



NATIONAL TRANSPORTATION SAFETY BOARD
Investigative Hearing

Washington Metropolitan Area Transit Authority Metrorail train 302 that encountered heavy smoke in the tunnel between the L'Enfant Plaza Station and the Potomac River Bridge on January 12, 2015

GROUP	D
EXHIBIT	
1	

Agency / Organization

WMATA and the Metropolitan Washington Council of Governments

Title

Metro Rail Transit - Fire/Rescue
Emergency Procedures Policy
Agreement - 2014
DRAFT

DRAFT
Washington Metropolitan Area Transit Authority
and the
Metropolitan Washington Council of Governments



METRO RAIL TRANSIT - FIRE/RESCUE
EMERGENCY PROCEDURES POLICY
AGREEMENT - 2014
DRAFT

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**METRO RAIL TRANSIT FIRE/RESCUE
EMERGENCY PROCEDURES POLICY AGREEMENT
July 2010**

I. INTRODUCTION

The Metro Rail Transit Fire/Rescue Emergency Procedures Policy Agreement is a body of procedures developed by the regional Fire Chiefs of the Greater Washington Metropolitan area, along with the Washington Metropolitan Area Transit Authority (WMATA). These procedures outline the concepts used in emergency operations to ensure the safety of passengers, WMATA employees, and fire/rescue personnel during emergencies involving the WMATA Rapid Rail Transit System.

These procedures provide for the coordination and performance of specific duties to safely mitigate rail emergencies in the WMATA system. They are not intended to serve as the only set of governing procedures for WMATA or any jurisdictional fire department, but rather provide a foundation in which specific and related operational procedures may be developed and implemented by WMATA and each relevant fire/service agency.

II. AGREEMENT PARTICIPANTS

A. Transit system

Presently, WMATA provides public transportation service through an interwoven system of rail transit and bus service that delivers passengers within the Washington Metropolitan Transit Zone. The system transverses several Federally-owned properties, the Metropolitan Washington Airports Authority, the District of Columbia, the cities of Alexandria, Falls Church and Fairfax, and Arlington and Fairfax counties in the Commonwealth of Virginia, and Prince George's and Montgomery Counties in the State of Maryland.

Because a transit rail emergency may occur within the boundaries of the WMATA Transit Zone, for the purpose of this agreement, WMATA will be referred to as the first party.

B. Fire and Rescue Services

Providing emergency fire and rescue services is the responsibility of individual jurisdictions located within the Washington Metropolitan Area Transit Zone. These agencies are comprised of either fully professional fire personnel or a combination of both professional and volunteer fire personnel. Because the fire and rescue service is the entity charged with the mitigation of a rail emergency, it will be referred to as the second party for the purpose of this agreement.

III. AGREEMENT ADMINISTRATION

A. Distribution

The **Passenger Rail Safety** Subcommittee of the Metropolitan Washington Council of Government's Fire Chiefs Committee is responsible for maintaining the most current edition of the Agreement with the new or revised policies available for each party to review. The department heads of each agency will be responsible for the distribution, maintenance and implementation of this agreement within their respective organization.

B. Format

The Agreement has an index listing the emergency operations policies by number and subject matter. The present Agreement has several major policies. As future policies are added, corresponding numbers will be assigned. The agreement will be reviewed and revised, as needed, every three (3) years by the Passenger Rail Safety Sub-Committee.

In this Agreement, each emergency operations policy will contain eight sections. It is not the intention of this agreement that each section detailed below will be utilized in every policy. Those sections, which do not pertain to or contain no information, will be labeled "Reserved."

1 **Purpose:**

1.1 This designates the objectives or reason for issuing a new or revised policy pertaining to WMATA and the surrounding fire/rescue jurisdictions.

2 **Applicability:**

2.1 Designates the personnel affected by the policy.

3 **Background:**

3.1 Provides background material which may be included when it is necessary to understand the constructs of the policy.

4 **Definitions:**

4.1 Appendix A (definitions) is used frequently throughout the entire Agreement. These may be words or symbols, which are essential for understanding or may add clarity to the agreement. Definitions specific to a particular policy are located in that policy section or the appendix.

5. Policy:

5.1 Generally, a statement which indicates either a specific or broad view of the approach to which both parties have agreed.

6. Procedure:

6.1 Contains more specific information on how the policy is to be executed.

7. Cancellation:

7.1 Designates documents superseded upon the adoption of a new or revised Policy and/or procedure.

IV. SIGNATURES

These signatures indicate that they agree to the Emergency Policy Procedures of the Fire/Rescue Services and the Washington Metropolitan Area Transit Authority.

Richard Sarles,
General Manager
Washington Metropolitan Area Transit Authority

James H. Schwartz
Fire Chief
Arlington County, Virginia
Vice-Chair, Fire Chiefs Committee of the Metropolitan Washington Council of Governments

???????????
Fire Chief
Alexandria, Virginia

Richard R. Bowers, Jr.
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Lawrence H. Sedgwick, Jr.
Fire Chief
Prince George's County, Maryland

Steve Lohr
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Montgomery County, Maryland

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Fire Chief
Metropolitan Washington Airports Authority

METRO RAIL TRANSIT - FIRE/RESCUE

EMERGENCY PROCEDURES AGREEMENT POLICY

NUMBER: 2008-01 (Rev2)
DEVELOPED BY: PRSSC
EFFECTIVE DATE: 2010

	SUBJECT: Incident Notification	ISSUED BY:
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1.1 Purpose:

1.1.1 To establish policy and procedure governing notification to an affected jurisdiction of an emergency within the WMATA system.

