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	H
EXHIBIT	
37	

Agency / Organization

Washington Metropolitan Area Transit Authority

Title

Metrorail Fire Rescue Emergency Procedures

Washington Metropolitan Area Transit Authority

and the

Metropolitan Washington Council of Governments

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES POLICY AGREEMENT 2015

TABLE OF CONTENTS

METRORAIL TRANSIT - FIRE/RESCUE
EMERGENCY PROCEDURES POLICY AGREEMENT
June 2015

I. INTRODUCTION

This Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement ("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). The 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 Metrorail Transit System.

These procedures provide for the coordination and performance of specific duties to safely mitigate rail emergencies in the Metrorail system. They are not intended to serve as the only set of governing procedures for WMATA or for any jurisdiction fire department in the Greater Washington Metropolitan Area, but rather to provide a foundation to develop specific and related operational procedures and implementation by WMATA and each relevant emergency response agency.

II. AGREEMENT PARTICIPANTS

A. WMATA

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 the District of Columbia, the Cities of Alexandria, Falls Church and Fairfax, and Arlington, Fairfax and Loudoun Counties in the Commonwealth of Virginia, and Prince George's and Montgomery Counties in the State of Maryland, and the Metropolitan Washington Airports Authority and Federal Government properties.

WMATA will be referred to as the first due party to this Agreement.

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 ("member jurisdictions"). These services are comprised of either fully career fire personnel or a combination of both career and volunteer fire personnel.

These service providers will be referred to as the second party to this Agreement.

III. AGREEMENT ADMINISTRATION

A. Distribution

The Passenger Rail Safety Subcommittee (PRSS) of the Metropolitan Washington Council of Governments' 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 COG Fire Chiefs Committee member jurisdiction will be responsible for the distribution, maintenance and implementation of this Agreement within their respective fire and rescue services 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, at least every three (3) years by the Passenger Rail Safety Subcommittee.

In this Agreement, each emergency operations policy is a separate section. Each policy section will generally contain the following elements:

1 Purpose:

1.1 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 (glossary) 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 the 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 the parties agree to this Agreement, the Metrorail Transit – Fire/Rescue Emergency Policy Procedures Agreement.

[redacted]

Jack Requa
Interim General Manager/Chief Executive Officer
Washington Metropolitan Area Transit Authority

[redacted]

Marc Bashoor
Fire Chief
Prince George's County, Maryland
Chair, Fire Chiefs Committee of the Metropolitan Washington Council of Governments

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John Filer
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Charles County, Maryland

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Scott Goldstein
Fire Chief
Montgomery County, Maryland

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-01 (Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: Incident Notification	ISSUED BY:

1.1. **Purpose:**

1.1.1 To establish policy and procedures governing notification to an affected jurisdiction of an emergency within the Metrorail 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 Metrorail 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, releases of hazardous materials, accidents, medical emergency or attempted suicides, requiring the immediate response of fire/emergency medical rescue service.

1.3.2 **Rail Operations Control Center (ROCC)[1]:** The center or terminus for train control information, trouble alarms and radio transmissions, which is vital to the operation of the WMATA Metrorail system. This center is staffed by WMATA supervisors responsible for overall control and coordination of WMATA resources during an emergency. The ROCC shall work collaboratively with the Incident Commander and ROCC Fire/Rescue Liaison under a Unified Command to achieve a safe outcome and mitigation of the emergency.

1.3.3 **Metrorail system:** All portions of the rail roadway including stations, shafts, yards, yard facilities, electrical substations, tiebreaker stations, and the ROCC. Excluded from this definition are the offices of the Jackson Graham Building, buses, and bus facilities.

[1] The ROCC is critical to operational coordination and successful incident management.

1.4. Policy:

1.4.1 Upon notification of an emergency within the Metrorail system, the ROCC will immediately notify the jurisdictional fire/rescue service(s) responsible for taking action.

1.5. Procedure:

1.5.1 Once WMATA personnel notify the ROCC of an emergency, the ROCC will immediately notify the appropriate fire/rescue jurisdiction. The ROCC may then further evaluate the incident to determine the 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-marker if available) and the best access points; third rail status, train movement status, and provide frequent updates of pertinent information.

