

National TIM Responder Training for the Commonwealth of Virginia

Document	Conducting TIM Training	DATE ISSUED: 06/04/2026
Subject	Delivering the National TIM Responder Training Program (4 hr. <i>and Train-the-Trainer.</i>)	EFFECTIVE DATE: 07/01/2026
By	Statewide Traffic Incident Management Committee State TIM Training Steering Subcommittee (Standalone) VDOT, VSP, VDFP, VDH (EMS), DCJS	REVISED: 06/04/2026
Title	National TIM Responder Training for the Commonwealth of Virginia	

PURPOSE

This policy establishes a standardized statewide policy for scheduling, conducting, and documenting National TIM Responder Training Courses in the Commonwealth of Virginia.

SCOPE

This policy applies to all FHWA and Virginia -certified Virginia National TIM Responder trainers.

BACKGROUND

The impact of traffic incidents on highway operations, reliability, and safety is well-known and alarming. About twenty-five (25) percent of all delays are caused by traffic incidents. Congestion costs are counted in hundreds of billions of dollars, and wasted fuel is measured in billions of gallons. More importantly, traffic incidents pose a significant safety risk to responders and travelers. The likelihood of a secondary crash increases with each minute that an incident remains unresolved. Clearing incident scenes quickly with a well-coordinated, multidisciplinary team of first responders and transportation personnel is an important means of reducing the risk of secondary crashes and congestion delays.

The second Strategic Highway Research Program's Reliability Project L12, Improving Traffic Incident Scene Management, now known as National TIM Responder Training, was designed to establish the foundation for and promote certification of responders to achieve the three objectives

of the traffic incident management (TIM) national unified goal (NUG). The intent is to motivate responders from different stakeholder groups—law enforcement, fire and rescue, emergency medical services (EMS), Department of Transportation, towing and recovery, and notification/dispatch services to acquire a common set of core competencies to promote a shared understanding of the requirements for achieving the safety of responders and motorists, quick response, and effective communications at traffic incident scenes.

This multiagency and multidisciplinary course was developed due to this research that uses various adult-learning techniques, including interactive seminars, case study analysis, tabletop role-play and scenario, and field practicum.

Section I - Definitions

- 1.1. After-Action Review (AAR) - The After-Action Review (AAR) is the recreation of events to review and assess the process, procedures, and operations performed and identify the effectiveness and weaknesses during the incident period.
- 1.2. After-Action Review Report (AARR) - The After-Action Review Report summarizes the After-Action Review following a predetermined format.
- 1.3. FHWA – Federal Highway Administration
- 1.4. NUG – National Unified Goal
- 1.5. TIM – Traffic Incident Management

Section II - General Information

2.1. Classroom Training Description

The core product of the National TIM Responder Training is a multidisciplinary training course for traffic incident responders and managers. Research products include training and course curriculum materials. The course consists of blocks of classroom instruction and associated tabletop exercises that require 4 hours to complete.

Trainers trained through the Train-the-Trainer (TtT) courses will conduct classroom-based training for a broader audience of incident responders across that State and region.

2.2. Assumptions

- 2.2.1. No participant fee for the training
- 2.2.2. All classroom training modules will follow the training curriculum developed under the National TIM Responder Training Program
- 2.2.3. The recommended approach is that two trainers from different disciplines teach each course
- 2.2.4. Delivery of classroom training using the four (4) hour Virginia course
- 2.2.5. Classroom training will require ongoing updates

2.3. Audience

The target audience for the multi-discipline state or region-wide classroom training includes:

- 2.3.1. Law enforcement officers
- 2.3.2. Fire and rescue personnel
- 2.3.3. Transportation professionals. i.e., operations and maintenance staff
- 2.3.4. Public works personnel
- 2.3.5. Emergency medical services personnel
- 2.3.6. Towing and recovery personnel
- 2.3.7. Hazmat responders
- 2.3.8. Coroners/medical examiners
- 2.3.9. State and local emergency management personnel
- 2.3.10. Department of Environmental Quality (DEQ) pollution response personnel
- 2.3.11. Department of Agriculture and Consumer Services (VDACS) personnel for crash response involving food products
- 2.3.12. Miscellaneous responders

Section III - Program Organization

The Statewide TIM Committee is set up by Executive Order (ExO 15). The Virginia State Police are the Chair of the committee. The members of the committee are listed in the Executive order. Under the Statewide Committee, there is a Training Oversight Committee whose membership is contained in an appendix to this document. The duties and responsibilities are also contained in that document.