1.2. Applicability:

1.2.1 This policy and procedure applies to all employees of WMATA and to fire/rescue personnel responding to an emergency within the WMATA System.

1.3. Definitions:

1.3.1 **Emergency:** For the purpose of this policy, an Emergency is any abnormal situation or incident affecting WMATA property with potential danger to life safety, such as fires, Hazardous Materials, accidents, medical emergency or attempted suicides, requiring the immediate response of fire/emergency medical rescue service.

1.3.2 **Operations Control Center (OCC):** The terminus for train control information, trouble alarms and radio transmissions, which is vital to the operation of the WMATA metro rail and metro bus system. This center is staffed by WMATA supervisors responsible for overall control and coordination of WMATA resources during an emergency, and at the direction of the Fire/Rescue Incident Commander.

1.3.3 **WMATA System:** All portions of the track right-of-way, including stations, shafts, yards, yard facilities, electrical substations, tiebreaker stations, and OCC. Excluded from this definition are the offices of the Jackson Graham Building, buses, and bus facilities.

1.5 **Policy:**

1.5.1 Upon notification of an emergency within the WMATA system, WMATA's Operations Control Center (OCC) will immediately notify the jurisdictional Fire/Rescue Service(s) responsible for taking action.

1.4. **Procedure:**

1.4.1 Once WMATA personnel have notified the OCC of an emergency, OCC will immediately notify the appropriate fire/rescue jurisdiction. Then OCC can further evaluate the incident to determine appropriate station; nature of the problem (e.g. fire, flood, smoke, etc.) and its magnitude; type of assistance requested; specific location of the problem (the chain-maker if available) and the best access points; third rail status, train movement status, and frequent updates of pertinent information.

1.5. **Responsibilities:**

1.5.1 Upon a jurisdiction notification of an emergency within the WMATA system **from a source other than OCC**, the fire/rescue communication center receiving the call for assistance will dispatch appropriate resources and notify OCC.

1.5.2 If OCC receives information that fire/rescue personnel and equipment **are not required** before dispatched personnel and equipment reach the scene of the reported emergency, OCC will immediately notify the dispatching Fire/Rescue Communications Center. The fire/rescue jurisdiction may continue to the scene to verify the current conditions and may return the remaining units if their services are not needed.

1.6. **Cancellation:**

1.6.1 This policy and procedure supersedes the Metro Rapid Rail Transit Fire/Rescue Emergency Procedures Policy Agreement of May, 1997

METRO RAIL TRANSIT - FIRE/RESCUE

EMERGENCY PROCEDURES AGREEMENT POLICY

NUMBER: 2008-02(Rev2)
DEVELOPED BY: PRSSC
EFFECTIVE DATE: 2010

	SUBJECT: Fire/Rescue Emergency Response	ISSUED BY:
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2.1 Purpose:

2.1.1 To establish policy and procedure governing the assurance of an appropriate fire/rescue emergency response from an affected jurisdiction for an emergency within the WMATA system

2.2. Applicability:

2.2.1 This policy and procedure applies to all employees of WMATA and to fire/rescue personnel notified of, or responding to an emergency within the WMATA system.

2.3. Definition:

2.3.1 **Minor Fires:** Small in nature, easily extinguished with a standard WMATA fire extinguisher. These fires may include insulators, trash or accumulated debris in the station or along the wayside.

2.3.2 **Two-Directional Approach:** Tactical effort that initiates fire department rescue and suppression functions from the opposite ends of a Metro rail incident. This effort is normally started at a station portal or Right of Way (ROW) gate.

2.4. Background:

2.4.1 Mitigation of a rail emergency may require a large commitment of resources. This policy provides guidance to both WMATA and fire/rescue personnel in the initial deployment of these resources.

2.5 Policy

2.5.1 Upon notification of an emergency within the WMATA system, the appropriate available Fire/Rescue jurisdictional shall respond to a request for

emergency service.

2.6. Procedure:

2.6.1 Jurisdictional fire/rescue services with WMATA emergency responsibilities will coordinate service activities and response procedures to insure that adequate resources are dispatched to emergencies.

2.6.2 When an emergency is reported either in a tunnel or on an aerial structure, units shall be dispatched to an access point on each end of the emergency. The exact location of an emergency in a tunnel may be difficult to determine; therefore, the two directional approach may save time in starting fire/rescue operations. When an emergency occurs in a common corridor or an at-grade track location, units may be dispatched to the nearest Right of Way (R.O.W) gate.

2.6.3 The type and severity of the emergency will determine the extent of WMATA personnel and equipment on the scene.

2.6.4 WMATA personnel with the knowledge skills and abilities to operate a standard WMATA fire extinguisher may extinguish minor fires. These types of fires may include insulators, trash or accumulated debris in the station or along the wayside. OCC will make notification to the appropriate jurisdictional fire and rescue service.

2.6.5 Where adjoining jurisdictional fire/rescue services share a common boundary crossed by WMATA's system, these service entities will coordinate the emergency response procedures and determine the minimum resource levels required for mitigating the emergency.