1.6. Responsibilities:

1.6.1 WMATA personnel are required to notify the ROCC of any emergency incident(s) that may require fire department response pursuant to this Agreement as expeditiously as possible.

1.6.2 When a jurisdiction is notified of an emergency within the Metrorail system from a source other than the ROCC, the fire/rescue communications center receiving the call for assistance will dispatch appropriate resources and notify the ROCC.

1.6.3 The ROCC will immediately notify the dispatching fire/rescue communications center if the ROCC receives information indicating fire/rescue personnel and equipment **are not required** before dispatched personnel and equipment reach the scene of the reported emergency. The responding 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.

1.6.4 After notifying the principal appropriate fire/rescue jurisdiction of an incident in the Metrorail system, the ROCC will then notify any jurisdictions that share a common boundary for incidents that occur at or near that boundary.

1.7. Cancellation:

1.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-02(Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: Fire/Rescue Emergency Response	ISSUED BY:

2.1. Purpose:

2.1.1 To establish policy and procedures governing the appropriate fire/rescue emergency response from an affected jurisdiction for an emergency within the Metrorail 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 Metrorail 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 Metrorail incident. This effort is normally started at a station portal or rail roadway way (RRW) gate.

2.4. Background:

2.4.1 Mitigation of a rail emergency may require a large commitment of resources. This policy provides guidance to 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 Metrorail system, the

appropriate available fire/rescue jurisdiction(s) 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 ensure 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 rail roadway (RRW) 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. The ROCC will notify the appropriate jurisdictional fire/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. Enhanced WMATA Rail Response:

2.7.1 A program will be initiated to staff a Fire/Rescue Liaison at the ROCC at a minimum of five (5) days per week, eight (8) hours per day. The program will be reevaluated by the COG Fire Chiefs Committee and WMATA leadership no later than June 1, 2016 to determine staffing needs and potential funding sources.

2.7.2 The duties and staff hours of the ROCC Fire/Rescue Liaison shall be detailed in a position description maintained by the jurisdiction providing the Fire/Rescue Liaison function and incorporated as an appendix (Appendix D) to this Agreement. This position description shall be approved by all signatories to this Agreement.

2.7.3 During Metrorail incidents, until such time as a Fire/Rescue Liaison is present 24/7 at the ROCC:

2.7.3.1 Upon request, Prince George's County Fire/Emergency Medical

Services (EMS) Department will provide a Liaison Officer to support the Incident Commander for incidents within the Metrorail system.

2.7.3.2 Upon request, District of Columbia FEMS will dispatch a Battalion Fire Chief to the ROCC for WMATA incidents occurring in the District of Columbia. Upon request, DC FEMS will dispatch a Battalion Fire Chief to the ROCC in support of other jurisdictions.

2.8. Cancellation:

2.8.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-03(Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: Command and Control	ISSUED BY:

3.1. **Purpose:**

3.1.1 To establish policy and procedure governing the command and control of all operations during an emergency within the Metrorail 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 Metrorail 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 with the authority to respond to 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. Command shall be established with the arrival of the first fire/rescue service provider unit.

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

3.3.4 **National Incident Management System (NIMS):** System mandated by HSPD-5 to provide 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. Provisions are delineated in FEMA Document 501, March 1, 2004. NIMS includes utilization of the defined Incident Command System, which describes specific operational relationships in incident management, 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 or responsible rail supervisor until a Transit Officer is present and will report directly to the Incident Commander. OSC is an internal WMATA identification. The term will not be used for a radio designation during an emergency response. Such a designation may cause confusion with the term, "Incident Commander." The OSC will be assigned to an appropriate function within the ICS as for the specific emergency and will be expected to be the WMATA representative to Unified Command.

3.3.6 Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictional boundaries. 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.

3.3.7 Immediately Dangerous to Life or Health (IDLH): Defined by OSHA as an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

3.4. Background:

3.4.1 Emergency incident management within the Metrorail system can only be coordinated by effective communications between WMATA and responding agencies at the scene. 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 Metrorail system will assume overall command of the incident. The WMATA On-Scene Commander (OSC) 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 NIMS and Unified Command.

