

TOTAL CLOSURE OF THE METRO

Work description: This work instruction details the handling of total closure of metro

Scope: This work instruction is written specifically for the OCC operating staff of Honolulu Rail Transit.

References: HNL-09561 Closing of Stations during Revenue Hours, HNL-09563 Terminating Trains at Stations, HNL-09568 Bus Replacement Service, HNL-09535 Sweep Train

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Train Controller, Engineering and Fault Controller, OCC Supervisor, Information Controller	Nil

Tools and equipment required

Nil

On receiving a request from the Incident Officer to institute a total closure of the metro line

OCC Supervisor

You must:

assess the situation with the Incident Officer taking into account the operational circumstances at the time especially on the traffic condition

- decide with the Train Controller on how trains should be withdrawn from service (immediately at their next stations or at the end of the line) on both east and west bounds and authorize the Train Controller to implement accordingly
- instruct the Information Controller to broadcast to all Station Attendants to prepare for station closure after the passage of the last train service on the eastbound and westbound
- instruct the Information Controller to make public announcements on last train service and station closure to trains and stations
- instruct the Information Controller to make regular public announcements on last train service and station closure to trains and stations
- arrange replacement bus service following HNL-09568 Bus Replacement Service if required
- log the event in the OCC Supervisor Daily Report

Train Controller

You must, on instructions from the OCC Supervisor to withdraw trains from service:

- start withdrawing trains from service until line closure
- on instructions from the OCC Supervisor to resume normal operation, arrange sweep trains and Train Attendants following HNL-09535 Sweep Train to conduct line clear operation.
- log the event in the Train Controller Log

Engineering and Fault Controller

You must:

- wait until line closure then turn OFF traction power on the Mainline
- on instructions from the OCC Supervisor to resume normal operation, turn ON traction power after all Emergency Track Possessions have been surrendered but before the start of line clear operation

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Signature:			
Date:			

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Work Instruction - Operations	
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Information Controller	<p>You must, on instructions from the OCC Supervisor:</p> <ul style="list-style-type: none"> • broadcast to all Station Attendants to prepare for station closure following HNL-09561 Closing of Stations during Revenue Hours, after the passage of the last train service on the eastbound and westbound • make public announcements on last train service and station closure to trains and stations • make regular announcements on last train service and station closure to trains and stations • make public announcements on the resumption of normal train service • log the event in the Information Controller Log
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