CENTRAL EMERGENCY STOP WORK INSTRUCTION

Work description: This work instruction describes the steps to activate the Emergency Stop System (ESS) in the OCC		
Scope: This work instruction is written specifically for OCC operating staff of Honolulu Rail Transit.		

References:
Nil

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	OCC Supervisor, Train Controller, Information Controller, all OCC operating staff	Nil

Tools and equipment required

Central ESS Button, ATS Workstation

Stopping all trains on the mainline via a physical pushbutton (in an emergency)	
Any OCC operating staff	You must: • Flip open the lid of the clear plastic box (which holds the Central ESS Button inside) on your desk • Press the red button down • Report the emergency to the OCC Supervisor **Figure 1. Central ESS Button**
	Note The Central ESS Button has no effect on OTEs / trains driven in BYPASS mode. Train Controller must verbally instruct them to stop using the voice radio.
OCC Supervisor	You must: • Find out what the emergency is • Lead the OCC operating staff to provide an operational response to the emergency • Instruct the Information Controller to make regular public announcements on service delays to trains and stations affected • Log the event in the OCC Supervisor Daily Report
Information Controller	On OCC Supervisor's instruction, you must: • Tell passengers on board those trains stranded in between stations to keep calm, not to open any train doors and to wait for the arrival of staff on board the train • Tell passengers of the affected trains and stations of the service disruption • Monitor any overcrowding situation on affected platforms • Make public announcements on resumption of normal train service to trains and stations • Log the event in the Information Controller Log

Approved By:	☐ Director, Operations and Maintenance	☐ Department Manager	☐ Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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File Name	HNL-09335.01.00-0-Central Emergency Stop Work Instruction	Rev No. 01	Page 1 of 3

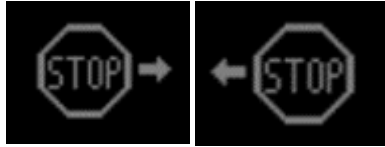| **Stopping trains between two stations via ATS command**	
Train Controller	You must:
	• Select (left click) one Central ESS Device (from one station) on the ATS Mainline Track Diagram
	• Select (left click) another Central ESS Device (from the adjacent station) on the ATS Mainline Track Diagram
	• If the control request was successful, click Transmit Requests in the Operator Request Stack. The Central ESS device(s) should change to red, and the system generates Priority 1 alarms indicating that a Central ESS is active in the indicated location.
	• Tell the OCC Supervisor you have activated the Central ESS in between which two stations via the ATS

Figure 2. Central ESS Devices (one from each station) |
| | ☞ **Note**

The Central ESS Devices has no effect on OTEs / trains driven in BYPASS mode. Train Controller must verbally instruct them to stop using the voice radio. |
OCC Supervisor	You must:
	• Find out from the Train Controller the reasons why trains must be stopped between the two stations
	• Lead the OCC operating staff to provide an operational response to the incident
	• Log the event in the OCC Supervisor Daily Report
Information Controller	On OCC Supervisor's instruction, you must:
	• Tell passengers on board those trains stranded in between stations to keep calm, not to open any train doors and to wait for the arrival of staff on board the train
	• Tell passengers of the affected trains and stations of the service disruption
	• Monitor any overcrowding situation on affected platforms
	• Make public announcements on resumption of normal train service to trains and stations
	• Log the event in the Information Controller Log

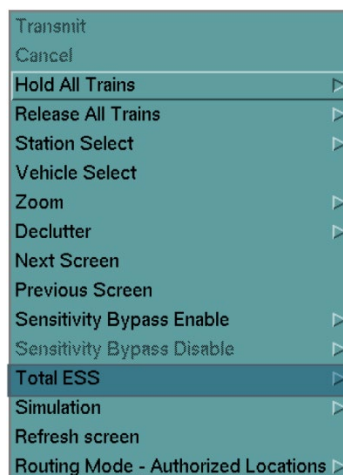| **Stopping all trains on the mainline via ATS command**	
Train Controller	You must:
	• Bring up the Background Menu from the ATS Mainline Track Diagram (right-click any empty area)
	• Select (click) Total ESS (Emergency Stop Set)
	• Click Confirm – If the control request was successful, all trains should stop or continue to dwell at a station, as applicable
	• Tell the OCC Supervisor you have activated the Total ESS which stopped all trains in all directions on the mainline via the ATS

Figure 3. Selecting Total ESS from the Background Menu |

	👉	***Note*** The Total ESS command has no effect on OTEs / trains driven in BYPASS mode. Train Controller must verbrally instruct them to stop using the voice radio.
OCC Supervisor	You must: • Find out from the Train Controller the reasons why all trains must be stopped on the mainline • Lead the OCC operating staff to provide an operational response to the incident • Log the event in the OCC Supervisor Daily Report	
Information Controller	On OCC Supervisor's instruction, you must: • Tell passengers on board those trains stranded in between stations to keep calm, not to open any train doors and to wait for the arrival of staff on board the train • Tell passengers of the affected trains and stations of the service disruption • Monitor any overcrowding situation on affected platforms • Make public announcements on resumption of normal train service to trains and stations • Log the event in the Information Controller Log	