

**POLICY OF THE OFFICE OF THE  
HAMILTON COUNTY ENGINEER  
REGARDING THE CLOSURES OF COUNTY ROADS  
WITHIN THE UNINCORPORATED AREAS  
OF HAMILTON COUNTY, OHIO.**

The continuing availability of roads and bridges for safe and convenient use by the public is a primary concern of the Office of the Hamilton County Engineer. The closing of any portion of a road (including bridges) will result in inconvenience to the public and will not be effected without consideration by this office of the many factors involved.

These factors shall include, but not be limited to; number of properties/persons affected, availability of convenient alternate routes, length of detours, cost to affected parties due to use of detours (time and vehicle expense), effect on area businesses, cost of constructing on-site runarounds, duration of project, and presence of emergency/hazard factors.

Upon a determination by the Hamilton County Engineer that a road closure is in the best overall public interest or that an emergency exists, which precludes other options, the public will be notified as much in advance of the actual closure as possible or practicable, depending upon the several circumstances involved. In addition, once a determination has been made that a road closure is necessary, steps shall be taken to ensure that the duration is kept to a minimum period of time.

Closures of roads generally will be considered for three (3) different reasons:

**1.) Due to road/bridge construction or reconstruction:**

During the planning/design process the various factors noted above shall be considered in determining if road closures will be necessary. If so determined, a statement of necessity shall be placed upon the Title Sheet of the plans for the project.

In addition, the Maintenance of Traffic Notes and Project Scheduling Notes shall include clauses which require the Contractor to work so as to reduce duration of closures. Special bonds shall be considered in all cases.

When closures are necessary consideration shall be given to the opening of bids and project completion dates to avoid closures during periods of winter shutdowns.

**2.) Due to construction/reconstruction or maintenance of public utilities and railroads that are or will be occupying public right-of-ways:**

Except for emergency situations, which are discussed in (3) below, closures necessitated by utility agencies or firms will be permitted only upon request and application by the involved firm or agency. It shall be the responsibility of the agency of firm making such application to demonstrate that road/bridge closures are the only viable means of performing their work. The various factors noted previously herein shall be considered.

Every reasonable effort shall be made by the agency or firm involved to reduce the duration and impact of road/bridge closures. This shall include multiple shift work, overtime, and/or having roads open during hours of peak traffic usage.

Costs of detours shall be borne by the agency or firm requesting the closure.

**3.) Due to emergency situations:**

Emergency situations are those in which an incident (or the potential for an incident) has occurred which subjects the public to a dangerous or life threatening situation.

Such incidents may be reported to the Hamilton County Engineer from a variety of sources including private citizens, motorists, police agencies, contractors, utilities, public employees or other.



PROCEDURES BY HAMILTON COUNTY ENGINEER

1.) For road/bridge construction or reconstruction projects:

The necessity for, geographical limits, and type and duration of closures will be considered during planning for the projects. In addition, the work of the various parties to the project contract shall be detailed in the plans and contract documents.

During the planning stages, contact will be made with such offices as U.S. Postal Service, affected school districts, affected police agencies, affected fire districts, Township Trustees, etc. to alert them of planned closures.

2.) For construction/reconstruction or maintenance of public utility or railroad company facilities (when such work is not included with a County road/bridge project):

The involved utility or company shall make written request to the Hamilton County Engineer.

This request should include the precise location, the time period involved, and the reasons why a road closure should be considered rather than performing the work while maintaining traffic.

Upon receipt of the written request for a road closure, representatives of the construction/permit office and the traffic office will review the request.

A) If the reviewers agree that a road closure is necessary the traffic office will immediately prepare a plan for the detour(s) which shall include

(1) Type of and location of signs and barricades

(2) Responsibility of the parties involved (Hamilton County or utility/railroad) for providing and installing signs, barricades, etc. and

(3) The estimated costs of the detour work supplied by Hamilton County to be billed to the utility/railroad or other applicant.