[VASTIM Home | Virginia Statewide Traffic Incident Management Committee](#)

For purposes of this program, the state will be divided into divisions that mirror the State Police and Department of Fire Program divisions for oversight. Within each division, there will be a Division Coordinator. This person will be the Department of Fire Programs Division Chief for that division.

There are specific duties and responsibilities that are contained in this document but are also found in an appendix to this document.

Section IV - Roles and Responsibilities

- 4.1. State and local agencies and associations will identify which staff needs to attend the full-day and half-day Train-the-Trainer (TtT) sessions.
- 4.2. Each Division Coordinator shall approve candidates for the TtT Classes. Those individuals selected for the course shall have completed the four-hour course within the past twenty-four (24) months and shall submit a copy of their certificate to the Division Coordinator.. All candidates must submit verification of Division Coordinator approval prior to attending the TtT Class.

- 4.3. Only individuals who participated in the TtT course will provide classroom training.
- 4.4. Individuals who complete the TtT course will be expected to participate in a minimum of two (2) four (4) hour classes within twenty-four (24) months, one of which should be outside of the instructor's home jurisdiction, but at a minimum, will be outside of the instructor's discipline.
- 4.5. Upon request, the Training Oversight Committee will provide a pool of instructors available to partner with a State-based instructor to co-lead classroom training for States and regions.

Section V - Training Requirements

5.1. Course Instructors/Trainers

- 5.1.1. To ensure quality Instructors for this program, the following guidelines shall be met to attend a Train-the-Trainer (TtT) Session.
 - TtT Classes will be held two times per year. Each class will be in a different location in the state.
 - Pre-registration will be required accompanied by a copy of a certificate showing completion of the 4 hour course within the past 24 months.
 - There must be a minimum of 10 students preregistered two weeks prior to the date of the program. Less than 10 people preregistered at that date, the class will be cancelled.
 - The TtT Class, is a two-day class that meets from 9 am to 3 pm to allow participants to commute should they choose.
 - Upon completion of the TtT Class, successful candidates must assist with 2 classes with a Virginia Instructor chosen by the Division Coordinator or Training Oversight Committee. The candidate will then lead a third class with a Virginia Instructor. After each of these classes, an evaluation sheet will be filled out and submitted to the Division Coordinator with copies to the Training Oversight Committee.
- 5.1.2. Attendees of the Virtual TtT Classes-
 - Upon completion of the Virtual TtT Class, attendees shall assist a minimum of three classes under a current Virginia Instructor.
 - Suggested format is to attend the first class, teach one or two sections in the second class and then lead the third class. Upon completion of the third class, submit the paperwork as set forth in the policies.
 - After each of these classes, the lead instructor will submit an evaluation sheet on the candidate. After the third class the evaluations will be reviewed and the Training oversight committee will make a decision
- 5.1.3. Instructor's information will be submitted to FHWA by the Training Oversight Committee after which they should receive information to allow them to register on the FHWA Website to access various information.

5.2. Instructor Categories

- 5.2.1. Instructor – has completed that TtT Course and can instruct classes
- 5.2.2. Active Instructor – has taught 2 classes within the past 24 months
- 5.2.3. Inactive Instructor – has not taught classes within the prescribed timeframe
- 5.2.4. Master Trainer – has taught the program and has remained active in the program. This person is selected by the Training Oversight Committee. Once selected, this person must attend a TtT and observe the class. Then the person must assist with a TtT Class in which they should present at least one section. Based on the evaluations done by other Master Trainers at the class, the person may be asked to assist with an additional class.

5.3. Apprentice Program (Return to Active Status)

For individuals that possess an extensive background in instruction of various courses, there are steps that can be followed to become an instructor without attending a TtT Class.