2.6.6 If an emergency occurs where a train rests within multiple jurisdictions, the location of the operator's cab, relative to the train's direction of travel, will determine the jurisdiction responsible for mitigating the emergency.


2.7. Cancellation:

2.7.1 This policy and procedure supersedes the Metro Rapid Rail Transit Fire/Rescue Emergency Procedures Policy Agreement of May, 1997

METRO RAIL TRANSIT - FIRE/RESCUE

EMERGENCY PROCEDURES AGREEMENT POLICY

NUMBER: 2008-03(Rev2)
DEVELOPED BY: PRSSC
EFFECTIVE DATE: 2010

	SUBJECT: Command and Control	ISSUED BY:
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3.1 Purpose:

3.1.1 To establish policy and procedure governing over the command and control of all operations during an emergency within the WMATA system

3.2. Applicability:

3.2.1 This policy applies to all employees of WMATA and fire/rescue personnel responding to or involved in, an emergency within the WMATA System.

3.3. Definitions:

3.3.1 **Chain of Command:** A defined statement of the lines of supervision and responsibility, which delineates the relationship of authority and responsibility within an organization.

3.3.2 **Incident Commander (IC):** The senior fire official of the jurisdiction having the authority to control the emergency. This individual is responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

3.3.3 **Incident Command Structure for NIMS:** See Appendix A (Definitions)

3.3.4 **National Incident Management System (NIMS):** Systems mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. Its provisions are documented in FEMA Document 501, March 1, 2004, as it may be amended from time to time. NIMS includes utilization of the

defined Incident Command System, which describes specific operational relationships in management of an incident, including designation of an Incident Commander and supporting staff structure.

3.3.5 On-Scene Commander (OSC): The WMATA Official assigned to oversee the actions of WMATA employees on the scene of an emergency. This position will be established by the first arriving Metro Transit Police Official and will report directly to the incident commander. This identification is internal to WMATA and not used as a radio designation. Such a designation may cause confusion with the term, "Incident Commander." The On-Scene Commander will be assigned to an appropriate function within the ICS as deemed appropriate for the specific emergency.

3.4. Background:

3.4.1 Management of an emergency incident within the Metro system can only be coordinated by effective communications between WMATA and responding agencies at the scene of the incident. Properly implemented command and control functions are the most important elements in mitigating an emergency to assure safe operations and a positive outcome.

3.5 Policy:

3.5.1 The incident commander on the scene of an emergency involving the WMATA system will assume overall command of the incident. The WMATA On-Scene Commander is responsible for the control and coordination of all WMATA activities at the scene. The coordination of these activities will be subject to approval of the incident commander. All incidents will be managed using the National Incident Management System (NIMS).

3.6. Procedure:

3.6.1 The Incident Commander is responsible for controlling the incident until the emergency is concluded.

3.6.2 The Incident Commander will immediately establish a "command post" (CP) for all emergencies. The command post should be located in proximity of the incident and its location made known to OCC and all responding fire/rescue personnel. The vehicle will be identified by a **Green Strobe**.

3.6.3 The use of jurisdictional and WMATA accountability systems is mandatory as addressed in NIMS. The Unified Command is accountable for the assignment and safety of all personnel on the scene. The Unified Command will establish a "hot" zone, defining the boundaries considered potentially hazardous and in close proximity to the emergency. The Fire/Rescue jurisdictional Incident Commander will be responsible for maintaining accountability for fire/rescue

personnel and WMATA On-Scene Commander will be responsible for WMATA personnel in this zone.

3.6.4 The Incident Commander will ensure that all personnel responding to an emergency use the level of personal protection equipment appropriate for the incident.

3.6.5 At the conclusion of an emergency, the Incident Commander will clear the scene and notify OCC that command is being transferred to the designated WMATA On-Scene Commander.

3.6.6 Upon the arrival of the first Metro Transit Police Officer they will be designated as the WMATA's On-Scene Commander (OSC) and will assume all the duties and responsibilities associated with the position. The OSC will report to the fire/rescue Command Post and will coordinate the activities between the Incident Commander and WMATA employees.

3.6.7 The WMATA On-Scene Commander will establish a list identifying and locating all WMATA employees operating in the hot zone. This information will be provided to the Incident Commander.

3.6.8 Assigned WMATA personnel will assist fire/rescue personnel with resources under the direction of the Incident Commander and OSC.

3.6.9 On major emergencies, the Incident Commander may dispatch a fire department representative to OCC to assist with incident coordination.

3.6.10 Upon special request, the Incident Commander will assist other jurisdictions and/or governmental agencies in conducting accident/incident investigation.

3.7. Cancellation:

3.7.1 This policy and procedure supersedes the Metro Rapid Rail Transit Fire/Rescue Emergency Procedures Policy Agreement of May, 1997

METRO RAIL TRANSIT - FIRE/RESCUE

EMERGENCY PROCEDURES AGREEMENT POLICY

NUMBER: 2008-04(Rev2)
DEVELOPED BY: PRSSC
EFFECTIVE DATE: 2010

	SUBJECT: Removal and Restoration of Third Rail Power	ISSUED BY:
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4.1 Purpose:

4.1.1 To establish policy and procedure governing the removal and restoration of third rail power during an emergency within the WMATA system.

4.2. Applicability:

4.2.1 This policy and procedure applies to all employees of the WMATA System and to fire/rescue personnel responding to or involved in an emergency within the WMATA System.

