

Emphasis Area Teams – Implementation Framework

V3 last updated 5-30-23

Background: The 2021 Transportation Safety Action Plan (TSAP) has Emphasis Areas which serve as near term strategies to maximize the benefit of investments. The three primary Emphasis Areas are Risky Behaviors, Infrastructure, Vulnerable Users. Improved Systems, a fourth Emphasis Area will not have a separate team, but instead the actions will be included in the other three primary Emphasis Areas as appropriate.

Purpose: To assure that the actions within the Emphasis Areas in the TSAP are implemented. The implementation of the actions will contribute to the success of the longer term TSAP goals, policies and strategies.

Objective: The primary intent is to track the status of each action and the activities associated with the action. Monitoring and evaluation ensures actions will be assigned to responsible parties, appropriate data will be collected regarding those actions' completion, and a feedback loop is in place so that leadership and interested partners are informed.

Emphasis Area Teams – Emphasis Area Teams track the progress of implementing Action Items listed in the TSAP and track safety progress for the Emphasis Area. Emphasis area teams will supply ongoing coordination and collaboration towards completing Emphasis Area actions. The Role of the Emphasis Area Team is as follows:

- Meet Quarterly
- Review list of actions (Prioritize, narrow down list, or split up)
- Review list of Improved Systems Action Items that may overlap and be included.
- List actions that may be complete
- Discuss and trouble shoot challenges to implementation.
- Track progress of actions underway
- Adjust or refine actions, as necessary.
- Develop plan to report action progress.
- Decide how progress should be reported to the interested partners and public.
- Document approach to reporting
- Decide what members should be included in Team (including other agencies or interested partners)
- Decide the Team champion and Reporting Liaison
- Report to OTSC at least once per year

Emphasis Action Lead – Action Leads hold the responsibility for completion of tasks to make progress on action items. (Preference is list program managers, unless otherwise directed)

- Named party responsible for an action's progress (could have co-leads)

- Any action may have multiple tasks associated with making progress.
- Any action may have more than one party working on the progress.
- Action Lead likely the person with the majority of tasks associated with an action.

Emphasis Area Team Champion - Champions supply the department support for the TSAP implementation. Safety champions help secure the necessary leadership, resources, visibility, support, and commitment of all partners.

- Responsible for quarterly meetings
- Coordinates meetings
- Coordinates between action leads on documenting progress.
- Coordinates between other EA Teams (this may be a meeting of champions)
- Share any new practices for coordination.
- Documents progress on Action Items
- Could be someone with significant overlap of duties.
- Could have co-champions or vice champions or Team share/rotates duties.

EA Coordinator – The Coordinator oversees formation, support and coordination of EA teams.

- Facilitate the process of forming Teams.
- Coordinates regular meetings between Champions.
- Develop and document process for Team tracking and evaluation.
- Determine if Improved Systems is adequately addressed.
- Determine if action items could be moved between EA teams.
- It is assumed this position will be absorbed into a TSO person's duties in the future.

Reporting Liaison – The liaison will be responsible for reporting out overall progress to OTSC.

- Most of the time will be TSO staff (except infrastructure will be TRS staff)
- Part of the EA Team
- Reports on progress to OTSC.
- Coordinates with EA Team Lead on latest progress.
- Likely this will be the Champion with most Actions

EA Team Members – The team be made up of partners and organizations that bring unique and valuable perspectives to bear on the transportation safety problem. The team members should consist of representatives from the agencies across engineering, education, enforcement, emergency medical services (EMS), public health, and other disciplines.

- Those responsible for tasks that lead to progress on action items.
- Includes Action Leads, Team Champions and Reporting Liaisons

- Other technical experts and safety partners as necessary to enable progress on the action item.
- Separate out Core Team from larger Interested Partners (as described below)

Core team (tier 1) and Interested Partners team (tier 2)- Core Team will develop draft response to action progress and Interested Partners will review and comment, giving additional detail or consideration to response, possible activities, and challenges.

- Core will be 5-7 people (keep small to be efficient)
- Larger community (Interested Partners) can be 20-30 people or more.
- Core Team will meet quarterly.
- Interested Partners will meet yearly (before the OTSC report)
- This will allow more efficient use of time for core members and Interested Partners
- Core/Champion could even send out quarterly updates to Interested Partners
- A large Interested Partner team to cover all EA's or separate Interested Partner teams for each EA (whichever works best for people time and interest)
- Interested Partners would review action activities and give input on activities taking place and impediments or challenges to implementing the actions.
- Interested Partners will include historically excluded communities and *underserved populations*.

Partner consultation – Engaging partners to support the reporting and monitoring of Emphasis Area Activities. Partners may have additional knowledge of activities occurring or suggestions of activities that should occur. In addition, partners may also provide insight into challenges or impediments to implementation.

Partners will be asked to review and provide feedback the draft report once per year. ODOT will also host a roundtable/workshop to gain further perspective on the activities of the prior year. At the workshop ODOT receive feedback and input from interested partners including further activities to consider the following year and perspectives on improving implementation of actions.

Monitoring and Evaluation- The tracking of the Emphasis Area actions will include tracking of activities that are undertaken to implement the action. Tracking of activities should include current activities being undertaken and may include relevant past activities or future activities that are relevant. In addition, the tracking will include any challenges to or impediments to implementing the action.

The monitoring will include input from a range of safety partners contributing to the implementation of actions and challenges or impediments to implementation. Safety partners and organizations have unique and valuable perspectives to bring to the activities relating to the action.

A yearly report to OTSC will include not only the activities undertaken to advance the actions, but also an updated report on fatal and serious injury crashes related to the Emphasis Area. The update on progress addressing fatalities and serious injuries will be formatted like data in TSAP and/or performance measures.

Communicating Progress- ODOT will develop a plan to communicate progress on Emphasis Areas. The formation of a tracking technique for communicating progress to the OTSC will be the initial communication available. Consideration will then be given to other means for public outreach and communication to reach our Safety partners and larger audiences, including possibly the development of a website to post previous years reports and/or interim reports.