; from normal road users – during morning, afternoon and peak?
 - i. Attendees will be coming in via which modes of transport? (Busses, taxis, trains, or own transport)
 - ii. Pedestrian walking into the venue from parking areas- indicate their routes.
 - iii. Attendees in the main will be; – Adults, Children, Aged, Handicapped or mixed. (Spectator profile)
 - iv. Amount of EMPD officers required to assist in this regard.
- e. **Escorts** – who needs to be escorted from where to where, times, amount of vehicles and type.
 - i. Will Lead vehicles and motorbikes be required?
- f. **Parking management** – car guards, marshals, and parking bay layout
- g. **Additional Traffic signage**; barriers, cones, road closures, structures to be erected.
- h. **Road closure** – describe what will be required here, motivate why.
- i. **Special parking designated for**;
 - i. VIP parking
 - ii. Public transport parking
 - iii. Handicap parking
 - iv. Caterers
 - v. Emergency vehicles and Police



- vi. Staff and crew
- j. Road races, Running, Cycling and all events staged on the Public roads primarily. Will require a **KMZ digital file** of your rout/s planed. We prefer a Google Earth compatible file, with any road race, cycle race, triathlon or marathon. Indicating all the routes, short, 5 km, long 10 km for instance in different colours, overlaped with the indication of marshals and EMPD manpower requirements at each intersection, indicated as respective icons on the maps.
 - i. Plus a turn by turn rundown of each route...
 - ii. Indicate specific stretches of road and or points for road closures, and special traffic control measures that will have to be deployed.

ADDITIONAL CRITERIA (at major events)

- 2. **Landing of helicopters and Flying of drones** (if applicable)
 - a. To get a; permission letter from Chief of Police **to land a helicopter?**
 - b. We require; your
 - i. CAA approval
 - ii. Pilot ratings
 - iii. Copy of your indemnity clauses and 3rd party liability insurance – to be sent with application for landing permission.
 - c. **The position with drone flying** on/ or over: public roads and or council property is the same for drones as it is for commercial aircraft – with reference to Helicopters in the main.
 - d. The South African African Civil Aviation Authority (SACAA) views any drone flying in the sky as an aircraft and must abide by the same law as manned aircraft.
 - e. Subsequently we require a copy of;
 - i. Remote Pilots License (RPL),
 - ii. Your Air Service License (ASL) from the department of transport and Remote Operators Certificate (ROC) from the SACAA.
 - iii. Area of operations, time frame, purpose, landing zone co-ordinates
 - iv. and contact details

Directed In the form of an application letter, on the company letter head preferably, to the Chief of Police EMPD Mr I.J Mapiyeye,

- 3. **Parking layout and management plan for major events** – entrance and egress – show traffic flow, on entrance and egress and additional gates...
- 4. **Indicate any Dedicated Emergency access and exit routes**