3.6. Procedure:

3.6.1 Command shall be established with the arrival of the first fire/rescue service provider unit at the incident. The Officer in Charge (OIC) of that unit has command responsibilities until relieved by a command level officer.

3.6.2 The Incident Commander is responsible for controlling the incident until such time as the incident is mitigated and the incident site is safe and all operations occurring under the Incident Command structure are concluded.

3.6.3 The Incident Commander will immediately establish a Command Post (CP) for all emergency incidents.

3.6.3.1 The Command Post should be located in proximity to the incident or primary station and be safe for responders or managers without the need for personal protective equipment (PPE).

3.6.3.2 The Incident Commander will notify WMATA of the CP location and a detailed description of the vehicle and location (illustrative example: "The Command Post will be located at the red SUV labeled 'Deputy Fire Chief' in the bus lane at the entrance to the station").

3.6.3.3 The Command Post vehicle green strobe light will be activated where available.

3.6.3.4 The Command Post should be configured to provide access and space for responders, facilitate unified command and provide protection from the elements.

3.6.3.5 WMATA and/or the responding jurisdiction will provide a command unit/bus for extended incidents.

3.6.3.6 The Command Post should not be located at the kiosk or any other location with the potential for an IDLH atmosphere, to hinder station evacuation or responder access.

3.6.4 The use of jurisdiction and WMATA accountability systems, as addressed in NIMS, is mandatory. The Unified Command is accountable for the assignment and safety of all personnel on the scene.

3.6.4.1 The Unified Command will establish a "hot" zone, defining the boundaries considered potentially hazardous and in close proximity to the emergency.

3.6.4.2 The Incident Commander will be responsible for maintaining accountability for fire/rescue personnel, and the WMATA On-Scene

Commander will be responsible for WMATA personnel within the Unified Command structure in this zone.

3.6.5 The Incident Commander will ensure that all personnel responding to an emergency use the level of PPE appropriate for the incident.

3.6.6 At the conclusion of an emergency, the Incident Commander will clear the scene and notify the WMATA Rail Operation Control Center (ROCC) that command is being transferred to the designated WMATA On-Scene Commander.

3.6.7 The first Metro Transit Police Officer or responsible rail supervisor to arrive at the scene 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 in accordance with Unified Command.

3.6.8 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.

3.6.9 Assigned WMATA personnel will assist fire/rescue personnel with resources in accordance with the principles of Unified Command.

3.6.10 For major emergencies, the Incident Commander shall dispatch a fire department representative to the ROCC to assist with incident coordination.

3.6.11 Upon 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 Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY	NUMBER: 2008-04(Rev2)
	DEVELOPED BY: PRSSC
	EFFECTIVE DATE: 2015

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

4.1. Purpose:

4.1.1 To establish policy and procedures governing the removal and restoration of third rail power during Metrorail system emergency response.

4.2. Applicability:

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

4.3. Definitions:

4.3.1 Blue Light/ETS (Emergency Trip Station) Boxes: Boxes located at approximately 800-foot intervals along the track roadway 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 the WMATA Rail Operation Control Center (ROCC).

4.3.4 Red Tag Power Removal: Third rail power removed by physically disengaging large breakers in power substations and/or tiebreaker stations. These breakers are then red-tagged to ensure they are not turned back on accidentally.

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.

4.3.7 Safety Group: NIMS-designated group that is assigned by the Incident Commander to carry out safety duties at the scene of an incident.

4.4. Background:

4.4.1 Management of an emergency incident within the Metrorail 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 ROCC will remove power from the third rail when requested by the 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 the ROCC. This action will allow time for the ROCC 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). The ROCC shall be notified of this action. Fire/rescue personnel will provide their name, title, responding agency with which they are affiliated, and the reason for third rail power removal.

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

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

4.6.1.6 During 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 (Safety Group) must inspect the incident area to ensure that all fire/rescue and WMATA personnel and equipment are clear. The Incident Commander will advise the fire department communications center and the ROCC of the power restoration. Announcements shall be made on the fire department radios (Public Safety Radio System). When satisfied that this has been accomplished, the Incident Commander will notify the ROCC and the On-Scene Commander that it is ok to restore power.

