

 ITSO Division	Division/Section: ITSO Division /ITSO OCC Traffic Operations	Rev No. 2
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	<p style="text-align: center;">Handling of Special Schedule Events & Road works involving Total Closure</p>	

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DOCUMENT CONTROL

REV	DOCUMENT TITLE & COPY NUMBER	Date	Prepared by	Reviewed by	Approved by
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1	Handling VIP & VVIP Movements Copy____of ____	XX October 2013	Chiam Zhi Wei (DysOE) Chua Teck Leong (AOM, ITSO OCC)	Ng Soon Han, Frankie (DOM, ITSO OCC)	Yeo Se Lay (SM,Ops)
2	Handling VIP & VVIP Movements Copy____of ____	XX December 2020	Daniel Wu (AOM) Lye Keng Fatt (DM, ITSO OCC)	Ng Soon Han, Frankie (Mgr, ITSO OCC)	Yeo Se Lay (DDIT)

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AMENDMENT HISTORY RECORD

Rev No.	Effective Date of Change	Section & Sub- Section Amended	Amendments/ References	Party Requesting for Change
1	XX Oct 2013	Whole Document	Due to organization change of division name from ITSC to ITSO.	DOM, ITSO OCC
2	XX Dec 2020	Whole Document	Due to change of Staff Designations in ITSO OCC. Delete SOE, insert DM Delete DySOE, insert DyAM	Mgr, ITSO OCC

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Section 1. Introduction

- 1.1.1 Special scheduled events are pre-arranged and all agencies have come to a mutual understanding of their roles and responsibilities after discussion with ITSO Ops & Planning. Examples of these events include NDP, F1 race, ASEAN summit, IMF, CNY celebration, Thaipusam festival, BULL run, Marathon etc. Most of these events will involve multiple roads / lanes closure for a couple of hours or stretch to over a period of days. Arrangement for road closures, controlling the traffic and pedestrian movement will be done by the event organizer. ITSO OCC will support the event by displaying advance & actual day messages prepared by ITSO Ops & planning support team to inform all motorist and public. Special traffic plan are also prepared in advance and put under schedule to be used on the very day. On the actual day, the ITSO OCC staff will do the real time monitoring and coordination.
- 1.1.2 Scheduled road works involving total closure are planned in advanced and notification given to ITSO Ops & Planning. Ops & Planning shall prepare all the necessary advance and actual day closure messages for ITSO OCC. ITSO OCC shall then implement these messages according to the dates given by Ops & Planning. Contractors are responsible for the on site arrangement for road closures, controlling the traffic and pedestrian movement on the actual day of closure. ITSO OCC will do the real time monitoring and coordination with the contractors.

Section 2. Personnel Involved

- a) ITSO OCC staff
- b) ITSO Ops & Planning staff
- c) External Agencies
- d) Contractors

Section 3. Actions & Process

Sub-Section 3.1 Special Scheduled Events

- 3.1.1 The Ops & Planning staff will be responsible for all the advance planning and coordination with organizers and stakeholders of the event.
- 3.1.2 Ops & Planning staff will be responsible for preparing all the relevant VMS messages & detail traffic signal plans for the event.
- 3.1.3 Once these are ready the Ops & planning staff shall give these to ITSO OCC for implementation.
- 3.1.4 OE will implement the prepared advance messages to the relevant VMS equipment on the dated specified in the documents prepared by the Ops & Planning team. DM will check and ensure that the OE does this correctly.
- 3.1.5 On the day of the event road closure, OE is to monitor the site situation. The launching of messages will have to coincide with the actual closing on site.
- 3.1.6 TP or Auxillary Police engaged by the organizer will do the closing of the roads or lanes on site using barricades. They will also control the traffic situation on site and handle pedestrian walking path.

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- 3.1.7 ITSO OCC will monitor the vicinity roads leading to the event. The OE will adjust traffic light timing accordingly should congestion build up, if not the traffic light plans as stored in the GLIDE system shall implement on day and time of the scheduled event.
- 3.1.8 In response to any changes on site, DM and OE will have to ensure that VMS messages and/or traffic plans are updated accordingly and continue to complement each other. This monitoring and management stage will continue until the event is over and traffic flow returns to normal.
- 3.1.9 OE will create IR as a record. DM will inform the management on the closing and opening of roads and lanes for the events via the Ops daily report.
- 3.1.10 Once the event is over, OE shall remove the implemented messages from the VMS.

Sub-Section 3.2 Scheduled Road Works Closure

- 3.2.1 For scheduled road works all applications must be made via the LTA Prompt. Those that require total closure of all lanes making the road impassable to all vehicles notification must be sent to the respective Ops & Planning section.
- 3.2.2 DM shall approve only those expressways road work notifications that do not require total closure via the ERM's and those that involve total closures forward to the respective Ops and Planning section via e-mail for approval.
- 3.2.3 For Arterial road works that require total closure the respective contractor or approving LTA department shall forward the details to the respective Ops & Planning section.
- 3.2.4 The respective Ops & Planning section staff will be responsible for preparing all the relevant VMS messages.
- 3.2.5 Once these are ready the Ops & planning staff shall give these to ITSO OCC for implementation.
- 3.2.6 OE will implement the prepared advance messages to the relevant VMS equipment on the dated specified in the documents prepared by the Ops & Planning team. DM will check and ensure that the OE does this correctly.
- 3.2.7 On the day of the road closure, the contractor shall call ITSO OCC before the start of work and closure. OE is to open a road works IR and monitor the site situation. The launching of messages will have to coincide with the actual closing of the work site.
- 3.2.8 Contractors shall do the closing of the roads or lanes on site using barricades. They will also control the traffic situation on site and handle pedestrian walking path.
- 3.2.9 ITSO OCC shall monitor the work site area if possible and adjust the traffic lights on the affected roads to ease congestion.
- 3.2.10 In response to any changes on site, DM and OE will have to ensure that VMS messages and IR are updated accordingly
- 3.2.11 Once the road work is over, the contractor shall inform ITSO OCC and the OE shall remove the implemented messages from the VMS.

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Section 4. Abbreviations

CCTV	Close Circuit TV
ITSO	Intelligent Transport Systems Operations
LTA	Land Transport Authority
LTM	Land Transport Authority Traffic Marshals
OE	Operations Executive
OCC	Operations Control Center
RIM	Road Infrastructure Management
DM	Deputy Manager
SPF	Singapore Police Force
TP	Traffic Police
VRS	Vehicle Recovery Service
VMS	Variable Message Signs

ATTACHMENT 1- EVENT MANAGEMENT WORKFLOW