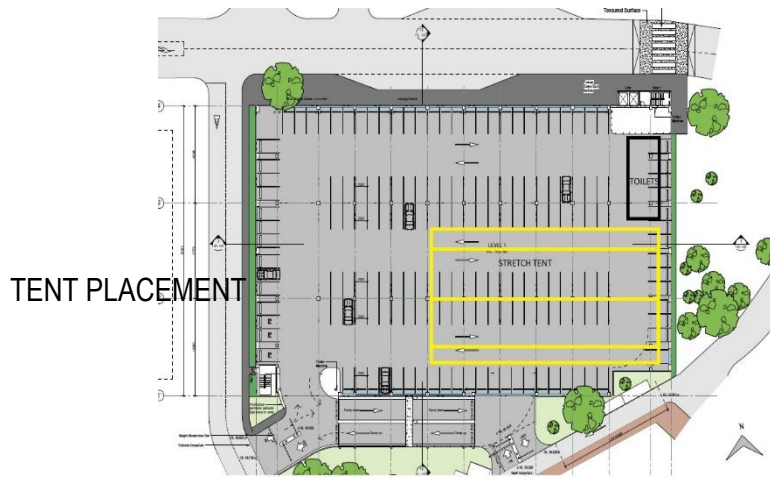
5. **Emergency staging points and evacuation areas** – (referring to places where emergency vehicles and personnel, coming into the venue can stop and wait to be called to the exact point where they are needed, these are dedicated areas set aside for evacuation, emergency and disaster preparedness, and to work on injured people in the event of an disaster. From your medical plan, we need these areas demarcated on the TMP)
6. **Access security criteria** – security search areas and ticketing areas. With large venues with multiple gates and entrances; Specifically Identified gates to be used solely as; service vehicles entrance - suppliers, staff, security, VIP, and public entrances and exits need to be identified – as well as the access and egress criteria that will be used by security, the level of security at each gate or entrance / exit. So too the criteria they will use for entrance and egress at each point. (Invitation, tickets, pass out, pre-registration and vetting ext.).
7. **Pedestrian management and channelling plan**; speaks too; speed fencing erected on sidewalks to keep people from walking in the road, camel humps, to stop people from pushing people into a venue, manned pedestrian crossings, dedicated bus, taxi waiting areas, arranged dedicated Uber pickup and drop-off zones.
8. **Is this a high risk event** – part of a national strike, protest or political event/meeting?
9. **Do you know of any risks or threats to this event we must take note of?**
10. **History of past events, where applicable?**

TAKE NOTE: 1) Any and all equipment, additional traffic signage required for the Traffic Management Plan for road divisions and demarcation will have to be supplied by the organiser. This included any and all traffic cones, barriers, signage, and additional road traffic signage. **EMPD does not supply any equipment....further to this, the EMPD cannot be tasked to repair roads, traffic signals and signage before any event, the organiser must do this himself or herself with the relevant departments...**



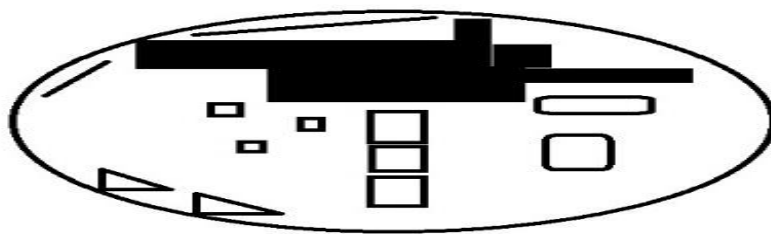
3. EVENT LOCATION DEPICTION - MAP1 SATELLITE MAP OF VENUE/

ROUTES OF EVENT ON SATELLITE MAP





TERAIN LAYOUT PLAN BASIC



STADIUM EVACUATION AND EMERGENCY RESPONSE PLAN





Considerations; Traffic routes should be separate for vehicles and pedestrians at any large event site.



- Easily identifiable collection and drop off areas
- with waiting space to avoid interfering with traffic flows should be provided for the general public, disabled people, taxis and public transport.