The permit department will, at the same time, prepare a written report recommending to the County Engineer that the requested closure be approved. This report will include the reasons for the closure, the time frame, the various conditions that should be imposed, and any other pertinent information.

Upon receipt of a response from the Hamilton County Engineer of concurrence with the recommendation the permit department will:

1.) Notify the applicant of the approval and the terms and conditions thereof. The applicant shall also be advised of the extent of detour signing needed and the costs thereof. They will be advised that a check for the amount of the estimated costs must be received by Hamilton County before the closure will be "advertised" to the public.

2.) Notify the traffic department of the approval and request that lists be prepared for notifying the various affected entities and media organizations. This shall include drafting of a suitable "News Release".

Upon the receipt of the check from the applicant for estimated detour costs the following shall occur:

2a) The applicant will be contacted to confirm the starting date and time for the closure.

2b) The traffic office will "advertise" the closure to the media and affected entities.

2c) The traffic office shall prepare materials, personnel and equipment for the work at the site and perform the work as scheduled.

The progress of the work necessitating the closure shall be monitored by the permit department to assure that the projected schedule is maintained. Should unforeseen difficulties be encountered which would delay road reopening, appropriate "News Releases" shall be considered.

(B) If the reviewers disagree that a road closure is necessary the applicant shall be notified in writing listing the reasons for such determination and suggesting alternatives if and as appropriate. The Hamilton County Engineer shall be notified of such action.

Any subsequent resubmittal shall be reviewed as noted above in (A) and (B).



3.) For emergency situations:

Any emergency situation requiring the closure of a Hamilton County road shall be immediately reported to the Hamilton County Engineer or the Deputy Hamilton County Engineer, who will make the final decision regarding an emergency closure (or the continuation of one placed as the only option in view of the emergency - bridge, road collapse, explosion, flash flooding, extreme utility hazard, etc.).

Once the incident has been reported, an immediate and preliminary assessment shall be made of the matter and responsible persons deployed to the site.

If a collapse or failure of a road or bridge has occurred, law enforcement agencies shall be alerted to assist in blocking/diverting traffic. The traffic department shall also be immediately notified to set up detours. In addition, the various media shall be notified of the situation and the detour route available.

If a collapse or failure of a road or bridge is threatened, a decision shall be made by the Hamilton County Engineer or the Deputy Hamilton County Engineer if the closure shall be immediate or if there is time to post/announce a detour. Partial closures (banning trucks, single lane operation, etc.) may be considered as a temporary measure until detours are in place. In any case, the safety of the public shall be the prime consideration.

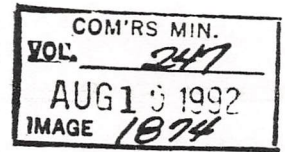
Once closures have been established due to emergency situations, steps shall immediately be taken to reduce the duration and the impact on those affected.

GENERAL:

The Hamilton County Engineer shall be involved in any decision to close or permit closure of a Hamilton County road or bridge.

A record shall be made and retained on appropriate forms (see Appendix I) for any and all road closures.

News Releases shall be prepared in a form appropriate for all type of media, and distributed. (See typical News Release, Appendix II.)



# County of Hamilton

WILLIAM W. BRAYSHAW, P.E.-P.S. COUNTY ENGINEER

700 COUNTY ADMINISTRATION BUILDING

138 EAST COURT STREET

CINCINNATI, OHIO 45202-1258

PHONE (513) 632-8523

FAX (513) 723-9748

## RECORD OF HAMILTON COUNTY ROAD CLOSURE

Road/Bridge: \_\_\_\_\_ Date: \_\_\_\_\_

Specific Location (limits): \_\_\_\_\_

\_\_\_\_\_

Duration: Start \_\_\_\_\_ End \_\_\_\_\_

Necessity determined by: \_\_\_\_\_

Reason for closure:

Road/bridge construction project: \_\_\_\_\_

Utility work by permit: \_\_\_\_\_

Emergency (describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If an emergency, person(s) reporting same: \_\_\_\_\_

Detour placed: \_\_\_\_\_

Police agency(ies) notified: \_\_\_\_\_

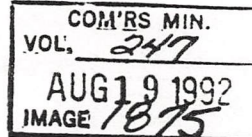
Fire department(s) notified: \_\_\_\_\_

School district(s) notified: \_\_\_\_\_

Post Office notified: \_\_\_\_\_

BY: \_\_\_\_\_

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700 COUNTY ADMINISTRATION BUILDING

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August 3, 1992

**\*\*\* NEWS RELEASE \*\*\***

**VOGEL ROAD CLOSING  
BETWEEN FAIRHILL DRIVE & GRACEWOOD AVENUE  
IN GREEN TOWNSHIP**

William W. Brayshaw, the Hamilton County Engineer, wishes to announce that Vogel Road between Fairhill Drive & Gracewood Avenue will be closed to all traffic. This closure is necessary for replacement of a culvert pipe.

The duration of the closure will be THREE DAYS beginning at 9:00 AM Wednesday - August 5, 1992 and ending at 5:00 PM Friday - August 7, 1992.

Traffic will be detoured over Fairhill Drive to Fox Road to Gracewood Drive and vice versa. Accommodations will be made for local traffic.

The contractor is Fred A. Nemann Company, a local contractor, who is doing work for the Hamilton County Engineer under the 1992-01 Culvert Replacement Program.

Respectfully,

*William W. Brayshaw*

William W. Brayshaw, P.E.-P.S.  
Hamilton County Engineer

WWB/tjl

SAMPLE NEWS RELEASE



## (SAMPLE LIST OF NEWS RELEASE RECIPIENTS)

William W. Brayshaw, P.E.-P.S.  
Hamilton County Engineer

Traffic Department

July 22, 1992

NEWS RELEASE LIST

COM'RS MIN.
VOL. <u>247</u>
AUG 19 1992
IMAGE <u>1876</u>

PIPPIN ROAD CLOSURE (South Jct. @ Struble Road - Between  
Springdale & Struble Roads)

HAMILTON COUNTY COMMUNICATION CENTER  
HAMILTON COUNTY SHERIFF'S PATROL  
COLERAIN TOWNSHIP TRUSTEES  
COLERAIN TOWNSHIP POLICE  
COLERAIN FIRE DEPARTMENT  
NORTHWEST SCHOOL DISTRICT  
O.D.O.T. (DISTRICT 8)  
TRAFFIC ENGINEERING - CITY OF CINCINNATI  
PRESS COMMUNITY NEWSPAPER (WEST)  
CINCINNATI ENQUIRER  
CINCINNATI POST  
U.S. POSTAL SERVICE  
CINCINNATI AUTOMOBILE CLUB  
TRAFFIC WATCH  
WGUC RADIO  
WKRQ RADIO  
WWEZ RADIO  
WVXU RADIO  
WMLX RADIO/WOFX RADIO  
WRRH RADIO  
WEBN RADIO  
WINK-FM/WSAI-AM RADIO  
WCKY RADIO  
WKRC RADIO  
WLW RADIO  
WCIN RADIO  
WUBE RADIO/WDJO RADIO  
WOPO TV (CHANNEL 9)  
WKRC TV (CHANNEL 12)  
WLWT TV (CHANNEL 5)  
W.W. BRAYSHAW  
T. HUBBARD  
R.E. DELOZIER  
S. MARY  
J. CHESSEY  
G. ROSEBERRY  
J. SIZEMORE  
EASTERN DIVISION  
WESTERN DIVISION  
CENTRAL DIVISION  
J. McHONE  
J. CORNELIUS  
RECEPTIONIST (Main Office)  
DISPATCHER (Garage)