| Work Instruction - Operations | HITACHI |
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| **STATION EMERGENCY STOP ACTIVATION WORK INSTRUCTION** | Hitachi Rail Honolulu JV |

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| **Work description:** This work instruction describes the handling of Station Train Emergency Stop Pushbutton (PB) activation | |
| **Scope:** This work instruction is written specifically for the OCC operating staff of Honolulu Rail Transit | |
| **References**: HNL-09320 Unauthorized Persons Trackside Work Instruction | |

| PPE and precautions | Competencies or qualifications | Licenses or permits required |
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| Nil | OCC Supervisor, Train Controller, Information Controller, Engineering & Fault Controller, Station Operator, Train Operator | Nil |
| **Tools and equipment required** | | |
| Nil | | |

| On alert of activation of Station Train Emergency Stop PB, | |
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| *Train Controller* | You must:<br><br>1) Make sure trains moving towards the affected area are stopped at stations to prevent bunching up<br>2) Check the affected platform area using CCTV<br>3) Find out from the Information Controller what is going on<br>4) Arrange a Station Operator to check/confirm the platform tracks are clear of any obstruction (no one has fallen) and that the PSGS are in normal state<br>5) If no abnormality is found, authorize the Station Operator to reset the Station Train Emergency Stop PB<br>6) If the Station Train Emergency Stop PB cannot be reset, report the failure to the Engineering & Fault Controller to arrange maintainer to check the Station Train Emergency Stop PB and override it if required<br>7) Upon resetting/overriding the Station Train Emergency Stop PB, arrange the first available train and a Train Operator to sweep the affected tracks using BYPASS mode<br>8) Upon successful completion of the affected tracks (track clear), resume normal train service<br>9) Log the event in the Train Controller Log |
| *Information Controller* | You must:<br><br>1) Answer the E-TEL from the platform (if any), find out the reason for the activation of Station Train Emergency Stop PB and relay the information to the Train Controller<br>2) Call the emergency services if required<br>3) On instructions from the OCC Supervisor:<br><br>    a) Make public broadcast announcements on service delays to trains and stations<br>    b) Make regular announcements to update trains and stations affected<br>    c) Monitor crowd conditions on affected platforms<br>    d) Make public announcements on resumption of normal train service to trains and stations<br><br>4) Log the event in the Information Controller Log |
| *Engineering & Fault Controller* | You must:<br><br>1) On request from the Train Controller, inform the maintainer to arrange a signaling technician to examine why the Station Train Emergency Stop PB cannot be reset<br>2) Keep track of the inspection/repair progress<br>3) Inform the OCC Supervisor and the Train Controller about the latest inspection/repair progress |
| *OCC Supervisor* | You must:<br><br>1) Instruct the Information Controller to make public broadcast announcements on service delays to trains and stations<br>2) Instruct the Information Controller to monitor crowd conditions on affected platforms<br>3) Follow the inspection/fault rectifying progress closely<br>4) If the Station Train Emergency Stop PB is properly reset then instruct the Information Controller to make public announcements on resumption of normal train service to trains and stations<br>5) Log the event in the OCC Supervisor Daily Report |

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

| *Station Operator* | You must, on instructions from the Train Controller:<br><br>1) Check (if any) who is responsible and why for the activation of the Station Train Emergency Stop PB<br>2) Check the platform tracks to see if anyone has fallen, request emergency service if required<br>3) Check that the PSGS are in normal state<br>4) Report the status to the Train Controller and Information Controller<br>5) Reset the Station Train Emergency Stop PB and tell the Train Controller whether the reset is successful |
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| *Train Operator* | You must, on instructions from the Train Controller:<br><br>1) Access the track to get to the train<br>2) Operate the train in BYPASS mode and sweep the platform tracks at very low speed<br>3) Report the line clear status to the Train Controller if the platform tracks are clear of obstruction |

**On alert of activation of intrusion detection system at platform end doors,** refer to HNL-09320 Unauthorized Persons Trackside for details if the activation was not initiated by staff