Bus/ Taxi parking

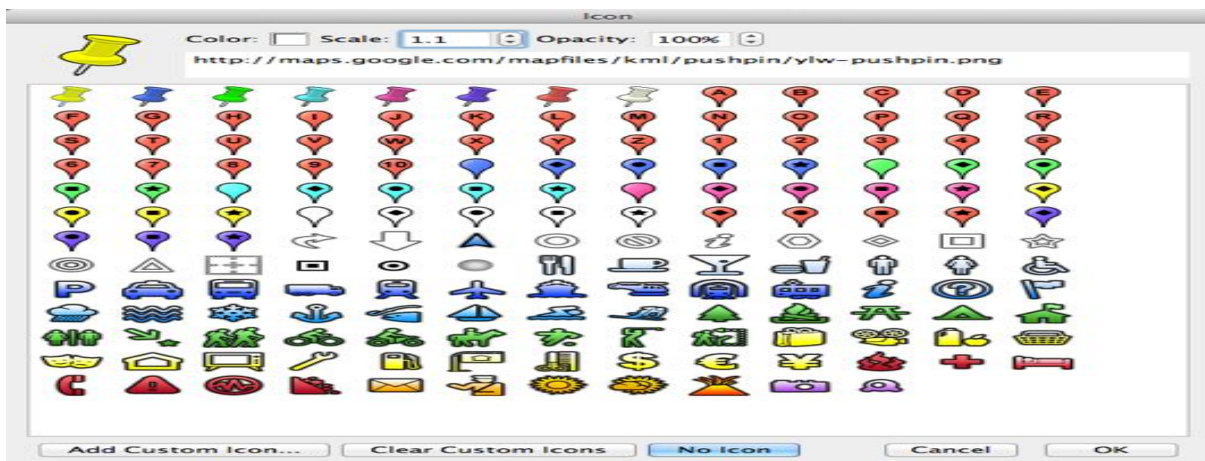
BURGER AND CO. 15KM ROUTE DESCRIPTION

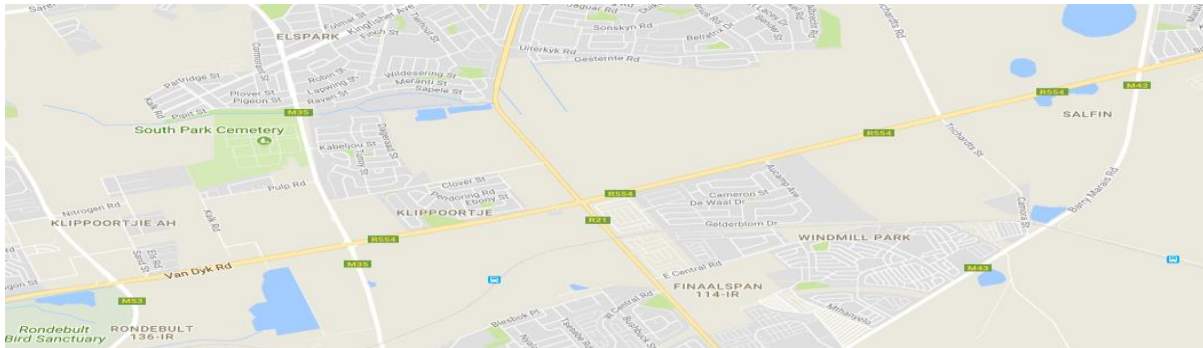
- Runners will start at the bottom of the road by the Baseball Club inside the stadium.
- Runners will run along Mathews Drive inside the stadium facilities and exit the blue gate closest to Barry Marais Road.
- Runners turn right into Jubilee Rad and continue straight until Barry Marais.
- Turn right into Barry Marais and continue straight until the traffic lights at Van Wyk Louw Drive.
- Runners will turn right into Van Wyk Louw Drive.
- Run along Van Wyk Louw Drive until runners cross the road at the robot and turn left into Plomer Street.
- Runners continue around the bend until they hit Fairbridge Street where they will turn left.
- Left turn into Eybers Street and then run along that road until it becomes Currey Street.
- Currey becomes Watermeyer Street where runners will continue straight until there is a forced right turn into the service road parallel to Dudley Smith Road.

2 “KMZ” STREET MAPS OF VENUE, ROAD RACE ROUTES and ROAD CLOSURES

(Placement of personnel and EMPD). Use Google Earth and place markers there are plenty available and save it to a “KMZ” file; the steps are easy;

1. Open Google Earth.
2. Go to File Save Save Place As.
3. In the new window, go to the left-hand panel and select a folder.
4. In the "File name" field, type the name of the file.
5. Click Save.
6. Google Earth will save the file as a .kmz file, which includes the KML file.