- 5.3.1. Any person entering this path will need to have attended a class within the past 12 months.
- 5.3.2. The person wishing to follow this path will need to submit a letter detailing the discipline, topic and years of teaching.
- 5.3.3. This letter along with a copy of the class attendance certificate needs to be submitted to the appropriate Division Coordinator with a copy to the Training Oversight Committee.
- 5.3.4. Once the Division Coordinator feels this person is qualified for this, they will notify the Training Oversight Committee.
 - The Division Coordinator will select two classes and a current instructor to mentor this applicant.
 - The Lead Instructor will cover all aspects of the policies as well as assigning sections for the apprentice to teach.
 - After successfully completing this step, then the apprentice should be put in the role of Lead Instructor for a third class at the end of which, if all paperwork is correctly completed, they can be considered an instructor.
 - At the end of each class, the mentor instructor shall fill out an evaluation sheet and submit it to the Division Coordinator with a copy to the Training Oversight Committee.
 - Once the Division Coordinator approves the apprentice and the Training Oversight Committee approves, the apprentice will a certificate of completion.
- 5.3.5. Individuals who are not active but want to become active must follow the steps below.
 - Notify the Division Coordinator and Training Oversight Committee via email stating their wish to become active.
 - Once the request is received, the Training Oversight Committee will reach out to appropriate instructors in that Division to set up the following:
 - I. The inactive instructor must sit through a 4-hour course

- II. Working with the active instructor(s) involved, assist with at least 1 or 2 classes which they will teach at least 2 sections.
- III. At the conclusion of each class, the lead instructor(s) will complete an evaluation sheet on the person looking for reinstatement. These forms are to be sent to the Training Oversight Committee for final approval.
- IV. Once reviewed, the Training Oversight Committee will notify the person as well as the Division Coordinator.

