

**MEMORANDUM OF UNDERSTANDING BETWEEN
FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 2 INTELLIGENT
TRANSPORTATION SYSTEMS (ITS) OFFICE
AND THE FLORIDA HIGHWAY PATROL**

I. PURPOSE

This is a Memorandum of Understanding between the FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 2 ITS OFFICE, hereinafter referred to as the ITS Office, AND FLORIDA HIGHWAY PATROL, hereinafter referred to as FHP, regarding communications among response agencies engaged in traffic incident management, to include congestion mitigation activities and special events.

II. BACKGROUND

1. Both parties provide public service to roadway users and participate in Freeway Management, Traffic Incident Management, and Emergency Management.
2. FHP and Operators from the ITS Office are co-located in the FHP Jacksonville Regional Communications Center, hereinafter referred to as the JRCC.
3. The FHP JRCC is a main point of contact for all calls associated with traffic crashes, roadway incidents, special events, and other occurrences on roadways in the FDOT District Two area.
4. Incident responders perform duties associated with their respective disciplines, promote safety and expedite the opening of roadway lanes.
5. The Traffic Management Center, hereinafter referred to as the TMC, is a part of the ITS Office and is responsible for monitoring the Freeways in the District 2 area and providing traffic information to motorists. TMC Operations is also responsible for communications between state and local agencies, to assist with incident response and documentation of events as they occur on-scene.
6. FHP duty officers, TMC operators, and incident responders must communicate effectively during incidents and special events to promote safety and efficiency, all elements of the National Unified Goal (NUG) for traffic incident response.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and representations contained herein, the parties agree as follows:

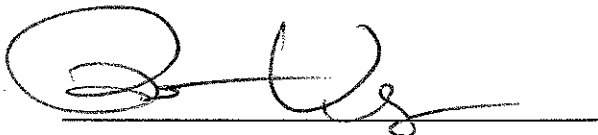
Rest of this space intentionally left blank

III. COMMUNICATION PROTOCOLS

1. Upon initial notification of a roadway crash or event, the FHP duty officer will input the information into the FHP CAD System, pursuant to agency protocol.
2. If traffic incident management assistance is required, the FHP duty officer will notify the TMC operator so that required support can be arranged.
3. Communications between FHP and non-public safety incident response agencies will be routed through the TMC Operator unless the duty officer deems it necessary to act otherwise.
4. If the response agency requires clarification or direct information from the FHP field officer, the TMC Operator will alert the FHP duty officer of the request and transfer communications to the duty officer .
5. The incident response personnel arranged by the TMC shall notify the TMC Operator when in route, upon arrival, and when departing from the scene. The TMC Operator will then convey this information to the FHP JRCC duty officer to allow on-scene personnel to know the status of the requested support personnel.
6. On-scene FHP personnel shall provide scene information to the FHP duty officer so that TMC personnel can be aware of the scene and surrounding area. A list of the required information is attached to this document as **Attachment A – Incident Responder Information Request**. This list is not meant to be all-inclusive, but is representative of the type of questions that may be asked of the responding personnel.

IV. TERM

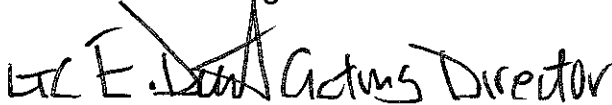
This MOU is to be effective immediately and shall be considered the lines of communications template for all incident response involving the ITS Office and FHP until such time as another MOU overrides this document or until terminated by mutual agreement in writing.



District 2 ITS Engineer

7/26/11

Date



Florida Highway Patrol

7/21/11

Date

Rest of this space intentionally left blank

Attachment A - Incident Responder Information Request

- Event Type _____
- Roadway _____
- Direction _____
- Cross Street _____
- Relation to Cross St _____
- Location of Event on Roadway (blockage) _____
- Assistance type requested? _____
- Types of vehicles involved _____
- Number of vehicles involved _____
- Fuel spill? Hazmat? _____
 - o Amount _____
- Damage to Roadway? _____
- FHP Case # _____
- Injuries or Fatality? _____