4.3. Definitions:

4.3.1 **Blue Light/ETS (Emergency Trip Station) Boxes:** Boxes located at approximately 800-foot intervals along the track right-of-way and at the end of each station platform. Inside the box is a red emergency trip button installed for the purpose of removing third rail power in an emergency, and a wayside telephone.

4.3.2 **Warning Strobe Alarm Device (WSAD):** A device used to detect the presence of power in the third rail in a work/emergency area. The WSAD gives a visible and audible warning if power is detected in the third rail.

4.3.3 **Supervisory Power Removal:** Third rail power removed remotely by OCC.

4.3.4 **Red Tag Power Removal:** Third rail power removed by physically disengaging large breakers in power substations and/or tiebreaker stations.

4.3.5 **Short Duration Emergency:** An emergency in which the reason for removal of third rail power has been corrected prior to the arrival of WMATA Power Crews to the designated power substation and/or tiebreaker station. Typically these incidents do not exceed one hour.

4.3.6 Extended Emergency: An emergency in which the reason for removal of third rail power has **not** been corrected prior to the arrival of WMATA Power crews at the designated power substation and/or tiebreaker station.

4.4. Background:

4.4.1 Management of an emergency incident within the Metro system can only be coordinated by effective communications between WMATA and responding agencies at the scene of the incident. Properly implemented command and control functions are vital in mitigating an emergency.

4.5 Policy:

4.5.1 The operation Control Center (OCC) of WMATA will remove power from the third rail when requested by the Fire/Rescue Incident Commander, OSC, or designee.

4.6. Procedure:

4.6.1 Removal

4.6.1.1 Fire/rescue personnel will not operate in the rail track bed unless assured that third rail power has been removed.

4.6.1.2 The preferred method is for fire/rescue personnel to request removal of third rail power through OCC. This action will allow time for OCC to safely position trains, which may be in the affected area before power removal.

4.6.1.3 Should fire/rescue personnel directly encounter an incident with immediate danger to life safety, third rail power may be removed by depressing the red emergency trip button found at the Emergency Trip Station (ETS). OCC will be contacted with this action. In either case (i.e., 6.1.2 or 6.1.3), fire/rescue personnel will provide their name and title and the reason for third rail power removal.

4.6.1.4 Power management for short duration emergencies are typically handled by supervisory power removal. The Incident Commander will request this directly from OCC.

4.6.1.5 On extended emergencies, the Incident Commander should request a Red Tag Power Removal from OCC.

4.6.1.6 On all rail emergencies, the Incident Commander will ensure that at least one WSAD unit is placed in service at each end of the incident work area, and that sufficient additional WSADs are used in incident locations that encompass one or more interlocking switches,

pocket tracks, gaps in the third rail, etc., to warn personnel of third rail re-energization.

4.6.2 Restoration

4.6.2.1 Before restoring third rail power, the Incident Commander or designee must inspect the incident area to ensure that all fire/rescue personnel and equipment are clear. The Incident Commander will advise the fire department communications center ~~and OCC~~ of the power restoration ~~so~~ and announcements can be made on the ~~station PA~~, fire department, ~~and WMATA~~ radios. When satisfied that this has been accomplished, the Incident Commander will notify OCC and the On-Scene Commander that it is ok to restore power.

4.6.2.2 Initially, WMATA's OCC may have to remove power in a larger area than necessary, interrupting train movement and leading to dangerous overcrowding in other stations. When WMATA officials arrive on the scene, they may request the Incident Commander to allow power restoration on an adjacent track. Every effort should be made by the Incident Commander to grant this request to restore limited service according to 6.2.1. When power has been restored in an adjacent area, fire/rescue personnel must confirm that power is still off in the incident area.

4.6.2.3 Complete restoration of power to the third rail will be completed by WMATA personnel **after** fire/rescue personnel and equipment have cleared the incident scene. The actual order to restore power is given by the WMATA On-Scene Commander at the scene after the incident site is inspected.

4.6.3 General

4.6.3.1 Fire/rescue personnel must not enter the electrical power rooms unless there is reason to believe a life hazard exists.

4.6.3.2 When fire/rescue personnel are working in the track switching area, caution must be used since switches operate independently of the traction power.

4.7. Cancellation:

4.7.1 This policy and procedure supersedes the Metro Rapid Rail Transit Fire/Rescue Emergency Procedures Policy Agreement of May, 1997

METRO RAIL TRANSIT - FIRE/RESCUE

EMERGENCY PROCEDURES AGREEMENT POLICY

NUMBER:

2008-05(Rev2)

DEVELOPED BY:

PRSSC

EFFECTIVE DATE:

2010



SUBJECT:

Rail Car Movement and Evacuation

ISSUED BY:

5.1 Purpose:

5.1.1 To establish policy and procedure governing the movement and evacuation of rail cars within a particular jurisdiction engaged in an emergency within the WMATA system.

5.2. Applicability:

5.2.1 This policy applies to all WMATA employees and to fire/rescue personnel responding to or involved in an emergency within the WMATA System.

5.3. Definitions:

5.3.1: **Recovery Train:** A designated train used to couple to a disabled train to move the disabled train to a station, out of a tunnel, off a bridge, or to a safe location.

5.3.2: **Rescue Train:** A designated train used to access an incident for the purpose of evacuation or movement of fire/rescue and police personnel and equipment.