3 DESCRIPTION OF TRAFFIC MANAGEMENT CONCEPT - Objectives and Strategies, Obligations, Roles and Responsibilities

The objectives of the TMP is to:

- Provide for a safe environment for all road users, the venues must cater in full for the event contemplated – both in terms of;
 - Capacity
 - Grading
 - Type of event must fit in with the venue contemplated
 - Consideration for the surrounding area – residential, no live events...
 - Parking capacity
 - Safety and security
 - Traffic infrastructure
 - Facilities
 - Parallel events, other major happenings and seasonal impact
- Ensure protection to event participants, organisers and the general public
- To identify and mitigate any form of hazard that may arise as result of the event, its participants, or any activity taking place on the public roads
- Minimise the disruption, congestion and delays to all road users
- Ensure access to adjacent commercial and residential premises is maintained at all times – no full road closures are possible in all residential areas.

The following objectives will be achieved through the TMP:

- Ensure whenever possible, that a sufficient number of lanes are provided for to accommodate the normal vehicle traffic volumes
- All relevant legislation, by-laws and any regulations will be applicable still – to all participants, the rules of the road stay in place.
- Ensure the delays in traffic congestion are kept to a minimum and within acceptable levels



- Ensure enough appropriate and sufficient warning or information signs are installed and the adequate guidance is provided to define the travel route at the event site – through social media, news, and physical signage.
- All road users are adequately protected from any obstructions resulting from the event
- Event organiser shall ensure that all and any parking areas are clearly marked off and have a sufficient number of marshals/ security guards appointed to direct traffic toward parking bays. No sellers and vagrants will be allowed in the parking area. With Ad- hoc parking areas, make sure to leave space for fire engines, check that the grass is cut, and the parking surface/ area is safe, for both parking and pedestrians, so too well lit at night time too. With signs indicating EXIT.
- Paraplegic and handicapped parking and drop-offs, must have assistants

4 ROLES AND RESPONSIBILITIES

- a) **Assigning roles and responsibilities;** the ultimate responsibility and authority to ensure the TMP is implemented fully for the prevention of property damage and injury to event personnel, participants, road users and all members of the public, lies with **the event organiser – full accountability.**
- b) The event organiser will ensure all event personnel are fully aware of their responsibilities, and those installing signs and devices are appropriately trained and accredited, and that marshals receive sufficient instruction to ensure the safe conduct of their activities. Damage to council property is a serious offence, so too defacing and or attaching anything to streetlights, traffic lights and traffic signs, painting on roads are all illegal.
- c) The event organiser will render assistance to road users and stakeholders when incidents arising out of the event activities affect the network performance of the safety of the road users and event participants.
- d) The appropriate action to correct unsafe conditions is also one of the responsibilities of the event organiser and he must notify the EMPD representative in advance before such action is taken.
- e) The event organiser shall ensure the event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and undertake their responsibilities safely.



- f) The event traffic controllers and marshals will wear the correct high visibility vests and in addition other protective equipment at all times. All of this must comply with the requirements of the TMP.
- g) All roads will be cleaned during and after their events having taken place, and all signage will be removed immediately after the events conclusion.

5 ADDITIONAL PRECAUTIONARY ISSUES

The event organiser shall undertake to run the event in stages, with inspections at the minimum on the following occasions:

- Run up stage; before the event strategic (planning) activity commence
- Event day; execution of the event activities as per the planning
- Event cut off time and rollup, wrapping up; closing down at the end of the event activities, needs to take place in a co-ordinated fashion.

Any changes or variances to the TMP prior/during or after the event shall first be consulted with the most senior EMPD representative on site.

Traffic Control Devices

Traffic control devices shall be erected according to the prescribed regulations of the National road Traffic Act, Act 93 of 1996. Before the commencement of the event for inspection, the signs and traffic control devices approaching the event and at the event site will be erected in accordance with the installation plan.

The event will not commence until all signs, devices and barricades are in place and operational in accordance with the requirements of the TMP.

All signs erected shall be compliant to the SABS standards and within the prescription of the National road Traffic Act and council By-Laws. No improvised signage may be used to direct traffic with...



