

Temporary Traffic Control

# **FLAGGING BASICS**

**Cherry Pie Road Race**

February, 2008

Adair Village, Oregon

## **INTRODUCTION**

This booklet will provide personnel with a basic understanding of temporary traffic control using flagging, their responsibilities as a Flagger; and, procedures for conducting a safe flagging operation including their own personal safety.

The primary function of temporary traffic control through flagging is to provide safe and efficient movement of traffic through our special events while protecting bicycle racers and flagging personnel.

**Special Event Traffic Control** is designed for planned events that impact the flow of traffic. The traffic operations of the special event should be studied and analyzed for expected traffic volumes, entry and exit locations, available alternate routes, and normal traffic characteristics.

Each road jurisdiction may have permit or other requirements for events with traffic impacts on their roads. The road jurisdiction should be contacted as part of the event planning for their assistance and approval of the temporary traffic control.

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## **PRINCIPLES**

### **QUALIFICATIONS**

Flaggers shall meet the following minimum qualifications:

- Have a valid drivers license
- Have the mental and physical ability to provide timely, clear, and positive guidance to the traveling public
- Have a sense of responsibility for public and personal safety
- Have a professional appearance
- Have the ability to communicate specific instructions clearly and courteously, but in a firm manner
- Have the ability to move and maneuver quickly in order to avoid danger from errant vehicles
- Have received a basic Flagging review course provided by the Race Organizer.

### **WORKER SAFETY APPAREL & EQUIPMENT**

All workers exposed to the risks of moving traffic or construction equipment should wear high-visibility safety apparel meeting the requirements of the *ANSI/ISEA High Visibility Safety Apparel Guidelines*, or equivalent revisions, and labeled as ANSI 107-1999 or later for standard performance for class one, two or three risk exposure.

As a minimum, Flaggers shall be equipped with the following:

- Clothing to cover the complete body except head, neck, and arms below the point of the shoulders.
- A retroreflective vest colored either orange, yellow, strong yellow-green, or fluorescent versions of these colors. The retroreflective material shall be orange, yellow, white, silver, strong yellow green, or a fluorescent version of one of these colors, and shall be visible at a

minimum distance of 300 m (1,000 feet). The vest shall be designed to identify the wearer as a person and be visible through the full range of body motions.

- A fluorescent yellow-green, orange, yellow, or bright white baseball-style cap, or other approved hat (see Race Organizer).
- Highly visible "STOP/SLOW" sign paddles conforming to the MUTCD and fabricated using encapsulated lens reflective sheeting or brighter.
- A portable, self-contained two-way radio with a range suitable for the Event.

