

South Carolina Department of Transportation
Engineering Directive Memorandum

Number: 14

Primary Department: Maintenance

Referrals: South Carolina Code of Law 57-3-110

Subject: Procedure for Reporting Road Closings/Openings and Road Conditions Due to Construction, Infrastructure Failure, or Inclement Weather

Reporting of Road Closings/Openings

The following procedures shall be followed in order to speed the receipt of information in the headquarters office regarding the closing/opening of highways due to construction, structure collapse, or weather-related activity.

Note: Do not use this procedure to cover short-term conditions on highways.

Some examples requiring this notification procedure are

- structural damage of a bridge,
- collapse of a bridge or culvert,
- washouts due to floods,
- blockage of a route due to weather,
- blockage of an interstate lane for an extended period, and
- construction activity that requires a road or bridge closure.

Each resident maintenance/construction engineer (engineer) will be responsible for reporting the closing/opening of each section of highway in the county under his/her jurisdiction. When it becomes necessary to close a section of highway, the responsible engineer shall immediately inform the necessary persons by submitting a road condition notification through the Road Condition intranet web site. The road condition data entry page can be accessed through the Director of Construction Office intranet web site, via the "Road Closure Info and Entry" link. A user name and password are required to enter information and may be obtained from IT Services.

The following information is necessary to complete the data entry:

- road name,
- road type,
- road number,
- county,
- from terminus,
- to terminus,
- beginning mile point,
- ending mile point,
- description of reason for closure,
- expiration date of closure (when the road is expected to reopen), and
- e-mail notification blocks.
 - NHS Road
 - Hazmat
 - Bridge
 - Closed for 24 Hours or More

The director of maintenance and others will receive e-mail notification automatically when any of the e-mail notification blocks are checked.

The engineer should notify the district engineering administrator immediately by telephone if the closure is due to the collapse of a structure or is deemed critical. The district engineering administrator will then notify the director of maintenance, who will notify the deputy secretary for engineering. The deputy secretary for engineering will notify the FHWA division administrator as appropriate.

After normal working hours, at night, and on weekends and holidays, the responsible engineer, upon opening a section of highway, shall clear the closure by the same procedure outlined above. Every effort should be made to open the closed section at the earliest possible time, so as to inconvenience the traveling public as little as possible. Provide information on reopening the closed route, including date and time reopened, with equal dispatch as the original closing.

Reporting of Road Conditions Due to Inclement Weather

During inclement weather, road conditions should be submitted through the Director of Maintenance intranet web site via the “Emergency Operations Reporting System” link. A user name and password, which are furnished by the Director of Maintenance Office, are required to access the site. This information is viewable by the public; therefore, updates should be made as road conditions change to keep the information current and relevant. The operations report can be accessed through the same site and should be updated every four hours during inclement weather operations as directed.

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Deputy Secretary for Engineering

Effective Date: _____ June 18, 2008

Original signed by Deputy Secretary for Engineering Tony L. Chapman, P.E. June 18, 2008. All original engineering directives maintained by the Office of the Deputy Secretary for Engineering.