

**FIRE OR SMOKE ON A TRAIN WORK INSTRUCTION****Work description:** Operational response to Fire and Smoke on a train**Scope:** Actions in response to the discovery or report of a fire on a train**References:** HNL-09007 Emergency Management Plan, HNL-09686 Fire (General) Work Instruction, HNL-09331 Train Evacuation Work Instruction, HNL-09323 Activation of Emergency Door Release Handle Work Instruction, HNL-09626 Fire and Life Safety Procedure, HNL-09023 Accident and Incident Notification, Reporting and Investigation Plan

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Train and Stations Supervisor, Station Operator, Train Operator, Train Controller, Engineering & Fault Controller Information Controller	Nil

**Tools and equipment required**

Nil


**Warning***Staff are to ensure that they do not expose themselves to hazard associated with fire and smoke on the train.*

<i>OCC Supervisor</i>	<p>When informed of a train fire, you must:</p> <ul style="list-style-type: none"> <li>• Instruct the Train Controller to stop all train movements towards the affected area and to implement passenger evacuation immediately</li> <li>• Instruct Station Operators to implement station evacuation (for train fire in station)</li> <li>• Inform the Honolulu Fire Department and other first responders (where required) including details of the incident location, passengers affected and access routes to the scene</li> <li>• Inform the OCC Manager and Head of the Operations of the incident</li> <li>• Instruct the Information Controller to disseminate information to Station and Train Staff and to the passengers at the affected stations and trains</li> <li>• Coordinate the OCC response with all OCC operating staff, to: <ul style="list-style-type: none"> <li>○ Appoint and dispatch an Incident Officer to the scene to assist evacuation and to manage the incident scene</li> <li>○ Move the train away from the station after successful evacuation of passengers</li> <li>○ Follow the Emergency Management Plan to set up the incident command structure (where applicable)</li> <li>○ Implement contingency plan with the Train Controller at the unaffected area</li> <li>○ Mobilize further resources to support the Incident Officer for service recovery after the passengers are safely evacuated and the train fire is extinguished</li> </ul> </li> </ul>
<i>Train Controller</i>	<p>When told of a train fire, you must:</p> <ul style="list-style-type: none"> <li>• Stop all train movements to the affected area</li> <li>• If the incident train is not in station, try every effort to move the train to the nearest station platform for passenger evacuation</li> <li>• If the train stops in between stations and cannot be moved, then determine the evacuation path to the nearest station: <ul style="list-style-type: none"> <li>○ Evacuate passengers as per HNL-09331 Train Evacuation Work Instruction: <ul style="list-style-type: none"> <li>➤ Instruct the Engineering &amp; Fault Controller to turn ON the guideway lighting (when needed)</li> <li>➤ Instruct the Engineering &amp; Fault Controller to turn OFF third rail power at the affected area</li> <li>➤ Instruct the Information Controller to make variable display messages and announcement to direct passengers on board as to which way to evacuate using the emergency walkway</li> <li>➤ Open the train door at the side of the emergency walkway</li> <li>➤ If a Train Operator is on board the incident train, instruct the Train Operator to assist passenger evacuation</li> </ul> </li> </ul> </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>			

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<i>Train Controller (cont'd)</i>	<ul style="list-style-type: none"> <li>Instruct the Station Operators and Train Operators from the nearest stations to proceed to the incident train to assist passenger evacuation</li> <li>On instruction from the OCC Supervisor, implement the appropriate Contingency Plan to continue train services at the unaffected area</li> <li>Monitor the situation at the incident scene via the CCTV</li> <li>Provide the necessary support to the Incident Officer for service recovery</li> <li>On instruction from the OCC Supervisor, withdraw the incident train from service from the Main Line and implement service recovery</li> </ul>
<i>Information Controller</i>	<p>When told of a train fire, you must:</p> <ul style="list-style-type: none"> <li>On instruction from the OCC Supervisor, inform the Honolulu Fire Department and other first responders (where required) including details of the incident location, passengers affected and access routes to the scene</li> <li>On instruction from the Train Controller, make onboard announcement to the incident train to guide/direct passengers to evacuate from the incident train to the nearest station / egress – tell passengers clearly about the evacuation route</li> <li>Make frequent announcement to update passengers at stations and trains about the incident</li> <li>Tell affected Train and Stations Supervisors including any contingency plan</li> </ul>
<i>Engineering &amp; Fault Controller</i>	<p>When told of a train fire, and on request from the OCC Supervisor / Train Controller, you must:</p> <ul style="list-style-type: none"> <li>Switch OFF third rail traction power</li> <li>Switch ON guideway lighting (when needed) in accordance to the evacuation path to the nearest station / egress</li> <li>Dispatch on-call Engineering and Maintenance Team to the incident scene to prepare for service recovery</li> <li>Find out the extent of the damage to the affected train, civil structure, track and signaling systems</li> <li>Provide the necessary support to the Incident Officer for service recovery including the setting up of emergency possession of the track</li> </ul>
<i>Train &amp; Stations Supervisor, Station Operators</i>	<p>On instruction from the OCC Supervisor / Train Controller, you must:</p> <ul style="list-style-type: none"> <li>Assist in evacuation of passengers from the affected train</li> <li>Assist in station evacuation where necessary</li> <li>Support the emergency / first responders by leading them to the scene of the incident</li> <li>Provide local public address announcements as appropriate</li> <li>Assist passengers at the station platform</li> <li>Provide the necessary support to the Incident Officer for service recovery</li> </ul>
<i>Incident Officer</i>	<p>When appointed by the OCC Supervisor as the Incident Officer, you must:</p> <ul style="list-style-type: none"> <li>Proceed and attend incident location as directed</li> <li>Establish Incident Command Post as required (set up close to the command post of the First Responder from the Honolulu Fire Department)</li> <li>Request and assign additional resources as required to manage the incident scene, considering: <ul style="list-style-type: none"> <li>Meet and brief Emergency Services / First Responder</li> <li>Evacuation of passengers</li> <li>Customer care</li> <li>Incident site access control</li> <li>Recovery engineering / repair damaged train etc.</li> </ul> </li> <li>Respond to directions of the Emergency Services</li> <li>Secure evidence if applicable and appropriate</li> <li>Co-ordinate between on-site Emergency Services On Site Coordinator and OCC Supervisor</li> </ul>
	<p><b>Note</b></p>  <p><i>The Incident Officer is in-charge of the site, all parties must liaise and coordinate with the Incident Officer.</i></p>
<i>On Call Engineering and Maintenance</i>	<p>When requested to attend the train fire, you must:</p> <ul style="list-style-type: none"> <li>Attend incident as directed by the Engineering &amp; Fault Controller</li> <li>On arrival, report to the Incident Officer</li> <li>Follow direction from Emergency Services On Site Coordinator and assist where applicable</li> </ul>

**FIRE OR SMOKE ON A TRAIN WORK INSTRUCTION****Restoring Normal Operations***OCC Supervisor*

When confirmed by the Incident Officer that:

- The fire is extinguished, and incident site is handed back to HRH (by Emergency Services On Site Coordinator)
- Engineering inspections are completed, and site is fit for service (by appropriate Engineering On Site Coordinator)

You must:

- Recover incident train and stranded trains (as applicable)
- Inform all OCC Controllers to restore the service
- Coordinate their response
- When the train service is recovered, stand down any third-party bus replacement services