4.6.2.2. Initially, the ROCC may remove power in a larger area than necessary, interrupting train movement and leading to 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. The Incident Commander should make every effort to grant this request to restore limited service according to 4.6.2.1. When power is restored in an adjacent area, fire/rescue personnel must confirm that power is off in the incident area.

4.6.2.3. WMATA personnel will complete restoration of power to the third rail **after** fire/rescue personnel and equipment clear the incident scene. The WMATA On-Scene Commander, with concurrence of Unified Command, will give the order to restore power 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 because switches operate independently of the traction power.

4.7. Cancellation:

4.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT **POLICY**	NUMBER: 2008-05(Rev2)
	DEVELOPED BY: PRSSC
	EFFECTIVE DATE: 2015
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 Metrorail 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 Metrorail 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 balance 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 Rail Operations Control Center (ROCC) 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 WMATA train operator attempt to move the affected train into a station. If operating above ground, the operator will not enter a tunnel to reach a station.

5.6.2 The ROCC 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 will be discharged from trains to the rail track bed only when no other alternatives are available.

5.6.4 The Unified Command will evaluate the timelines of available removal options, hazards and risks associated with each option, and determine the strategy for evacuating passengers from a train.

5.6.5 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.

5.6.6 The ROCC will advise the appropriate 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.

5.6.7 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.

5.6.8 If passengers access the emergency evacuation doors and exit the car during an emergency, the ROCC will remove third rail power from the affected area and notify the Incident Commander.

5.6.9 In the event of an evacuation, the Unified Command shall establish casualty collection points at exit points to assist passengers. WMATA shall support these points with personnel and resources necessary to be able to adequately account for riders.

5.7. Cancellation:

5.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2008-06(Rev2) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	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 Metrorail 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 Metrorail system.

6.3. Definition:

6.3.1 **Initial Report**: Information regarding first assessment of the incident, 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 The media may request information on the specific circumstances affecting the public regarding the status of the Metrorail system. The responses to these requests and release of information must be coordinated between WMATA and the responding fire/rescue service.

6.5. Policy:

6.5.1 The Incident Commander is responsible for providing information to the media regarding the mitigation of the emergency. WMATA is responsible for providing information regarding the Metrorail system and impact of the incident on Metrorail passengers.

6.6. Procedure:

6.6.1 The Incident Commander will provide an initial report and subsequent

updates first to WMATA, and then to the media as soon as practical. 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 Metrorail system and passenger service before the initial incident response is made to the media by the Incident Commander or designee.

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 Metrorail passengers shall be referred to WMATA representatives.

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

6.6.4 Fire/rescue 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 Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY	NUMBER: 2008-07
	DEVELOPED BY: PRSSC
	EFFECTIVE DATE: 2011
SUBJECT: Hazardous Materials Detection & Operations	ISSUED BY:

7.1 Purpose:

7.1.1 To establish a policy for the detection of and operations for hazardous materials incidents involving the Metrorail system.

(Policy may be amended in accordance with results of any studies that may influence items set forth in this policy. The signatories on this Agreement must first agree prior to making any amendment to this policy.)

7.2. Applicability:

7.2.1 This procedure applies to all employees of WMATA and all to fire/rescue personnel responding to an emergency within the Metrorail system.

7.3. Definitions:

7.3.1 (CB EMIS) Chemical-Biological Emergency Management Information System: A chemical-biological early warning detection system. The system encompasses the processing of chemical sensor data, live local meteorological data, video feeds, real-time track/train data, the execution of below and aboveground dispersion models, and the timely display of critical information to subway and emergency personnel. At street level, the Incident Commander receives vital data as they connect to firefighter jacks (Knox Box), which allow them to monitor events using the (CB-EMIS). This system identifies potentially dangerous environments and displays product concentrations while visually predicting its spread both below and above ground.

7.3.2 (PROTECT) Program of Response and Options Technology Enhancements for Chemical-Biological Terrorism: When a chemical agent (biological agents in the future) is released, it is detected by a series of sensors in select underground Metrorail stations. The WMATA Rail Operation Control Center (ROCC) supervisors are alerted and follow Standard Operating Procedures to determine what operational actions are necessary to save lives and minimize the spread of the threat agent. The ROCC personnel use high-resolution pan-tilt-zoom CCTV cameras to examine the areas of sensor activations and determine threat credibility. If the threat is deemed real (as prescribed by SOP), the ROCC Assistant Superintendent declares a ***Chemical Incident***. Local, state and Federal responders are notified and local fire Battalion Chiefs access the CB-EMIS system and live video feeds by connecting to firefighter jacks (Knox Box) at the affected or adjacent Metrorail stations.

