

Work Instruction - Operations	<b>HITACHI</b>
<b>ACTIVATION OF EMERGENCY DOOR RELEASE HANDLE WORK INSTRUCTION</b>	<b>Hitachi Rail Honolulu JV</b>

<b>Work description:</b> This document details the actions necessary in case of activation of the Emergency Egress Device.		
<b>Scope:</b> This document is written specifically for the operating staff of the Honolulu Rail Transit.		
<b>References:</b> HNL-09320 Unauthorized Persons Trackside Work Instruction, HNL-09331 Train Evacuation Work Instruction, HNL-09007 Emergency Management Plan, HNL-09653 Incident Management Procedure, and HNL-09331 Train Evacuation Plan		
<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licenses or permits required</b>
Nil	Train Operator, Train Controller, Information Controller, OCC Supervisor	Train Driver
<b>Tools and equipment required</b>		
Train Key, Train operator duty bag		

<b>Functional Behavior of Emergency Egress Device (EED)</b>	<p>While the train is moving, the doors are closed and mechanically locked. Each set of train doors is equipped with an Emergency Egress Device (EED), which allows a door to be opened from inside the vehicle in an emergency situation. The activation of EED triggers:</p> <ul style="list-style-type: none"> <li>Alarm at OCC and ADU</li> <li>Automatic announcement on board</li> <li>Activation of onboard CCTV covering the activated EED's door area and a live transfer of relevant images to the OCC</li> <li>Activation of the nearest onboard ECP, with duplex voice communication with Information Controller</li> </ul> <p>EED activation will only allow manually opening of the doors when the train is stationary</p> <ol style="list-style-type: none"> <li>If the train is running between two stations and nothing impedes the movement towards the next platform, the train will reach the next platform and will remain with the doors open until the EED is reset</li> <li>If the train stops during the run (between stations) and the handle is activated, the door can be manually opened. To resume operation or move the train, the EED has to be reset and the door closed</li> <li>If an EED is activated on a departing train and it is still within the platform area of the station, the train will stop immediately</li> </ol>
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<b>EED activated on a train that is running or berthed at a station</b>	
<i>Train Controller</i>	<p>The Train Controller must:</p> <ul style="list-style-type: none"> <li>Receive and acknowledge the alarm triggered by the EED activation</li> <li>Make sure the Information Controller is communicating with the onboard passenger</li> <li>Instruct the onboard Train Operator (if any) to find out the issue that led to the EED activation <ul style="list-style-type: none"> <li>If there is no onboard Train Operator, send a Train Operator to the upcoming arriving platform of the train to investigate when it arrives</li> </ul> </li> <li>Follow with and authorize the Train Operator on resolving the issue following relevant procedures (e.g. HNL-09629 Medical and First Aid, etc.) <ul style="list-style-type: none"> <li>Seek security intervention through the Security Controller if needed</li> </ul> </li> <li>Once the issue is cleared, instruct the Train Operator to reset the EED using a Train Key</li> <li>Release the hold on the train and resume operation</li> </ul>
<i>Information Controller</i>	<p>The Information Controller must:</p> <ul style="list-style-type: none"> <li>Communicate with the onboard passengers through the Emergency Call Point (ECP) nearest to the activated EED to find out the issue that led to the EED activation</li> <li>Monitor the onboard situation through the CCTV</li> <li>Inform Train Controller on the findings</li> <li>Make an onboard announcement if the issue is expected to affect the train service</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>			

Document Code	HNL-09323 Activation of Emergency Door Release Handle Work Instruction.01	Effective Date:	
File Name	HNL-09323.01.00-0-Activation of Emergency Door Release Handle Work Instruction	Rev No. 01	Page 1 of 3

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<i>Train Operator (already onboard)</i>	<p>The onboard Train Operator must:</p> <ul style="list-style-type: none"> <li>On instruction from the OCC, find out the issue that led to the EED activation</li> <li>Report the findings to the Train Controller</li> <li>On authorization from the OCC, handle the issue following relevant procedures (e.g. HNL-09629 Medical and First Aid, etc.)</li> <li>Reports the result to the Train Controller</li> <li>On instruction from the OCC, reset the EED by a Train Key and continue with the train service</li> </ul>
<i>Train Operator (in station/not onboard)</i>	<p>The Train Operator must:</p> <ul style="list-style-type: none"> <li>On instruction from the OCC, approach the train held at the arriving platform and find out the issue that led to the EED activation</li> <li>Report the findings to the Train Controller</li> <li>On authorization from the OCC, handle the issue following relevant procedures (e.g. HNL-09629 Medical and First Aid, etc.)</li> <li>Reports the result to the Train Controller</li> <li>On instruction from the OCC, reset the EED by a Train Key, alight from the train and return to your post</li> </ul>