Section VI - Basic First Responder Courses

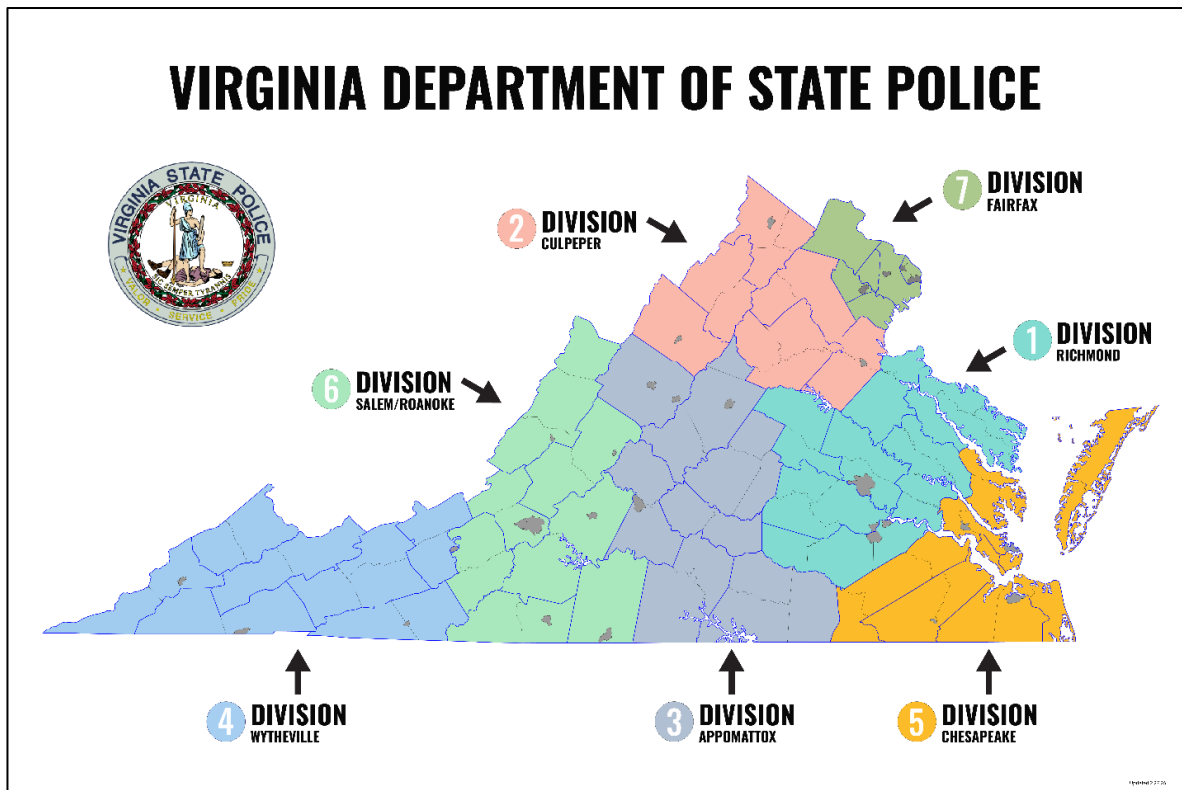
6.1. Four (4) hours

6.2. Modified Presentation (various days, etc.)

6.3. Regional National TIM Responder Training TIM Training Teams

6.3.1. To facilitate a logical and efficient TIM training program, the Statewide Traffic Incident Management Committee and the State TIM Training Steering Subcommittee (standalone), has designated the seven correlating Virginia State Police and Virginia Fire Programs Divisions as the boundaries for instructors to form their training teams.

6.3.2. Each TIM-represented discipline shall designate points of contact that will comprise team members to facilitate and conduct training throughout the Commonwealth.



Section VII - Tips for successful training

- 7.1. Build a local training team.
- 7.2. Identify the individuals in your training session who live or work in your geographic area or region.
- 7.3. Contact them about joining you in a follow-on session to discuss how you can take this important information to your colleagues.
- 7.4. At the coordination meeting:
 - 7.4.1. Discuss ways you can put this training immediately to work – and what might need more collaboration.
 - 7.4.2. Identify any information from the course that needs to be localized for your state or region.
- 7.5. Logistics**
 - 7.5.1. Identify the training team, potential partners, host locations, and dates.
 - 7.5.2. Assign tasks – who will teach, track invitations, responses, and logistics, and who will coordinate with the state leads.
 - 7.5.3. Identify participants – remember to include police, fire, EMS, communications/dispatch, tow-truck drivers, departments of transportation (state and local), and other appropriate responders in your area.
 - 7.5.4. Secure approvals.
 - 7.5.5. Send e-mail invitations to target agencies/organizations and follow up.
 - 7.5.6. Promote the training through events, conferences, and other regional activities.
 - 7.5.7. Conduct training.
- 7.6. The Instructor Guide has all you need to put together a great training course, Some highlights:
 - 7.6.1. Verify that all the AV equipment you need to complete the training is available and working
 - 7.6.2. Secure the tabletop exercise materials.
 - 7.6.3. Review the training curriculum.
 - 7.6.4. Practice with trainers as needed. (All Instructors must be able to emphasize the Virginia MUTCD but also highlight the Virginia Work Area Protection Manual at the same time.
 - 7.6.5. Report your training to your state's TIM coordinator. All classes will be entered on the FHWA Website by the Training Oversight Committee.
 - 7.6.6. As you begin using the field training, document successes or positive feedback. This information will show the value of TIM to your decision-makers, agencies, and communities.

Section VIII - Scheduling Classes

- 8.1. Each Regional/Division instructor/team shall be responsible for local marketing and scheduling of courses in their respective areas of responsibility. All Instructors are

encouraged to schedule classes at locations and then advertise them to fill the class. The lead team instructor will ensure that upon scheduling a class, notification will be made to the State TIM training committee.

- 8.2. The instructors must reserve, set up and ensure adequate space is available for classes.
- 8.3. Posting Upcoming Classes: All Instructors shall complete a class flyer announcing the class. A copy of this flyer shall be forwarded to robert.rabe@vdot.virginia.gov and tims.training@vdfp.virginia.gov. This flyer will provide the information necessary to obtain a VDOT Class number for the VDOT Form 7A and place the class on the Statewide website. Should the course be closed for various reasons, the flyer should indicate that, but it still must be forwarded to the two emails above. The flyer should include the following information:
 - Course location:
 - Course date(s):
 - Course times:
 - The name and e-mail of the Point of Contact shall be included to provide contact information for any registration questions or problems to be addressed.