5.3.2 **Single Tracking:** The management of the train volume by WMATA in which trains are strategically moved using a single track to continue transportation needs during an emergency or system work project.

5.4. Background:

5.4.1 The movement of rail cars during an incident must have a balance of safety and coordination between WMATA and the fire/rescue jurisdiction involved to reduce the potential of additional casualties. This effort must be managed appropriately to ensure the proper mitigation of an incident and to allow rail tracks to be reopened in a timely manner and transportation service restored.

5.5 Policy

5.5.1 Upon notification of an emergency affecting rail operations, the Operations Control Center (OCC) of WMATA will stop all trains in the affected area at the nearest station or reroute the trains out of the area, if practical.

5.6. Procedure:

5.6.1 A fire or smoke condition on a train requires that the operator attempt to move the affected train into a station. However, if operating above ground, the operator will not enter a tunnel to reach a station.

5.6.2 OCC will secure authorization from the Incident Commander before allowing any train to be moved in the vicinity of the emergency.

5.6.3 When rail service is interrupted during an emergency and passengers must be discharged from rail cars, every attempt will be made to move the train to the nearest station before discharging them. Passengers may be discharged from trains to the rail track bed only when no other alternatives are available.

5.6.4 Whenever rail passengers must be discharged to the track bed or moved to another train, the situation will be considered an emergency and WMATA will notify or request immediate assistance from the appropriate fire/rescue jurisdiction.

5.6.5 WMATA's OCC will advise the relevant fire/rescue communication center(s) and the Incident Commander of any change in the status of car evacuation or train movements within the affected area.

5.6.6 Before a planned evacuation to the track bed, third rail power must be removed from both tracks and confirmed as de-energized along the entire route of evacuation.

5.6.7 In the event that passengers during an emergency access the emergency evacuation doors and exit the car, OCC will remove third rail power from the affected area and notify the Incident Commander.

5.7. Cancellation:

5.7.1 This policy and procedure supersedes the Metro Rapid Rail Transit Fire/Rescue Emergency Procedures Policy Agreement of May, 1997

METRO RAIL TRANSIT - FIRE/RESCUE

EMERGENCY PROCEDURES AGREEMENT POLICY

NUMBER:

2008-06(Rev2)

DEVELOPED BY:

PRSSC

EFFECTIVE DATE:

2010



SUBJECT:

Release of Information

ISSUED BY:

PRSSC

6.1 Purpose:

6.1.1 To establish a policy and procedure for the release of incident information during an emergency involving the WMATA system.

6.2. Applicability:

6.2.1 This policy and procedure applies to all employees of WMATA and all to fire/rescue personnel responding to an emergency within the WMATA System.

6.3. Definition:

6.3.1 Initial Report: Information regarding first assessment of the problem, which may include the units or agencies both notified and on the scene, the scope and anticipated duration of the emergency, and information regarding further updates.

6.4. Background:

6.4.1 During an emergency involving the WMATA system, the media may request information on the specific circumstances affecting the public regarding the status of the rail system. The responses to these requests and release of information must be coordinated between WMATA and the fire/rescue service.

6.5 Policy

6.5.1 The Fire/Rescue Incident Commander is responsible for providing information to the media regarding the mitigation of the emergency. WMATA is responsible for providing information regarding the rail system and impact of the incident on metro ridership.

6.6. Procedure:

6.6.1 As soon as practical, the Incident Commander will provide an initial report and subsequent updates first to WMATA, and then to the media. The Incident Commander may appoint a Public Information Officer to communicate with the media. This does not preclude the WMATA Media Relations Office from responding to questions regarding the rail system and rider ship before the initial report is made.

6.6.2 The Incident Commander or designee will provide information to the media regarding the fire/rescue operations on the scene. Questions regarding the impact on Metro rider ship will be referred to WMATA representatives.

6.6.3 During major emergencies, the Incident Commander will designate a separate area for providing information to the media. WMATA may also designate a separate area for providing information to the media, if necessary. Both fire/rescue and WMATA representatives will convey and coordinate their responses as appropriate for their respective agencies.

6.6.4 Fire department and WMATA personnel will refrain from making public statements or critiques that are specific to the operations of the emergency until an investigation is completed.

6.7. Cancellation:

6.7.1 This policy and procedure supersedes the Metro Rapid Rail Transit Fire/Rescue Emergency Procedures Policy Agreement of May, 1997

METRO RAIL TRANSIT - FIRE/RESCUE

EMERGENCY PROCEDURES AGREEMENT POLICY

NUMBER: 2008-08(New)
DEVELOPED BY: PRSSC
EFFECTIVE DATE: 2010

	SUBJECT: Evacuation Cart and EMS Storage and Maintenance	ISSUED BY:
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8.1. Purpose:

8.1.1 To establish policy associated with the storage and maintenance of the Emergency Tunnel Evacuation Cart (ETEC), both manual and motorized (MERV) and Emergency Medical Supply cabinets strategically located throughout the WMATA system.

8.2. Applicability:

8.2.1 This policy and procedure applies to all employees of WMATA and all to fire/rescue personnel responding to an emergency within the WMATA System.

8.3. Definitions:

8.3.1 Emergency Tunnel Evacuation Cart (ETEC): This cart operates on existing Metro tracks and is used to transport equipment to the incident scene and to remove or evacuate non-ambulatory patients or victims. These carts are strategically located throughout the WMATA system to allow for quick deployment. See Appendix B (manual) and C (motorized) for cart storage location.

