STATION EVACUATION WORK INSTRUCTION

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 (HRTP).

Scope: Any Station that requires evacuation on the HRTP

References: Local Evacuation Plans, Station Incident Management Plans, HNL-09676 H.O.T Assessment Checklist Form, HNL-09561 Closing Stations During Revenue Hours Work Instruction

PPE and precautions	Competencies or qualifications	Licenses or permits required
High Visibility Vest	Station Operator, Train Operator, OCC Supervisor, Train Controller, Information Controller, Engineering & Fault 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

Evacuating the Station	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.
	The Station Operator 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.

Evacuating the Station	
OCC Supervisor	The OCC Supervisor must: • Inform OCC Operators about the decision to evacuate the station • Request for Honolulu Fire Department, Honolulu Police, and/ or Emergency Services intervention, if needed • Command the set-up of alternative passenger service, if needed • Inform all the transportation services linked to the HRTP system about the station evacuation • Verify if the closure of the station is needed • Coordinate with City security personnel at station for the upcoming evacuation • Record any event on the OCC Log
Train Controller	The Train Controller must: • Activate ATC command to set both station platforms to out of service • Dispatch Station/Train Operators and City Security personnel to man the external entrances of the station prevent passengers gaining access the station during evacuation • Ask to the Station Operator to confirm when the station is cleared of people • Inform other OCC Operators once Station Operator confirms the station has been evacuated • Inform Station Operators of the alternative passenger service to be implemented, if any
Information Controller	The Information Controller must: • Inform passengers thorough PA/PID that the station is being evacuated • Tell passengers through PA/PID to keep calm and leave the station • Monitor the station evacuation through CCTV • Monitor escalator and elevator during the evacuation through CCTV • Assist passenger through ECP • Check through CCTV if any passenger is still in the station after evacuation has been completed

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

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Engineering & Fault Controller	The Engineering & Fault 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 Operator to close the station
Station Operator	The Station Operator 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 Train Controller • 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 Stations During Revenue Hours Work Instruction
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 & Fault 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-09676 H.O.T Assessment Checklist Form