7.4. Background:

The PROTECT system is presently being used in Washington DC, Boston, and New York City. It incorporates detection alerting capabilities and surveillance monitoring to provide information for expeditious emergency personnel deployment and isolation of affected areas to reduce additional harm. The PROTECT software detects, identifies and tracks the spread of a chemical agent through the subway system and above-ground areas. The system is designed to immediately relay important information to fire/rescue personnel outside of the hot zone using the "plug in" firefighter jacks (Knox box) located throughout the Washington area.

7.5. Policy:

7.5.1 Upon alarm and verification of a hazardous materials release (*Chemical Incident*) within the Metrorail system, the actions below will be taken according to WMATA Standard Operating Procedures.

7.6. Procedure:

7.6.1 Alarm Designations

7.6.1.1 Blue Alarm (one sensor activated) with no visual human distress or activation of additional alarms:

7.6.1.1.1 The ROCC will monitor the affected station for 10 minutes. With no additional alarms, WMATA Maintenance Operations Center (MOC) will notify appropriate Metro Police Department personnel for further investigation and resolution.

7.6.1.1.2 Train traffic will not be interrupted. Fire/Rescue jurisdiction communications will not be notified.

7.6.1.2 Yellow Alarm (two sensors activated at the same station) with no visual distress:

7.6.1.2.1 The ROCC will stop train traffic to the affected station and observe for human distress. Any trains entering the affected station are ordered to shut off EV and proceed without opening the doors until they get to the next station. Ventilation fans in the affected station and adjacent stations are immediately shut down.

7.6.1.2.2 If no distress is indicated, normal operations will be resumed after 10 minutes. Maintenance Operations Center (MOC) will notify appropriate Metro Transit Police Department personnel for further investigation and resolution.

7.6.1.2.3 If human distress is observed, the ROCC will declare a *Chemical Incident.*

7.6.1.3 Red Alarm (three sensors activate at the same station) regardless of human distress:

7.6.1.3.1 The ROCC **will declare *Chemical Incident.***

7.6.2 Declaration of ***Chemical Incident*** by WMATA the ROCC will:

7.6.2.1 Notify fire/rescue/police of a ***Chemical Incident*** Hazardous Material release and advise type and concentration of agent being detected by CB-EMIS:

7.6.2.1.1 Stop all incoming trains to the area(s) affected.

7.6.2.1.2 Evacuate passengers from target and adjacent stations and affected trains.

7.6.2.1.3 Shutdown tunnel, station and railcar ventilation systems in affected areas.

7.6.2.1.4 Direct evacuees to designated, safe outside areas where emergency personnel can triage, treat or decontaminate as needed.

7.6.2.2 Fire/rescue personnel will confirm and monitor the incident at safely located Knox box firefighter jack sites to access CB-EMIS.

7.6.3 The ROCC shall immediately notify fire/rescue/police of instances of hazardous material releases that are determined by surveillance, passenger notification, or other methodology, but do not activate the CB-EMIS system.

7.7. Cancellation:

7.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT **POLICY**	NUMBER: 2008-08(New)
	DEVELOPED BY: PRSSC
	EFFECTIVE DATE: 2015
SUBJECT: **Evacuation Cart and EMS Storage and Maintenance**	ISSUED BY:

8.1. Purpose:

8.1.1 To establish policy and procedures associated with the storage and maintenance of the Emergency Tunnel Evacuation Cart (ETEC), both manual and Motorized Emergency Recon Vehicle (MERV) and Emergency Medical Supply cabinets strategically located throughout the Metrorail 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 Metrorail 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 Metrorail system to allow for quick deployment. See Appendix B (manual) and C (motorized) for cart storage location.

8.3.1.1 ETEC Manual: A manually operated, two-tiered aluminum cart 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 (4) 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 weighing approximately 172 pounds and a total carry 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 in a tunnel. The cart is stored in several pieces and must be assembled for deployment. See Appendix B (MERV locations).

