

## STATION EVACUATION

**Work description:** The purpose of this document is to describe the guidelines that must be followed in the event that a station must be evacuated. This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).

**Scope:** Any Station that requires evacuation on the H RTP

**References:** Local Evacuation Plans, Station Incident management Plans, HNL-09566 H.O.T Assessment Checklist, HNL-09561 Closing a Station during Revenue Hours

PPE and precautions	Competencies or qualifications	Licenses or permits required
Hi Visibility Vest	Station Agent, Train Operator, OCC Supervisor, Train Controller, Information Controller, Engineering Faults Controller	Nil

**Tools and equipment required**

Load Hailer, Radio


**Warning**

Staff must ensure that they keep themselves away from any hazards whilst carrying out the evacuation process

<b>Evacuating station</b>	<p>The decision to evacuate a station can and will be made in the event that a hazard to the public and staff exists that requires immediate separation. These hazards can range from but not limited to, a suspicious object or a toxic substance, to a threat that has been made against the station itself.</p> <p>The Station Agent will coordinate with the Train and Information Controllers regarding the partial or total evacuation of the Station. City Security Personnel will be called upon if necessary, to assist in the closure of the station.</p>
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<b>Evacuating the Station</b>	In the event the decision has been made to evacuate a station:
<i>OCC Supervisor</i>	<p>The OCC Supervisor must:</p> <ul style="list-style-type: none"> <li>• Inform OCC Operators about the decision to evacuate the station</li> <li>• Request for Honolulu Fire Department, Honolulu Police, and/ or Emergency Services intervention, if needed</li> <li>• Command the set-up of alternative passenger service, if needed</li> <li>• Inform all the transportation services linked to the H RTP system about the station evacuation</li> <li>• Verify if the closure of the station is needed</li> <li>• Coordinate with City security personnel at station for the upcoming evacuation</li> <li>• Record any event on the OCC Log.</li> </ul>
<i>Train Controller</i>	<p>The Train Controller must:</p> <ul style="list-style-type: none"> <li>• Activate ATC command to set both station platforms to out of service</li> <li>• Dispatch Station/Train Operators and City Security personnel to man the external entrances of the station prevent passengers gaining access the station during evacuation</li> <li>• Ask to the Station Agent to confirm when the station is cleared of people</li> <li>• Inform other OCC Operators once Station Agent confirms the station has been evacuated</li> <li>• Inform Station Agents of the alternative passenger service to be implemented, if any.</li> </ul>
<i>Information Controller</i>	<p>The Information Controller must:</p> <ul style="list-style-type: none"> <li>• Inform passengers thorough PA/PID that the station is being evacuated</li> <li>• Tell passengers through PA/PID to keep calm and leave the station</li> <li>• Monitor the station evacuation through CCTV</li> <li>• Monitor escalator and elevator during the evacuation through CCTV</li> <li>• Assist passenger through ECP</li> <li>• Check through CCTV if any passenger is still in the station after evacuation has been completed.</li> </ul>

<b>Approved By:</b>	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
<b>Signature:</b>			
<b>Date:</b>			

## STATION EVACUATION

**Engineering and  
Faults Controller**

The Engineering and Faults Controller must:

- Open all AFC Gates
- Co-ordinate with City Security personnel to stop escalators when passengers have been cleared the platforms
- Upon completion of evacuation, co-ordinate with Station Agent to close the station.

**Station Operator**

The Station Agent must:

- Evacuate the station in line with the Local Site incident Management Plan
- Assist passengers during the station evacuation
- Assist special needs passengers during the station evacuation, if needed
- Check for any passenger left in the station before to confirm station emptiness to the TD
- Confirm to the Train Controller that the station has been successfully evacuated
- Inform passengers of alternative passenger service, if any
- Proceed with station closure in line with HNL-09561 Closing a Station during Revenue Hours

**City Security  
Personnel**

City Security Personnel shall:

- Act in coordination with OCC, ensuring that no additional passengers have entered the station during the evacuation
- Upon Engineering and Faults Controller request, stop escalators, once it has been verified that no passengers are using them.


**Note**

Staff are to move Passenger to designated evacuation points as indicated within the Site Incident Management Plans and take instruction from Emergency Services

**Additional controls**

[HNL-09566 H.O.T Assessment Checklist](#)