



## Lasalle Causeway – Road Closure Protocol **Unplanned Closures**

*Definition: Unplanned closures are bridge closures impacting pedestrians and/or traffic due to a malfunction, an accident, or any other unforeseen event that affects public safety.*

*Responsibility: PSPC Bridge Operator on duty*

Step 1: Safely assess situation within 24 hours

Step 2: Call 911, in case of an accident with injuries and/or when public safety is compromised

Step 3: In case of malfunction, use available resources to troubleshoot and resolve issues on site.

Step 4: If closure is expected to exceed 15 minutes call Kingston 24 h Communications Dispatch at 613-548-4001 x5156.

Step 5: Call NCSS

Step 6: Repeat Steps 4 and 5 when an update on the expected closure duration is available, or when bridge has reopened.



## Lasalle Causeway – Road Closure Protocol **Short Term, Lower-Impact Closures**

*Definition: Short term is less than 5 days.*

*Lower impact are closures during the following periods:*

*Single lane closures (alternating traffic):*

*00:00 to 06:00, 09:30 to 15:00 and 18:00 to 24:00 on Monday to Friday*

*00:00 to 24:00 on weekends*

*Full closures (bridge closed to traffic but not pedestrians):*

*00:00 to 06:00, 7 days a week*

*Closures during other periods are considered high-impact closures*

*Responsibility: PSPC Project Manager or Project Engineer*

**In the calendar week prior to the closure:**

Step 1: Obtain or prepare closure details and Traffic Management Plan

Step 2: For full closures investigate conflicts with MTO and Parks Canada

Step 3: Prepare and submit closure communication to COMS

Text of the closure communication to include:

- Brief description of the work
- Closure details (hours, type, pedestrians)
- Indicate if closure is tentative
- Advise public to follow Kingston web site and/or social media

**By Thursday 15:00 the week prior to the closure:**

Step 4: Notify and submit closure communication to Kingston by e-mail:

Mark Dickson: [mdickson@cityofkingston.ca](mailto:mdickson@cityofkingston.ca)

Craig Hollingsworth: [chollingsworth@cityofkingston.ca](mailto:chollingsworth@cityofkingston.ca)

Deanna Green: [dgreen@cityofkingston.ca](mailto:dgreen@cityofkingston.ca)

Step 5: For full closures arrange for PVMS 48 hours in advance of the closure. Two (2) required, one at each end of the crossing.

**During the closure:**

Step 6: Provide confirmation to City of Kingston by 15:00 whether closure is continued the following night/day. If notice is not given bridge will have to remain open the upcoming night/day.



## Lasalle Causeway – Road Closure Protocol Long Term OR Short Term High-Impact Closures

*Definition: Long term is 5 days or more.*

*High Impact are closures during peak periods or closure preventing the passage of pedestrians.*

*Responsibility: PSPC Project Manager or Project Engineer*

### **At least 21 days prior to the closure:**

Step 1: Obtain or prepare proposed closure details and Traffic Management Plan (TMP)

Step 2: Circulate closure details and TMP to Kingston by e-mail and obtain comments:

Mark Dickson: [mdickson@cityofkingston.ca](mailto:mdickson@cityofkingston.ca)  
Craig Hollingsworth: [chollingsworth@cityofkingston.ca](mailto:chollingsworth@cityofkingston.ca)  
Deanna Green: [dgreen@cityofkingston.ca](mailto:dgreen@cityofkingston.ca)

Step 3: Obtain comments from MTO and Parks Canada

Step 4: Review comments and revise closure details and TMP as required.

Step 5: Prepare and submit closure communication to COMS

Text of the closure communication to include:

- Brief description of the work
- Closure details (hours, type, pedestrians)
- Indicate if closure is tentative
- Advise public to follow Kingston web site and/or social media

### **At least 8 days or the Thursday a full week prior to the closure, by 15:00, whichever is earlier:**

Step 6: Notify and submit closure communication to Kingston by e-mail:

Mark Dickson: [mdickson@cityofkingston.ca](mailto:mdickson@cityofkingston.ca)  
Craig Hollingsworth: [chollingsworth@cityofkingston.ca](mailto:chollingsworth@cityofkingston.ca)  
Deanna Green: [dgreen@cityofkingston.ca](mailto:dgreen@cityofkingston.ca)

Step 7: For full closures arrange for PVMS 48 hours in advance of the closure. Three (3) will be required, one at each end of the crossing and one on CR 15 at the Highway 401 exit.

### **During the closure:**

Step 8: Provide confirmation to City of Kingston whether there are any changes by 15:00, including cancelled closures, reduced schedules, etc.



## Lasalle Causeway – Road Closure Protocol

### PSPC Contacts:

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& Reviewed by: City of Kingston