



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	
EXHIBIT	

Agency / Organization

Title



ROIC EMERGENCY INCIDENT CHECKLISTS

Revised: 03/09/15



PERSON STRUCK BY TRAIN

SPECIALIST WHO RECEIVED REPORT RESPONSIBILITIES:

- DISPATCH FIRE DEPARTMENT
- DISPATCH MTPD PERSONNEL
- DISPATCH STATION MANAGER TO PLATFORM TO ASSIST

PERSONNEL ASSIGNED TO PR RESPONSIBILITIES:

- SEND EMERGENCY CALL SHEET
- OPEN RSDCL AND SEND ASSOCIATED MESSAGING
- SEND METRORAIL ALERT(S)
- SEND EVERBRIDGE MESSAGE(S)

PERSONNEL ASSIGNED TO PA RESPONSIBILITIES:

- CANCEL PRE-RECORDED MESSAGES
- BROADCAST SYSTEM-WIDE DELAY MESSAGES
- UPDATE MEDIA HOTLINE (1212 LINE) WITH DELAY INFORMATION
- ENSURE PA LOG IS UPDATED ACCORDINGLY

PERSONNEL ASSIGNED TO PIDS RESPONSIBILITIES:

- ASCERTAIN IF SHUTTLE BUS SERVICE IS NEEDED; IF SO, NOTIFY BOCC & VERIFY SHUTTLE STOP LOCATIONS
- SEND SYSTEM-WIDE PIDS MESSAGE
- MAKE APPROPRIATE NOTIFICATIONS (MTPD, MREL, BOCC, CSVC, SAFE)
- ENSURE PIDS LOG IS UPDATED ACCORDINGLY
- CREATE SUMMARY/MAXIMO ENTRY

PERSONNEL ASSIGNED TO RADIO RESPONSIBILITIES:

- ENSURE STATION MANAGERS AT THE AFFECTED STATIONS ARE AWARE OF ALL APPROPRIATE UPDATES (i.e. SHUTTLE BUS STOP LOCATION, SINGLE TRACK LOCATIONS, etc.)

NOTE: IF ON DUTY, THE RAIL SERVICE LIAISON WILL ASSUME THE HIGHLIGHTED AREAS



ROIC EMERGENCY INCIDENT CHECKLISTS

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TRAIN DERAILMENT (MAINLINE)

SPECIALIST WHO RECEIVED REPORT RESPONSIBILITIES:

- DISPATCH FIRE DEPARTMENT
- DISPATCH MTPD PERSONNEL
- DISPATCH STATION MANAGER TO PLATFORM TO ASSIST, IF APPLICABLE

PERSONNEL ASSIGNED TO PR RESPONSIBILITIES:

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- OPEN RSDCL AND SEND ASSOCIATED MESSAGING
- SEND METRORAIL ALERT(S)
- SEND EVERBRIDGE MESSAGE(S)

PERSONNEL ASSIGNED TO PA RESPONSIBILITIES:

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ROIC EMERGENCY INCIDENT CHECKLISTS

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FIRE/SMOKE IN STATION (AND NOT ON ROADWAY)

SPECIALIST WHO RECEIVED REPORT RESPONSIBILITIES:

- DISPATCH FIRE DEPARTMENT
- DISPATCH MTPD PERSONNEL
- DISPATCH STATION MANAGER TO AFFECTED AREA(S) TO ASSIST

PERSONNEL ASSIGNED TO PR RESPONSIBILITIES:

- SEND EMERGENCY CALL SHEET
- OPEN RSDCL AND SEND ASSOCIATED MESSAGING
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FIRE/SMOKE IN STATION (ON ROADWAY)

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