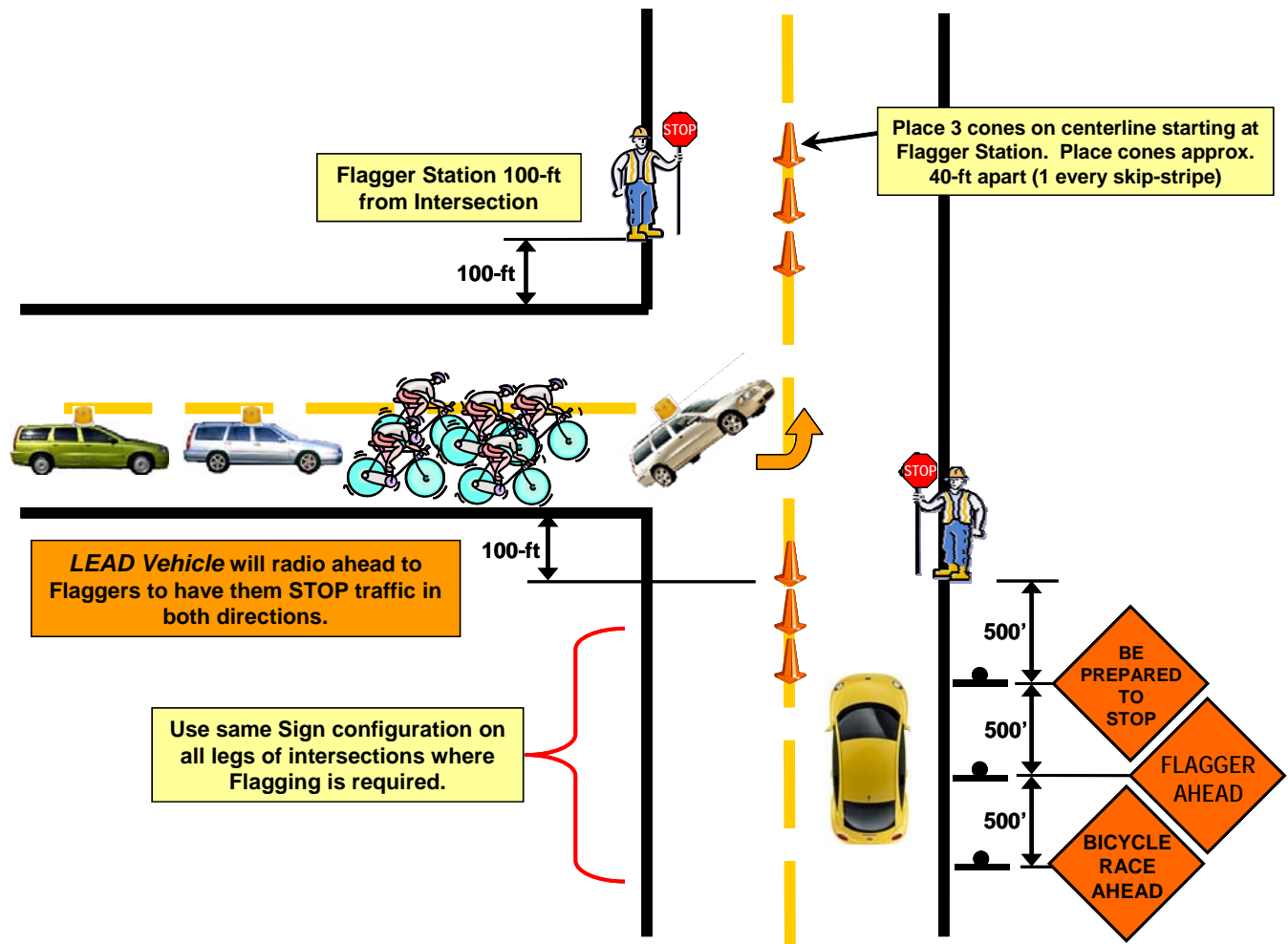
### FLAGGER STATIONS

The location where a Flagger is controlling traffic:

- 1) Shall be located such that approaching traffic will have sufficient sight distance to be able to stop at an intended stopping point.
- 2) Should be kept clear of all vehicles and equipment, leaving the Flagger a clear escape route from errant vehicles, if necessary.
- 3) Should have three cones on centerline at the flagger station will help to draw attention to the flagger. Place cones approximately 40-ft apart (1 cone per skip stripe).
- 4) Flaggers should stand alone. Never permit other workers, spectators or friends to congregate around the Flagger station.

With multiple flaggers, designate one as the Lead Flagger. Effective means of communication, such as radio devices, should be used.

See the illustration below for an example of a typical Flagging operation.



## FLAGGER PROCEDURES

The following methods of signaling with STOP/SLOW paddles shall be used:

- A) To stop traffic, the Flagger shall face incoming traffic and aim the **STOP** paddle face toward traffic in a stationary position with the arm extended horizontally away from the body. Hold the free arm up at shoulder height and face the palm of the hand toward approaching traffic.
- B) To direct stopped traffic to proceed, the Flagger shall aim the **SLOW** paddle face toward traffic with the arm extended horizontally away from the body. The Flagger shall motion with the free hand for traffic to proceed (see illustration below).
- C) To alert or slow traffic, the flagger shall face traffic and aim the **SLOW** paddle face toward traffic with the arm extended horizontally away from the body. The Flagger shall motion with the free hand for traffic to slow down (see illustration below).

### TO STOP TRAFFIC



### TO LET TRAFFIC PROCEED



### TO SLOW TRAFFIC



- D) Flaggers should stand on the roadway shoulder or beyond the fog line, whenever possible.
- E) After the first car has come to a stop, if necessary, carefully move toward centerline to increase visibility of the **STOP** paddle for incoming traffic.
- F) To further increase visibility of the **STOP** or **SLOW** paddles, a Flagger may raise and lower the paddle in an up/down ("pogo") motion.
- G) Before releasing traffic from a flagger station, communicate with the Lead Flagger that it is clear to do so.

## EMERGENCY SITUATIONS

In the event a driver ignores the Flagger with blatant disregard to instructions:

- 1) Use your escape route to avoid coming into contact with the vehicle
- 2) Attempt to capture a vehicle description, a license plate, and a description of the driver and/or any occupants.
- 3) Radio to the closest on-course Official and describe the event. Officials should contact local authorities immediately and relay the information

In the event of verbal exclamations from a driver:

- Remain calm and professional. Avoid confronting the driver.
- If you must give the driver an answer or explanation, do so in a calm, but firm, professional manner.
- If drivers persist, refer them to the Race Organizer.
- If a driver continues to harass or threatens you, follow Steps 2 and 3 above.