Section IX - Course Delivery

- 9.1. The National TIM Responder Training course was developed to give the instructors great latitude in presenting the approved materials and modules. It is important to use the lesson plans as they are provided to ensure consistent instruction is maintained throughout the Commonwealth. Instructors are encouraged to utilize personal experiences and Virginia-centric incidents to reinforce the lessons during the course. When utilizing images or videos, care must be exercised so as not to incur copyright violations of use if materials not properly vetted. Instructors are not expected to provide students with printed manuals, etc. but the Student Handout is strongly recommended to be handed out.
- 9.2. Instructors can provide the 4-hr. course in many manners depending on the nature of the class makeup. The basis for this course is encouraging multi-disciplinary student classes.
- 9.3. Should an instructor face a class from a single discipline, it is strongly recommended that multidiscipline instructors be present.

Section X - Course Follow-up/Documentation

- 10.1. Within five Business workdays of concluding the training, the lead instructor for the class shall be responsible for the following administrative duties. These duties will include but not be limited to:
 - 10.1.1. Completed Course Roster (Use the form provided on the provided thumb drive) for students should be sent to Virginia Department of Fire Programs using the provided email address: tims.training@vdfp.virginia.gov

- 10.1.2. The VDOT 7A Roster should be sent to Robert Rabe at Robert.Rabe@VDOT.virginia.gov
- 10.1.3. EMS roster must be sent to this email address tims.training@vdfp.virginia.gov .
- 10.1.4. The Lead Instructor shall ensure that all Partial-in-Service Credit (PIC) Forms are handled by the guidelines outlined in the Train-the-Trainer (TtT) Class and this document.

10.2. Department of Criminal and Justice Services (DCJS) PIC Forms

Law Enforcement attendees are awarded CE credits via the use of a PIC Form. There is a procedure for the use of this form which is below:

- 10.2.1. When a person completes a TtT Class either Virtual or in-person, and has satisfied the policy requirements to lead a class, a member of the Training Oversight Committee will request a PIC Form from DCJS. Once the form is received, it will be forwarded to the new instructor.
- 10.2.2. When an attendee wants DCJS credits, the class instructor hands them a blank form for them to fill out and hand back to the Instructor. The instructor then signs the form and hands it back to the attendee. It is the responsibility of the attendee to submit the form through their agency for credits.
- 10.2.3. Each year the Training Oversight Committee will submit a list of PIC Forms that will be needed for the calendar year. This is usually done in the first of November for the following year. The names that are submitted are only those who have taught in the previous 2 calendar years.

Section XI - QA/QI

- 11.1. When new instructors finish a TtT Class, they are told they have to teach two classes with an instructor chosen by the Training Oversight Committee. In order to keep evaluations of first-time instructors consistent, we have developed a check sheet to be used when evaluating the instructor. The check sheet when filled out shall be returned to the Training Oversight Committee at tims.training@vdfp.virginia.gov
- 11.2. Should the Training Oversight Committee hear of an instructor that needs to be evaluated, we can use this same sheet for that. Any deficits noted on these sheets will be evaluated by the Training Oversight Committee for any further action.

Virtual Training

12.1. Federal Highway Online Program

<http://www.fhwa.dot.gov/goshp2/solutions/reliability/I12 I32a I32b/national traffic incident management responder training program>

12.2. Responder Safety Online Program

<https://learning.respondersafety.com/clusters/national-tim-training-certificate.aspx>

12.3. All attendees that complete either of these programs shall print a copy of their certificate and distribute it to the following:

