

Alabama Department of Transportation

Reverse Laning of Interstate 65

Exit 158 Interchange Team Leader Checklist – Location #24

Note: The steps in this checklist have been numbered to match the master checklist. Steps from the master checklist that are not included in this checklist are noted.

General

- Do not let traffic at your location enter the contraflow lanes unless you have contacted the Area Maintenance Engineer and received approval to do so.
- Make sure your vehicle is equipped with an ALDOT two-way radio. This will allow you to communicate when you are in areas that have limited cell coverage.
- This checklist contains references to the Area Maintenance Engineer (AME). The AME will designate someone on his/her staff as your contact for communication. Unless you are advised differently at a later time, that person will be your point of contact anytime there is communication between you and the AME.

AME Contact: _____ Primary Phone #: _____

- When reporting events to the AME, include the time at which the event occurred.
- When reporting times, use the time shown on your cellular device.
- Team Members are to print and carry a copy of the Master Checklist in order to better follow the overall progress of plan, especially during those steps that are omitted from this individual checklist. The Master Checklist should be printed on 11x17 paper for best viewing.
- Team Members are to carry State Highway Maps for distribution to travelers as needed. When they are available. Team Members are to also carry copies of the ALDOT Hurricane Evacuation Brochures for distribution to travelers.
- Team Members should be readily identifiable by travelers as ALDOT employees. Wear safety vests and caps with ALDOT stencils during warm weather. During inclement weather, if possible, wear a rain jacket with ALDOT stencils.
- When contraflow is used, it should be scheduled for daytime hours. However, Team Members should arrive on-site prepared for an extended period of operation should traffic conditions warrant it. For planning purposes, bring sufficient food, clothing, medicines, etc., for an additional 12 hours of operation.



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Level 1 (Beginning of Hurricane Season)

No action required.

***** Steps not included in this checklist: 1**

Level 2 (Hurricane Watch Declared)

	<u>Completed</u>	<u>Date/Time</u>	<u>Activity</u>
2.	☐	_____	<u>The Team Leader is notified by the Central Office</u> that a hurricane watch is in effect. Team Leader is advised that he/she is on-call.

***** Steps not included in this checklist: 3 and 4**

5.	☐	_____	The Team Leader contacts the Assistant Team Leader.
6.	☐	_____	The Team Leader makes sure that all necessary items are on-hand for him/herself and for the Assistant Team Leader. Examples: safety vests, extra batteries, cooler with drinks, first aid kit, etc.

Level 3 (Hurricane Warning Declared)

	<u>Completed</u>	<u>Date/Time</u>	<u>Activity</u>
7.	☐	_____	<u>The Team Leader is notified by the Central Office</u> that a hurricane warning is in effect. The Team Leader is provided with most current information on hurricane location, speed, strength and expected time and location of landfall.

***** Steps not included in this checklist: 8 thru 10**

11.	☐	_____	The Team Leader contacts the Assistant Team Leader. Team Members are to travel as needed so that they are not more than two hours away from their assigned location.
12.	☐	_____	<u>The Team Leader contacts the Central Office</u> and advises their status and location from which they will mobilize and provides primary phone and radio numbers by which they can be reached.

***** Steps not included in this checklist: 13 thru 17**

Level 4 (Implementation of Reverse Laning)

18.	☐	_____	<u>The Central Office notifies the Team Leader</u> that I-65 will be reversed , relays the time that the reversal will start and establishes the arrival time at the assigned location.
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	Completed	Date/Time	Activity
19.	☐	_____	The Team Leader contacts the Assistant Team Leader, advises that I-65 will be reversed and relays the designated start time and arrival time.