8.3.1.1 ETEC Manual: This cart is a two-tiered aluminum cart that is manually operated. The cart is designed for emergency responders to aid in the transportation of emergency equipment to the incident and for evacuation of injured or ambulatory. Each cart has the ability to transport four persons at a time and can hold up to 1,000 pounds. See Appendix B (ETEC locations)

8.3.1.2 Motorized Emergency Recon Vehicle (MERV): A battery powered motorized cart that weighs approximately 172 pounds and can carry a total weight of 2200 pounds. The cart is constructed from high-strength aluminum alloys and has non-conductive 10" flanged wheels. The cart allows emergency response personnel a quick access to trains that are in a tunnel. The cart is stored in several pieces and must be put together for deployment. See Appendix B (MERV locations).

8.3.2 EMS Cabinets- Cabinets used to store supplies that can be deployed in the event of a Metro emergency incident. Each cabinet presently stores a minimum standard of 100 bandage packages, 100 light sticks (orange) and 5 (five) SKEDS plus jurisdictional additions. Each cabinet will have an inventory list on the inside of the door. All SKEDS will be marked with storage location (i.e. Metro Center). The EMS Cabinet will be secured and accessible using the **master lock code key (10L619) stamped #27**. See Appendix C (EMS Cabinet locations).

8.4. Background:

8.4.1 The WMATA system has many areas that have long runs between stations which will tax the initial deployment of personnel to that area due to the lack of a quick and appropriate means of transportation. There is a need to quickly and effectively deploy personnel to a location for recon, movement of equipment and movement of ambulatory passengers to and from the site in order for the operational success. The ETEC is the primary means of deploying emergency personnel and equipment to and from an incident location with limited access. They are strategically located throughout the WMATA system. ETEC and MERV apparatus are stored and locked at most rail stations, portals, and other tunnel areas for accessibility and quick and easy deployment. The ETEC's (MERV) are stored in an area that provides a power source to maintain the operational readiness of the battery. The periodic inspection of all manual and motorized ETEC apparatus must be part of a normal maintenance program as specified by the manufacturer's requirements. It is the utmost importance that these carts are accessible and ready for emergency deployment by emergency responders.

8.4.2 The EMS Cabinets provide easily accessible and strategically located resources that are used as part of the initial triage, treatment, and movement of passengers during the initial stages of a passenger rail event.

8.5 Policy

8.5.1 ETEC apparatus shall be inspected quarterly by WMATA and Fire/Rescue personnel per procedure and manufacturer requirements to ensure operational readiness of the apparatus and to ensure that personnel are familiar with the operation, location and storage of the units. The ETEC will be marked to identify the proper storage location (i.e. Metro Center), and the storage area will be marked identifying the location of the unit (IE ETEC and MERV). A check off sheet will be stored with the unit with the manufacture maintenance and inspection requirements. If an ETEC is used during an incident or training, WMATA will be notified.

8.5.2 EMS Cabinets shall be inspected and inventoried by Fire and Rescue personnel per procedure to ensure that proper resource levels exist and proper operation and resource shelf life have not expired. The cabinets will be marked to identify them as “EMS Cabinets” and all SKEDS will be marked with proper storage location (IE Metro Center) to ensure they are returned after use.

8.6. Procedure:

8.6.1 ETEC apparatus will be inspected quarterly and maintained per manufacturer requirements, to include battery power levels and the charging system, ensuring components of the apparatus are available and operational and ensuring the unit is secured. Inspection and maintenance information will be available electronically through WMATA.

8.6.2 EMS Cabinet resource levels will be inventoried by the jurisdictional fire department and/or WMATA personnel to ensure that the resources are operational as per the manufacturer’s requirements. This will be conducted quarterly and after any incidents. An inventory sheet will be signed and dated by personnel.

8.7. Cancellation:

8.7.1 This policy and procedure is newly developed and will be reviewed and revised every three years or when necessary.

Appendix A

DEFINITIONS

Accident: Any occurrence involving contact with a WMATA owned or operated passenger train or other rail transportation maintenance equipment (i.e. flatcars, diesel locomotives etc.) which results in, personal injury, death or damage to the WMATA property or any other property, moving or standing.

Emergency Medical Service (EMS): All terms which reference the function of triage, rescue or patient care.

Fire/Rescue Personnel: All persons commissioned by the authority having jurisdiction to ensure public protection of citizens against the dangers of fire, explosion, or other hazardous conditions. This includes EMS functions.

