

Work Instruction	
FIRE AWARENESS	



Work description: General Fire Awareness		
Scope: General Fire Awareness and immediate actions upon discovery of a fire on HRH Controlled Infrastructure (offices, admin buildings, workshops). (This instruction is supported by separate procedures to respond to fires on trains and stations)		
References: HNL-09007 Emergency Management Plan HNL-09626 Fire and Life Safety		
PPE and precautions	Competencies or qualifications	Licenses or permits required
N/A	Fire Awareness Training	N/A
Tools and equipment required		
Fire extinguisher		

Fire Prevention All	Part of a well-developed Emergency Action Plan describes how fires can be prevented by some basic fire prevention steps. The following information identifies most common causes of fire found in most buildings, and the preventive measures taken to control them.	
	Housekeeping	<ul style="list-style-type: none"> Prevent the accumulation of combustible materials in aisles, passageways and corridors. Keep exit doors, extinguishing equipment and fire alarm devices accessible and clear of obstructions. Keep sprinkler heads free from obstruction, there must be at least 18" of clearance below the bottom of the sprinkler head for it to operate efficiently. Keep work areas neat and clean to prevent rapid fire spread should ignition occur.
	Electrical Hazards	<ul style="list-style-type: none"> Use only grounded, 3 prong appliances and cords. Never overload electrical outlets. Use only U-L approved heavy duty extension cords rated for appliance use. See to the periodic inspection of appliances and repair all electrical shorts. Replace wires when insulation is frayed or worn. Never leave equipment, appliances, or machinery that produces excessive heat left running unattended. <p>O&M is responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.</p>
	Flammable Liquids	<ul style="list-style-type: none"> Keep flammable and combustible liquids in appropriate UL approved fire and leak proof containers. Do not store more than a one-day's supply outside of a flammable materials storage locker. Use less flammable fluids whenever possible. Eliminate the effects of static electricity by grounding all storage containers. Smoking or open flames shall be prohibited a minimum of 50 feet in areas where flammable liquids are stored. Flammable liquids shall be stored in well ventilated areas to prevent the buildup of highly combustible fumes and vapors. Flammable liquids shall be stored in fireproof cabinets whenever possible or separated from electrical equipment and other heat sources.
	Spontaneous Ignitions	<ul style="list-style-type: none"> Keep oily rags in a metal container secured with a metal lid. Keep incompatible chemicals stored separately from each other. Consult the Safety Data Sheets (SDS) that are provided with each product, for information on proper storage. Keep areas where these items are stored neat and clean.

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

Document Code	YYY.YYY. Fire Awareness.0	Effective Date:	
File Name	HNL-09686-00.01-Fire Awareness	Rev No. 0	Page 1 of 3

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Discovering a Fire All	<ol style="list-style-type: none"> 1. REMAIN CALM 2. Alert the OCC 3. Activate the fire alarm system. This is accomplished by operating a manually activated fire alarm pull station. 4. Fire alarm pull stations are typically located at each stairwell exit door on each floor as well as various locations throughout the floor. Access to these devices must be maintained at all time. Audible alarms accompanied by strobe lights will be initiated once the alarm is pulled. The following illustrates how these devices are activated: <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Re-entry Procedure</td><td> <ul style="list-style-type: none"> • ERT Leader receives notification from appropriate emergency personnel that building is safe to re-enter and clear for fire alarm to be reset. • After confirmation of the re-arming of fire detection system, the ERT Leader will release personnel back into the facility. </td></tr> </table>	Re-entry Procedure	<ul style="list-style-type: none"> • ERT Leader receives notification from appropriate emergency personnel that building is safe to re-enter and clear for fire alarm to be reset. • After confirmation of the re-arming of fire detection system, the ERT Leader will release personnel back into the facility.
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Fire Extinguisher Operation Responder	<p>The fire extinguishers on the network are rated for class A (Combustible Materials), B (Flammable Liquids and Gases), and C (Electrical) fires. They have been strategically placed to provide a travel distance not greater than 75 feet from any point in your facility. Building occupants should note their locations and familiarize themselves with the operating instructions of the units found in their facility. A, B, C Dry Chemical extinguishers suppress fires by dispensing a coat of non-flammable, and non-electrically conductive powder over the fuel, separating it from the heat and oxygen needed for combustion.</p>		
Halocarbon (FM 200) Fire Protection Systems All	<p>Parts of the MSF facility have their contents protected by a Halocarbon (called FM-200) fire protection systems. Special attention should be given to your evacuation plan in the event that you are in one of these areas should this system be activated.</p> <p>Note - Once this system activated, it will displace oxygen making it an immediate danger to personnel due to possible suffocation.</p> <ol style="list-style-type: none"> 1. Remain Calm 2. Be aware that there is a system pre-activation alert tone that gives you advanced notice (usually 15 - 30 seconds) to leave the protected area before the agent is released. You should become familiar with the sound of the pre-alerting tone. When it sounds, evacuate the area IMMEDIATELY. 3. Plan in advance where your primary and secondary exits are located. 4. As you leave the area, make sure that you secure the door to prevent the loss of the suppression agent. 5. The MSF systems have an "Abort" button or switch that can be activated in the event that the system is about to activate unnecessarily. Learn the location, operation and any other policies associated with the operation of this device. 		
OCC Actions OCC	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">OCC Supervisor</td><td> <ul style="list-style-type: none"> • Alert the Honolulu Fire Department • Inform OCC staff and Road supervisors; • Inform O&M Management; • Report the emergency according to HNL-09023 Accident and Incident Notification, Reporting and Investigation; • Instruct OCC staff to implement any recommendation received from the Honolulu Fire Department (e.g. closure of the metro, station or train evacuation). </td></tr> </table>	OCC Supervisor	<ul style="list-style-type: none"> • Alert the Honolulu Fire Department • Inform OCC staff and Road supervisors; • Inform O&M Management; • Report the emergency according to HNL-09023 Accident and Incident Notification, Reporting and Investigation; • Instruct OCC staff to implement any recommendation received from the Honolulu Fire Department (e.g. closure of the metro, station or train evacuation).
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	Train Controller	<ul style="list-style-type: none"> Initiate evacuation of affected areas according to procedure HNL-09328 Station Evacuation or HNL-09331 Train Evacuation, if requested by the Honolulu Fire Department; Prevent trains to enter affected area; Command the closure of the Metro according to HNL-09341 Total closure of the Metro, if requested by the Honolulu Fire Department.
	Engineering and Fault Controller	<ul style="list-style-type: none"> Advise the OCC supervisor of the situation; Handle traction power in response to the specifics of the incident including the de-energization of the third rail if appropriate
	Information Controller	<ul style="list-style-type: none"> Initiate announcements for evacuation of affected areas according to procedure HNL-09328 Station Evacuation or HNL-09331 Train Evacuation, if instructed to do so by the Train Dispatcher; Monitor the affected area through CCTV.
	Road Supervisor	<ul style="list-style-type: none"> Act according to instructions from the OCC; Assist Honolulu Fire Department personnel.
Reinstatement of Service / Access	If any event should lead to the closing of the location or the guideway, HRH staff will do a complete visual inspection before the area can be placed back in service. This inspection is required every time the area is shutdown, even if the threatening event does not take place.	