**[SPMT / Group Name]**

**TRAFFIC INCIDENT MANAGEMENT**

**[date]**

**[time]**

**[address]**

**[address]**

**Kickoff Meeting Agenda**

[This is the document that will be provided to meeting participants. This document compliments the “Kickoff Meeting Agenda-Annotated” and the “Kickoff Meeting Presentation”. Not all SPMT Kickoff meetings will follow the same format. Adjust the agenda according to topics and speakers. ]

1. Introductions and TIM Overview
2. Multi-Disciplinary Approach to TIM

Break

*Estimated hours – 4hrs*

8:00 am -

12:00pm

1. TIM Tools
   * + - Incident Classification
       - After Action Reviews (AAR)
       - Traffic Incident Management Plan (TIMP) *[this topic might not be necessary if the area will not develop a TIMP or has one already in place]*
2. Local Status of TIM Practice
3. Next steps, next meeting

Break / Lunch

*Estimated hours – 4hrs*

12:30 pm - 4:30pm

FHWA SHRP2 TIM Training