<b>EED activated on a train that is stationary in the mainline</b>	
<i>OCC Supervisor</i>	<p>The OCC Supervisor must:</p> <ul style="list-style-type: none"> <li>Oversee the situation</li> <li>Based on the information available, estimate the delay it would cause to the train service</li> <li>Determine if alternative service needs to be in place</li> <li>Log the incident in the OCC Supervisor's Event Log</li> </ul>
<i>Train Controller</i>	<p>The Train Controller must:</p> <ul style="list-style-type: none"> <li>Receive and acknowledge the alarm triggered by the EED activation</li> <li>Request the Engineering &amp; Fault Controller to de-energize the third rail of that area</li> <li>Hold and stop trains from entering the affected area</li> <li>Make sure the Information Controller is communicating with the onboard passenger</li> <li>Instruct the onboard Train Operator (if any) to find out the issue that led to the EED activation <ul style="list-style-type: none"> <li>If there is no onboard Train Operator, make sure two safe paths are established for staff to reach the stranded train from the nearest two stations (one path from each station)</li> <li>Send enough staff (either Station Operator or Train Operator, but at least one Train Operator) to the train from both of the two nearest stations to approach the stranded train, to search for any lost passengers from that train in the track section, and then conduct the onboard investigation</li> <li>Treat and handle the lost passengers and the search in accordance with HNL-09320 Unauthorized Person Tracksides Work Instruction</li> </ul> </li> <li>As per the OCC Supervisor's decision, implement the alternative service</li> <li>Follow with and authorize the Train Operator on resolving the issue following relevant procedures (e.g. HNL-09629 Medical and First Aid, etc.) <ul style="list-style-type: none"> <li>Should an evacuation be needed immediately, follow the HNL-09331 Train Evacuation Work Instruction</li> <li>Seek security intervention through the Security Controller if needed</li> </ul> </li> <li>Once the issue is cleared, instruct the Train Operator to reset the EED using a Train Key</li> <li>Confirm with the OCC Supervisor and resume normal operation <ul style="list-style-type: none"> <li>Request the Engineering &amp; Fault Controller to re-energize the third rail of that area</li> </ul> </li> </ul>
<i>Engineering &amp; Fault Controller</i>	<p>The Engineering &amp; Fault Controller must:</p> <ul style="list-style-type: none"> <li>De-energize the third rail of the affected area</li> <li>Re-energize the third rail of the affected area when instructed by the Train Controller for resuming normal operation</li> </ul>

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Information Controller	<p>The Information Controller must:</p> <ul style="list-style-type: none"> <li>Communicate with the onboard passengers through the Emergency Call Point (ECP) nearest to the activated EED to find out the issue that led to the EED activation <ul style="list-style-type: none"> <li>Advise passengers not to leave the train in the lineside unless necessary and wait for the staff to arrive</li> </ul> </li> <li>Make an onboard announcement to update the onboard passengers</li> <li>Monitor the onboard situation through the CCTV</li> <li>Inform Train Controller on the findings</li> <li>Upon OCC Supervisor's decision, make public announcements in all stations and trains affected by the alternative service</li> </ul>
Train Operator (already onboard)	<p>The onboard Train Operator must:</p> <ul style="list-style-type: none"> <li>On instruction from the OCC, find out the issue that led to the EED activation</li> <li>Ensure that passengers do not exit the train</li> <li>Report the findings to the Train Controller</li> <li>On authorization from the OCC, handle the issue following relevant procedures (e.g. HNL-09629 Medical and First Aid, etc.)</li> <li>Reports the result to the Train Controller</li> <li>On instruction from the OCC, reset the EED by a Train Key and continue with the train service</li> </ul>
Train Operator (not onboard)	<p>The approaching Train Operator must:</p> <ul style="list-style-type: none"> <li>On instruction from the OCC, approach the strand train, and make sure no lost passengers are at the track side and find out the issue that led to the EED activation <ul style="list-style-type: none"> <li>Activate the Blue Light Station (BLS) by pushing the emergency stop button when you are on your way to the emergency walkway from the platform end</li> </ul> </li> <li>Report the findings to the Train Controller</li> <li>On authorization from the OCC, handle the issue following relevant procedures (e.g. HNL-09629 Medical and First Aid, etc.)</li> <li>Reports the result to the Train Controller</li> <li>On instruction from the OCC, reset the EED by a Train Key, and return to your post whenever possible</li> </ul>



#### Warning

*EED being activated between stations when the train is stationary could enable passengers opening the train doors manually and entering the powered track area.*

Document Code	HNL-09323 Activation of Emergency Door Release Handle Work Instruction.01	Effective Date:	
File Name	HNL-09323.01.00-0-Activation of Emergency Door Release Handle Work Instruction	Rev No. 01	Page 3 of 3