6 DETAILED ACTIVITIES

- a. The planning of activities must include identification of routes and emergency access and exit routes, evacuation areas, any helicopter landing areas, HAZCEM sites, firework displays areas, and no –go areas likes dams, rivers, lakes that will be sealed off for the duration of the event etc...
- b. The parking restrictions must be known and parking areas identified clearly on a terrain map. All additional traffic control measures including drawings of the layout of barriers, walkways, signs and the general arrangements to warn and guide traffic around, past or within an event site needs to be tabled on a map format, for interpretation and orientation, of all stakeholders concerned.
- c. The traffic routing on the road network must be stipulated in detail and pinned down with the EMPD co-ordinator in a meeting.
- d. Ensure traffic controllers and marshals present on day/s of function/event arrive well prior the event times, are all clearly identifiable, and have proper communication channels available to them.
- e. Stipulate any further detail of activities to be elaborated on as required by the respective functions within this event site.

7 INCIDENT ACCIDENT PROCEDURES

In the event of an accident or incident, whether or not involving traffic or road users, traffic shall be stopped as necessary to avoid further deterioration of the situation. The EMPD shall be contacted immediately in order to attend to the incident/accident. Emergency vehicles requiring to enter and/or travel through the worksite will be given priority right of way. Emergency evacuation route for emergency vehicles will be indicated on the TMP. Suitable council recovery systems and vehicles shall be used to facilitate the prompt removal of broken down/damaged or obstruction vehicles.



8 TERMS OF REFERENCE

As no exceptions and leeway will be tolerated, no one person, or even the main organiser, or his/ her deputy, may change, alter, omit, fail to comply on any point, planning, or any detail, arrangement, time, or stipulation that comes out of this service agreement, (TMP) without the consent of the EMPD precinct commander, or his appointed deputy, or even any official dually appointed and mandated may authorise any changes, the EMPD operational commander has the final say over the traffic management plan, and no one else.

EMPD, we will be applying a zero tolerance stance – due to the nature of events, we cannot make any exceptions, except excuses, like not knowing, or not having been informed accordingly will be accepted.

The onus is on the organiser to check if he or she is compliant and have delivered according to the TMP agreed upon service levels and terms of reference i.e.; What was agreed upon to work together to accomplish a shared goal

If the event manager comes up short, the EMPD commander or his delegate may add additional resource to make the event safe, this includes and is not limited to additional manpower, signage, and this could be charged for. The organiser is bound to this arrangement by virtue of his or her application, and must comply with every directive given, and by applying consents to do so. Further to this stipulation, the EMPD commander could also stop/ delay the race until the necessary manpower/barricades/signage is in place. Or when any unsafe situation arises – temporarily stop the race due to extreme weather, or road conditions, out of the ordinary events taking place like a riot or major accident, felt fire, thunderstorm etc.. - to correct such situation or make arrangements to mitigate such events.

Council promulgated standard tariffs for the use of Metro Police Officers and vehicles are applicable on any and all events, should traffic management become applicable.

Signature: Organiser: _____

Signature: Deputy Organiser: _____

Signature: Event Safety Officer: _____

Signature: Head Traffic Marshal: _____

*I the signee hereby bind myself to the commitments and planning in this document.

9 APPROVAL

TAKE NOTE: Metro Police traffic control and escorting services are **NOT** supplied free of charge, even if it is an Ekurhuleni sponsored or hosted event. An invoice must accompany any and all



applications. EMM sponsorship only refers to branding, it does not cover any tariffs levied for services rendered. *Any waiver of tariffs must accompany this application in the form of a council report or letter from the Chief of Police, or this application will not be tabled at SAREA JOC for approval. .*

TMP submitted by	Name/Organisation		Responsible Person	Date submitted	Cell No	Signature
	Quoted amount paid in full – proof of payment received? YES / NO Inv. no; _____	Officers Required amount				

EMPD PRECINCT COMMANDER; FINAL APPROVAL OF TMP (TRAFFIC MANAGEMENT PLAN).

Signed by EMPD commander (Rank and Name)

Signature _____

Add this document as the cover document to all submissions made

Approved	No Approved	DATE

Reasons for none approval;