12.3.1. Email it to the tims.training@vdfp.virginia.gov to be recorded in our files.

12.3.2. A copy shall be sent to the appropriate Division Lead listed below

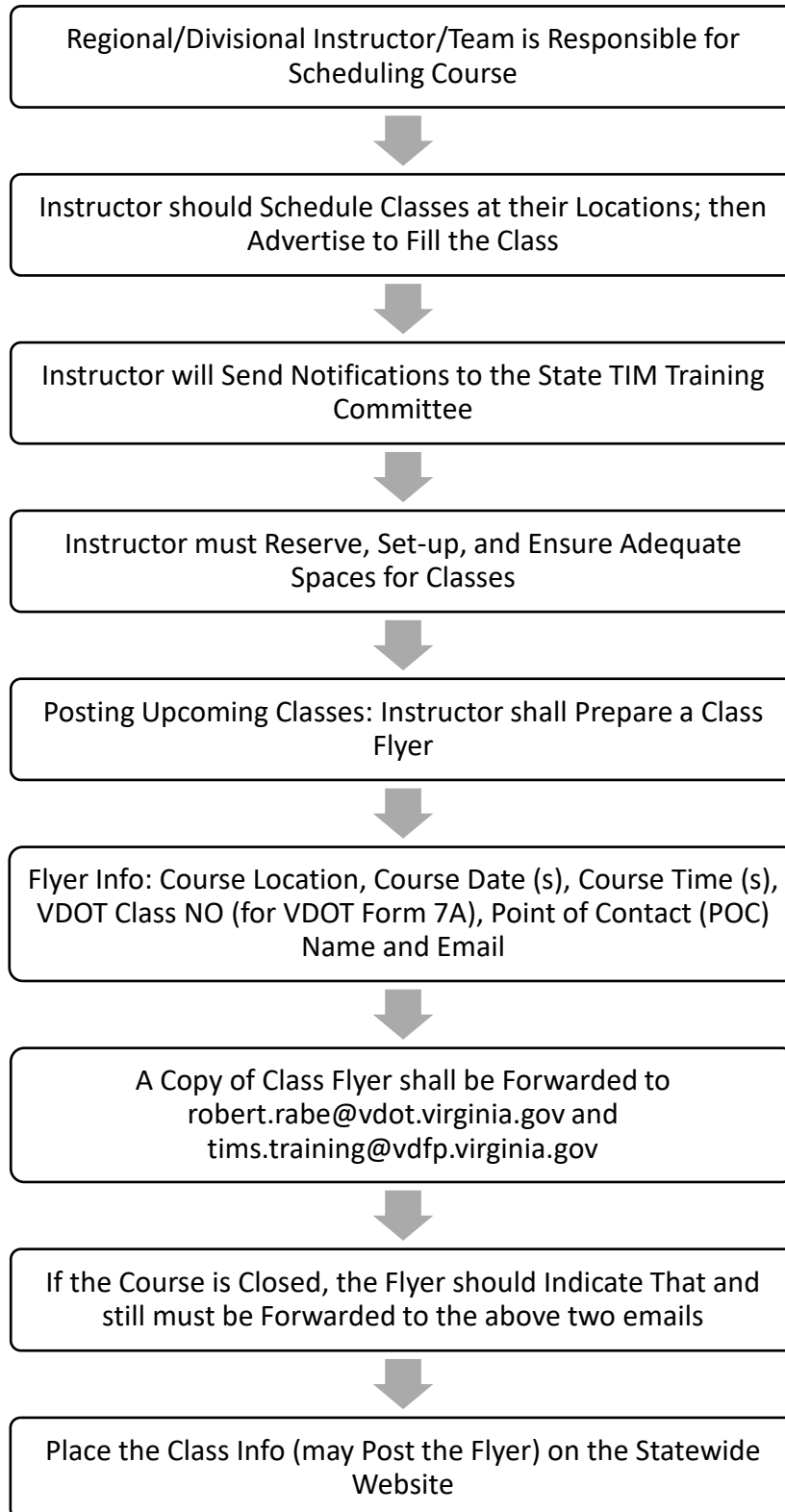
12.4. Failure to submit copies to any of the three locations listed above will result in the attendee not being recognized as having completed the class.

12.5. At this point, there are no CE credits available with these online courses. There may be something in the future but not at this point.

Appendix A- Division Leads Contact List

Divisions	Name	Email
1 st Division	David Houttekier	David.houttekier@vdfp.virginia.gov
2 nd Division	David Stewart	david.stewart@vdfp.virginia.gov
3 rd Division	Deann Farmer	roy.farmer@vdfp.virginia.gov
4 th Division	Chadrick Stanley	chadrich.stanley@vdfp.virginia.gov
5 th Division	Doreen McAndrews	doreen.mcandrews@vdfp.virginia.gov
	James Stanek	james.stanek@vdot.virginia.gov
6 th Division	Mac Craft	mac.craft@vdfp.virginia.gov
7 th Division	TBD	

Appendix B- Scheduling Classes (Flow Chart)



Appendix C- Course Follow-up/Documentation (Flow Chart)