***** Steps not included in this checklist: 20 thru 21**

22.	☐	_____	The Team Leader and the Assistant Team Leader arrive at their assigned location.
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23.	☐	_____	The Team Leader reports to the Montgomery Area Maintenance Engineer that they are on site.
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***** Steps not included in this checklist: 24**

25.	☐	_____	The Team Leader confers with local Montgomery Area Maintenance personnel and confirms that all traffic control devices are on site and ready to be placed into final position when needed.
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26.	☐	_____	The Team Leader contacts the Montgomery Area Maintenance Engineer and confirms that the reverse laning procedure is ready to be implemented at the assigned location. Team leader advises Montgomery Area Maintenance Engineer as to availability of DPS troopers at that location.
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***** Steps not included in this checklist: 27 thru 29**

30.	☐	_____	The Montgomery Area Maintenance Engineer notifies the Team Leader to begin the reverse laning procedure.
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***** Steps not included in this checklist: 31**

32.	☐	_____	I-65 South on-ramp will be barricaded and no traffic allowed to enter.
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33.	☐	_____	I-65 South will be closed by placing DPS vehicles and other traffic control devices across the traffic lanes.
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34.	☐	_____	I-65 South traffic will be diverted off the interstate and onto the interchange ramp.
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***** Steps not included in this checklist: 35 thru 39**

40.	☐	_____	The Team Leader notifies the Montgomery Area Maintenance Engineer that the traffic is diverted off I-65 SB and that the ramp onto I-65 SB is barricaded.
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***** Steps not included in this checklist: 41 thru 42**



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- | Completed | Date/Time | Activity |
|-------------------------------------|-----------|--|
| 43. ☐ | _____ | The Montgomery Area Maintenance Engineer notifies the Team Leader that the Assistant Team Leader is to leave Location #24 and travel south on I-65 SB to Location #22 in a DPS vehicle. |
| 44. ☐ | _____ | The Assistant Team Leader drives south on I-65 SB to Location #22 in a DPS vehicle. The Assistant Team Leader is to remain behind any traffic that is encountered so that as each interchange is reached, it is known that the segment just traveled is clear. The Assistant Team Leader is to take notice of any potential impediment to reversed traffic flow. |
| 45. ☐ | _____ | The Assistant Team Leader from Location #24 reports to the Team Leader at each location as he/she passes while riding south on I-65 SB in a DPS vehicle. Any problems, incidents, vehicles parked on the shoulders, etc., between this location and the previously passed location are included in this verbal report. |
| TL 23: _____ Primary Phone #: _____ | | |

***** Steps not included in this checklist: 46**

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|--------------------------------------|-------|--|
| 47. ☐ | _____ | The Assistant Team Leader from Location #26 arrives via DPS vehicle and reports to the Team Leader. Any problems, incidents, vehicles parked on the shoulders, etc., between Location #24 and Location #25 are included in this verbal report. |
| ATL 26: _____ Primary Phone #: _____ | | |
| 48. ☐ | _____ | The Assistant Team Leader from Location #24 arrives via DPS vehicle at Location #22 and reports to the Team Leader there. Any problems, incidents, vehicles parked on the shoulders, etc., between Location #22 and Location #23 are included in this verbal report. |
| TL 22: _____ Primary Phone #: _____ | | |
| 49. ☐ | _____ | The Team Leader notifies the Montgomery Area Maintenance Engineer that the Assistant Team Leader from Location #26 has arrived via DPS vehicle and that the I-65 SB barricades will be removed. |
| 50. ☐ | _____ | The Assistant Team Leader from Location #26 leaves Location #24 and drives northbound on I-65 SB in DPS vehicle. |
| 51. ☐ | _____ | The barricades from I-65 SB are removed. The barricades on the entrance ramp to I-65 SB remain in place. |
| 52. ☐ | _____ | The Assistant Team Leader from Location #24 leaves Location #22 and travels northbound on I-65 SB in DPS vehicle. |