Incident Command Structure:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Branch: The Branch Level is the organizational level having functional or geographical responsibility. The Branch Level is organizationally between Section and Division or Group in the Operations Section and between Sections and Units in the Logistics Section. Depending on the magnitude and/or type of incident, the operational functions may require further division into smaller segments for efficient use of resources. However, they are not always essential to the organization of the operations sections.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Division: Divisions are the organizational levels having total responsibility for operations within a defined **geographic area**. For example, on an incident with a

working fire on the fourth floor of a ten-story building, the IC will typically place all units operating on that floor under the direction and supervision of a Division Supervisor. This supervisor's designator would be "Division 4". This supervisor will be responsible for the activities in that geographical area.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of persons from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Group: Groups are established to divide the incident into **functional areas** of operations. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Using the same example of fire on the fourth floor of a ten-story building, the IC may assemble and assign a group to ventilate the floors above the fire floor in the fire building. He or she would designate a group supervisor and may use the designation of "Vent Group". The Vent Group could be operating on the seventh through the tenth floor performing the function of ventilation.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized, on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of

single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The senior fire official of the jurisdiction having the authority to control the emergency. This individual is responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Metropolitan Washington Council of Governments (MWCOG or COG): A regional organization of Washington area local governments. COG is composed of 21 local governments surrounding our nation's capital, plus area members of the Maryland and Virginia legislatures, the U.S. Senate, and the U.S. House of Representatives. COG provides a focus for action and develops sound regional responses to such issues as the environment, affordable housing, economic development, health and family concerns, human services, population growth, public safety, and transportation

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for

ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States, or of any State or other subdivision of the United States in which it occurs, and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

National Capital Region or Region (NCR): The term 'National Capital Region' means the area defined under section 2674(f) (2) of title 10, United States Code, and those counties with a border abutting that area and any municipalities therein. (Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302). This definition differs geographically from the existing COG footprint derived historically from the Standard Metropolitan Area definition of the Department of ComMERVe, from that utilized by the National Capital Area Transportation Planning Board, or that defined by the Environmental Protection Agency for Clean Air Act compliance.

Operations Control Center (OCC) - The terminus for train control information, trouble alarms and radio transmissions, which are vital to the operation of the WMATA metro rail and metro bus system. This center is staffed by WMATA supervisors responsible for overall control and coordination of WMATA resources during an emergency, and at the direction of the Fire/Rescue Incident Commander.

Washington Metropolitan Area Transit Authority (WMATA) - The organization created by legislative action to plan, construct, and operate the Metro Rail Transit System in the greater Washington metropolitan region.

Appendix B

ETEC Manual and Motorized (MERV)

METRO ETEC (Manual) Location

A-Route

Station or location	Quantity	Cabinet
A01- METRO CENTER	2	Yes
A02- FARRAGUT NORTH	2	No
A03- DuPont CIRCLE	3	No
A04- WOODLEY PARK	2	Yes
A05- CLEVELAND PARK	3	Yes-(2)
A06- VAN NESS -UDC	2	No
A07- TENLEY TOWN	3	No
A08- FRIENDSHIP HGTS	2	No
A09- BETHESDA	2	No
A10- MEDICAL CENTER	2	No
A01- PORTAL	2	No
A11- GROSVENOR	2	No
A12- WHITE FLINT	2	No
A13- TWINBROOK	1	No
A14- ROCKVILLE	1	No
A15- SHADY GROVE	0	No

In service = 30

Short = 4

Defective = 3

All locations

In service = 168, Cabinets =26

Short = 48,

Defective = 28

METRO ETEC (Manual) Location

B-Route

Station or location	Quantity	Cabinet
B01- GALLERY PLACE	1	No
B02- JUDICIARY SQ	2	No
B03- UNION STA	2	No
B35- NEW YORK AVE	2	Yes
B04- RHODE ISLAND AVE	2	No
B05- BROOKLAND	1	No
B06- FT TOTTEN	1	No
B07- TAKOMA	1	No
B08- SLIVER SPRING	1	No
B04- PORTAL	2	No
B09- FOREST GLEN	2	No
B10- WHEATON	2	No
B11- GLENMONT	2	Yes
B99- GLENMONT YARD	2	Yes

In service = 23

Short = 5

Defective = 5

C-Route

Station or location	Quantity	Cabinet
C01- METRO CENTER	0	No
C02- Mc PHERSON SQ	2	No
C03- FARRAGUT WEST	2	No
C04- FOGGY BOTTOM	2	No
C05- ROSSLYN	2	No
C01- PORTAL	2	No
C06- ARLINGTON CEMETERY	2	No
C02- PORTAL	2	No
C07- PENTAGON	2	No
C08- PENTAGON CITY	2	No
C09- CRYSTAL CITY	1	No
C10- NATIONAL AIRPORT	1	No
C11- POTOMAC YARD	0	No
C12- BRADDOCK ROAD	2	No
C13- KING STREET	2	No
C06- PORTAL	1	No
C14- EISENHOWER AVE	2	No
C15- HUNTINGTON	1	No

METRO ETEC (Manual) Location

C-Route continued

In service = 28

Short = 8

Defective = 10

D-Route

Station or location	Quantity	Cabinet
D01- FEDERAL TRIANGLE	2	No
D02- SMITHSONIAN	2	No
D03- L'ENFANT PLAZA	1	No
D04- FEDERAL CENTER SW	2	No
D05- CAPITAL SOUTH	2	No
D06- EASTERN MARKET	2	No
D07- POTOMAC AVE	2	No
D08- STADIUM ARMORY	2	No
D01- PORTAL	1	No
D09- MINNESOTA AVE	1	No
D10- DEANWOOD	1	No
D11- CHEVERLY	1	No
D12- LANDOVER	0	No
D13- NEW CARROLLTON	1	No

In service = 20

Short = 8

Defective = 5

E-Route

Station or location	Quantity	Cabinet
E01- MOUNT VERNON SQ	1	No
E02- SHAW	1	No
E03- U STREET	1	No
E04- COLUMBIA HGTS	2	Yes
E05- GEORGIA AVE	2	Yes
E06- FT TOTTEN	1	No
Xxx- SHAFT FE-09	1	No
Xxx- SHAFT EE-04	1	No
E07- WEST HYATTSVILLE	1	No
E08- PG PLAZA	1	No
xxx- SHAFT FE-13	1	No

