

MANUAL SWITCH OPERATION

Work description: This procedure describes actions in situations where a Honolulu Rail Transit Project (H RTP) Train or an On-Track Equipment (OTE) is involved in a derailment or collision, both in the mainline or in the Depot.

Scope: The procedure is applicable for all types of derailments or collisions involving a train or an OTE

References:**PPE and precautions**

Nil

Competencies or qualifications

Train Attendant

Licenses or permits required

Train Driver

Tools and equipment required

Train Key

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| Equipment/Vehicle Operator | An employee, who is trained and qualified to operate and move a train in the yard or on the mainline during manual operations or emergencies, while onboard the train. |
| Incident Commander | An HRH appointed employee responsible for leading the investigation of an incident on the H RTP. |
| On-Site Coordinator (OSC) | An HRH trained and qualified employee who communicates with TES personnel and the Traffic Control Officer (TCO), designates the working limits and the type of on-track protection to be used, assigns and positions Flagmen or Watchmen as needed, and conducts the job briefing before any railroad worker or equipment fouls a track. |
| On-Track Equipment (OTE) | A rail mounted vehicle or equipment used to inspect, maintain, and repair the rail system. |
| OTE Operator | An employee, who is trained and qualified to operate and move an OTE in the yard or on the mainline. |
| Traffic Control Officer (TCO) | Approves, monitors, and controls all vehicle movements and work within the entire Honolulu Rail Transit Project (H RTP). The TCO is the officer responsible for coordinating and controlling all track work and red tag approval and coordination. |

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| Signature: | | | |
| Date: | | | |

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|---------------|-------------------------------------|-----------------|-------------|
| Document Code | HNL-09401 - Manual Switch Operation | Effective Date: | |
| File Name | -e | Rev No. | Page 1 of 3 |

MANUAL SWITCH OPERATION

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| Notification of Derailment | <p>Upon observing a train derailment or collision, H RTP Personnel shall notify Traffic Control Officer (TCO)/ Operations Control Center (OCC) by radio immediately stating the nature of the emergency and providing the following information:</p> <ul style="list-style-type: none"> • Caller's Identification • Location <ul style="list-style-type: none"> – Track Designation – Stationing – Relation to nearest station • any other circumstances requiring emergency services or posing threat to non-system people or property beneath or adjacent to the guideway. • If there is a need of an immediate train evacuation. • Presence of smoke or fire. • Estimate of injured persons. • Number of cars or trucks derailed or damaged. • Whether the adjacent track is obstructed or otherwise affected. |
| <i>Operator of Derailed/Collided Equipment/Vehicle</i> | <p>Upon observing their equipment or vehicle has derailed or was involved in a collision:</p> <ul style="list-style-type: none"> • Bring the train or OTE to a stop if not already stopped. • Secure the train/OTE • Assist the On-Site Coordinator (OSC) to report to TCO/OCC about the incident |
| <i>On-Site Coordinator (OSC)</i> | <p>The OSC shall:</p> <ul style="list-style-type: none"> • If able notify the TCO/OCC with the relevant information (location, etc.) • Make an announcement to other personnel onboard. • Remain in communication with the TCO/OCC. |
| <i>Dispatch of Emergency Services</i> | <ul style="list-style-type: none"> • Upon notification that emergency services are required, the TCO/OCC will contact emergency services by calling 911 • The employee requesting medical assistance shall provide: <ul style="list-style-type: none"> • An estimate of the number of people requiring assistance • Detailed location of where assistance is needed • Known conditions of personnel and site • Any other information requested by emergency services • The TCO/OCC shall arrange an escort for directing medical personnel to the scene. |

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|---------------|-------------------------------------|-----------------|-------------|
| Document Code | HNL-09401 - Manual Switch Operation | Effective Date: | |
| File Name | -e | Rev No. | Page 2 of 3 |

MANUAL SWITCH OPERATION

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| <i>Scene Safety and Security</i> | <ul style="list-style-type: none"> Upon confirmation of probable derailment or collision, the TCO/OCC will undertake the following actions to protect and stabilize the site: <ul style="list-style-type: none"> Hold and re-route following trains or OTE and isolate track section involved Instruct Traction Electrification Systems (TES) personnel to de-energize the area of the derailment/collision. If the command and control of TES is available at OCC, then direct a Supervisory Control and Data Acquisition (SCADA) operator to de-energize the third rail in the affected section on both tracks. Instruct the Commissioning Train Operator or OTE Operator to do the following: <ul style="list-style-type: none"> Stop the train/OTE (if not already stopped) Secure the train/OTE. Assess the condition of train/OTE and report back. Instruct the OSC to do the following: <ul style="list-style-type: none"> Assess the condition of the train/OTE. Assess the injuries to other personnel onboard. Initiate train evacuation Escort Emergency services as applicable Instruct the maintenance team to: <ul style="list-style-type: none"> Assess the condition of tracks Assess the damage to wayside facilities and structures and report back to the TCO/OCC. Restrict the use of the mainline radio channel to essential communications and instruct all personnel to do the same. Make initial notifications as per HNL-09023 Accident Incident Investigation. |
| <i>Investigation</i> | <ul style="list-style-type: none"> The incident commander shall initiate an investigation of the incident site, requesting assistance from the OSC and the Safety Officer on-site as appropriate. Investigation shall continue until the Incident Commander releases the site and the Safety Officer agrees to commencement of clear and repair activities. |
| <i>Scene restoration</i> | <ul style="list-style-type: none"> Upon release by the Incident Commander and the Safety Officer, Maintenance personnel shall commence re-railing and site clearance activities in accordance with applicable procedures. Upon completion of re-railing and associated wayside repairs, Maintenance personnel shall inform the OSC that all critical systems are functional and that the incident area is cleared of personnel and equipment and that it is safe to move the train or on-track equipment, listing any. The OSC shall complete a walking inspection of the incident area with Track Maintenance, Facilities Maintenance, and Rail Car Maintenance Work Crew Supervisors to verify the site is clear of all obstructions to train movement and that the incident train(s) is/are safe for movement. Upon a successful inspection, the OSC shall report to the TCO/OCC that the area is ready for restoration of testing and release the area and train(s) to the TCO/OCC. |

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| Document Code | HNL-09401 - Manual Switch Operation | Effective Date: | |
| File Name | -e | Rev No. | Page 3 of 3 |