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- | Completed | Date/Time | Activity |
|---|-----------|---|
| 53. ☐ | _____ | <p>The Assistant Team Leader from Location #24 reports to the Team Leader at each location passed as he/she rides north on I-65 SB in DPS vehicle. Any additional or unresolved problems, incidents, vehicles parked on the shoulders, etc., between the current location and the next location south are included in this verbal report.</p> <p>If Assistant Team Leader from Location #24 meets any southbound traffic while driving northbound on I-65 SB in a DPS vehicle, he/she will attempt to flag the vehicle down to redirect it. If the encountered vehicle continues southward, then the Assistant Team Leader from Location #24 will notify the Team Leader at the next interchange south that there is a vehicle headed towards them.</p> |
| 54. ☐ | _____ | The Assistant Team Leader arrives back at Location #24 via DPS vehicle. |
| *** Steps not included in this checklist: 55 thru 56 | | |
| 57. ☐ | _____ | The Team Leader reports to the Montgomery Area Maintenance Engineer that the Assistant Team Leader from Location #24 has returned via DPS vehicle and summarizes any traffic problems reported for the segment between Location #23 and Location #24. |
| *** Steps not included in this checklist: 58 | | |
| 59. ☐ | _____ | After handling any problems reported, the Team Leader reports to the Montgomery Area Maintenance Engineer that the segment between Location #23 and #24 is clear and ready for reverse laning. |
| *** Steps not included in this checklist: 60 thru 69 | | |
| 70. ☐ | _____ | The Montgomery Area Maintenance Engineer notifies the Team Leader that traffic is now moving northward on I-65 South. |
| *** Steps not included in this checklist: 71 thru 79 | | |
| 80. ☐ | _____ | The Team Leader notifies the Montgomery Area Maintenance Engineer when the initial wave of reversed direction traffic reaches his/her location. |
| 81. ☐ | _____ | The Team Leader and Assistant Team Leader remain at their assigned location and respond as needed while traffic moves northward. Vehicles desiring to exit the reversed traffic lanes will be permitted to do so by the temporary removal of the traffic barricades from the ramps as needed. |



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82. ☐	_____	The Team Leader and Assistant Team Leader monitor traffic at their assigned location. As needed, <u>the Team Leader advises the Montgomery Area Maintenance Engineer</u> on the status of traffic. In addition, they report traffic counts when contacted by the Central Office.

***** Steps not included in this checklist: 83 thru 88**

89. ☐	_____	<u>The Montgomery Area Maintenance Engineer notifies the Team Leader</u> when the reverse laning plan is to be terminated.
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***** Steps not included in this checklist: 90 thru 97**

98. ☐	_____	If an obstruction is encountered by the Assistant Team Leader from Location #1, the Area Maintenance Engineer will contact each Team Leader north of the obstruction, advise him/her that the Assistant Team Leader from Location #1 will be delayed and then relay to him/her the obstruction type, location and estimated clearance time.
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99. ☐	_____	If the Assistant Team Leader from Location #1 encounters an obstruction to the contraflow travelway, the Montgomery Area Maintenance Engineer may dispatch the Assistant Team Leader from this location to travel northbound on the contraflow lanes. If dispatched, the Assistant Team Leader from this location should be prepared to travel to the North Terminus.
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100. ☐	_____	The dispatched Assistant Team Leader from this location scouts for additional travelway obstructions as he/she travels north. He/she does not contact the Team Leaders as each interchange is passed. He/she instead updates the appropriate Area Maintenance Engineer when reaching each interchange. If a travelway obstruction is found, he/she notifies the appropriate Area Maintenance Engineer, describes the obstruction and waits there.
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***** Steps not included in this checklist: 101 thru 102**

103. ☐	_____	The Team Leader is contacted by the Assistant Team Leader from Location #1 trailing the end of the reversed traffic when he/she passes the Team Leader's location.
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104. ☐	_____	<u>The Team Leader notifies the Montgomery Area Maintenance Engineer</u> that the DOT trailing vehicle has passed his/her location and that termination of the reverse laning plan is beginning for this location.
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***** Steps not included in this checklist: 105 thru 106**

107. ☐	_____	Traffic barricades are removed from the on-ramp for I-65 South.
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108. ☐	_____	Traffic control devices and signs are taken down, moved, covered and/or flipped up.

*** Steps not included in this checklist: 109 thru 111

112. ☐	_____	The Team Leader, Assistant Team Leader and State Troopers remain at assigned locations until released by the Montgomery Area Maintenance Engineer to prevent traffic from operating in contraflow mode.
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*** Steps not included in this checklist: 113

114. ☐	_____	The Montgomery Area Maintenance Engineer notifies the Team Leader to release the DOT personnel from their assigned location.
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*** Steps not included in this checklist: 115 thru 116

*** End of Check List ***



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