METRO ETEC (Manual) Location

E-Route continued

E09- COLLEGE PARK	1	No
E10- GREENBELT	1	No

In service = 15
Short = 11
Defective = 4

F-Route

Station or location	Quantity	Cabinet
F01- GALLERY PLACE	1	No
F02- ARCHIVES	1	No
F03- L'ENFANT PLAZA	1	No
F04- WATERFRONT	2	No
F05- NAVY YARD	2	No
F06- ANACOSTIA	2	No
F07- CONGRESS HGTS	2	Yes
F08- SOUTHERN AVE	2	Yes
F09- NAYLOR ROAD	2	Yes
F10- SUITLAND	2	Yes
F11- BRANCH AVE	2	Yes

In service = 19
Short = 3
Defective = 2

G-Route

Station or location	Quantity	Cabinet
Xxx- DPS G01	2	No
G01- BENNING ROAD	2	No
G02- CAPITOL HEIGHTS	2	No
G03- ADDISON ROAD	2	No
G03- PORTAL	2	Yes
G04- MORGAN BLVD	2	Yes
Xxx- SHAFT EG-04	2	Yes
G05- LARGO	2	Yes

In service = 16
Short = 0
Defective = 0

METRO ETEC (Manual) Location

J-Route

Station or location	Quantity	Cabinet
J02- VAN DORN	1	No
J03- FRANCONIA- SPRFLD	2	Yes

In service = 3
Short = 1
Defective = 2

K-Route

Station or location	Quantity	Cabinet
K01- COURTHOUSE	2	No
K02- CLARENDON	2	No
K03- VIRGINIA SQ	2	No
K04- BALLSTON	2	No
K01- PORTAL	1	No
K05- EAST FALLS CHURCH	0	No
K06- WEST FALLS CHURCH	0	No
K07- DUNN LORING	1	No
K08- VIENNA	0	No

In service = 10
Short = 8
Defective = 2

L-Route

Station or location	Quantity	Cabinet
L01- BRIDGE	2	No
L02- BRIDGE	2	No

In service = 4
Short = 0
Defective = 0

METRO ETEC (MERY) Locations

Red Line Stations

Forest Glen B09,
New York Ave B35
Gallery Pl. -Upper B01
Cleveland Pk. A05
Friendship Heights A08
Grosvenor A11

Red line total = 6

Yellow/Green Line

Ft. Totten E06
U St. E03
Navy Yard F05
Congress Hgts F07
Southern Ave. F08

Green line total = 5

Orange/Blue Line Stations

Capitol Heights G02
Potomac Ave. D07
L'Enfant Plaza - lower D03
Metro Center - lower C01
McPherson Sq. C02
Foggy Bottom C04
Rosslyn C05
Court House K01
Ballston K04
Pentagon C07 or L-line Bridge
Pentagon City C08
National Airport C10
King Street C13

Orange/Blue line total = 13

Rail stations = 24

Training = 2

Grand Total = 26

APPENDIX C

Emergency Medical Supplies Cabinet Locations

Red Line Stations

Glenmont B11, OB
Wheaton B10, OB
Forest Glen B09

Union B03

Judiciary Sq. B02

Gallery Pl. -Upper B01, OB

Metro center -Upper A01, T2 OB

Farragut North A02

DuPont Circ. A03

Woodley Pk. A04

Cleveland Pk. A05

Van Ness A06

Tenleytown A07, OB

Friendship Heights A08

Bethesda A09

Medical Center A10

White Flint A12, OB

Red line total = 17

Blue Line Stations

Morgan Blvd. G04

Addison Rd. G03, track Lvl

Capitol Heights G02

Benning Rd. G01

Rosslyn - lower C05

Pentagon - lower C07

Pentagon City C08

Crystal City C09

Blue line total = 8

Yellow Line Stations

Pentagon - Upper C07

Huntington C15

Yellow line total = 2

APPENDIX C Continued

Emergency Medical Supplies Cabinet Locations

Orange Line Stations

Stadium-Armory D08
Potomac Ave. D07
Eastern Market D06, OB
Capitol South D05
Federal Center SW D04
L'Enfant Plaza - *lower* D03
Smithsonian D02
Federal Triangle D01
Metro Center - *lower* C01
McPherson Sq. C02
Farragut West C03
Foggy Bottom C04
Rosslyn -*Upper* C05
Court House K01, OB
Clarendon K02
Virginia Sq. K03
Ballston K04

Orange line total = 17

Green Line Stations

PG Plaza E08
Ft. Totten E06
Georgia Ave. E05
Columbia Hts. E04
U St. E03, OB
Shaw E02
Mt. Vernon Sq. E01, OB
Gallery Pl. - *lower* F01
Archives F02
L'Enfant Plaza. -*Upper* F03
Waterfront F04
Navy Yard F05
Anacostia F06
Congress Hts F07
Southern Ave. F08

Suitland F10

Green line total = 16

Emergency Medical Supplies Cabinet Locations by Jurisdiction

Arlington 10
DC 38
Fairfax 1
Mo Co 6
PG 5
Trng aid 1

Overall Total 61