8.3.1.3 SKED: A stretcher designed for use in technical or confined rescues.

8.3.2 EMS Cabinets- Cabinets used to store supplies deployed in the event of a Metrorail emergency incident. Each cabinet presently stores a minimum standard of 100 bandage packages, 100 light sticks (orange) and five (5) SKEDs in addition to jurisdiction SKEDs. Each cabinet inventory list is 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 Metrorail system has many areas with long runs between stations, which taxes the initial deployment of personnel 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 reconnaissance, movement of equipment and movement of ambulatory passengers to and from the site for operational success.

8.4.2 The ETEC is the primary means to deploy emergency personnel and equipment into and out of an incident location with limited access. The ETECs are strategically located throughout the Metrorail 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 ETECs (MERV) are stored in an area that provides a power source to maintain the operational readiness of the battery. 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 of the utmost importance these carts be accessible and ready for emergency deployment by emergency responders. Frequency and logistics of inspection will be coordinated through the COG Passenger Rail Safety Subcommittee (PRSS).

8.4.3 The EMS Cabinets are strategically located and provide easily accessible resources used for triage, treatment, and movement of passengers during the initial stages of a Metrorail incident.

8.5. Policy:

8.5.1 ETEC apparatus shall be inspected quarterly by WMATA and fire/rescue personnel, pursuant to procedure and manufacturer requirements to ensure operational readiness of the apparatus and so 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 ETEC or MERV unit. A check off sheet will be stored with the unit along with the manufacture maintenance and inspection requirements. WMATA shall be notified if an ETEC is used during an incident or training.

8.5.2 EMS Cabinets shall be inspected and inventoried by WMATA and fire/rescue personnel per procedure coordinated through the PRSS to ensure that proper resource levels exist and are operational and not expired. The cabinets will be marked as "EMS Cabinets." All SKEDS will be marked with storage location (Metro Center) to ensure they are returned after use.

8.6. Procedure:

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

8.6.2 To ensure resources are operational, the jurisdiction fire/rescue departments and/or WMATA personnel, pursuant to manufacturer requirements, will inventory EMS Cabinet resource levels. Cabinet inventory will be conducted quarterly and after any incidents. An inventory sheet will be signed and dated by personnel as determined by the PRSS.

8.7. Cancellation:

8.7.1 This policy and procedure supersedes the Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement of 2011.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT POLICY		NUMBER: 2015-01 (Rev 4) DEVELOPED BY: PRSSC EFFECTIVE DATE: 2015
	SUBJECT: **Metrorail Radio Communications**	ISSUED BY:

9.1 Purpose

9.1.1 To establish policy and procedure governing the assurance of fire/rescue emergency response Public Safety Radio System (PSRS) communication operations for affected jurisdictions for an emergency within the Metrorail system.

9.2 Applicability

9.2.1 This policy applies to WMATA and Metrorail jurisdiction Fire/EMS Department and 9-1-1 public safety communication agencies responsible for the operation and maintenance of the Metrorail PSRS personnel: District of Columbia, Office of Unified Communications, Arlington County 9-1-1 Emergency Communications Center; City of Alexandria Department of Emergency Communications; Fairfax County Department of Public Safety Communications; Loudoun County 9-1-1 Emergency Communications Center; Montgomery County 9-1-1 Emergency Communications Center; Prince George's County 9-1-1 Emergency Communications Center.

9.3 Background

9.3.1 It has been recognized through emergency incidents that establishing a protocol for WMATA and Metrorail jurisdictions to collaborate on radio testing, reporting and corrective actions is critical to public safety. The result has been to develop a policy and protocol for radio testing, reporting and corrective actions.

9.3.2 Metrorail uses two separate public safety radio systems. WMATA's system operates at 490 MHz and is used exclusively by WMATA personnel. The Public Safety Radio System is separate, operates in the 700 and 800 mhz range and is designated for use by first responsders for Metrorail emergency incidents.

9.3.3 Delivered Audio Quality, or DAQ, is a telecommunications industry standard familiar to first responders and radio engineers/technicians. The protocol incorporates DAQ ratings to measure the range and reach of the PSRS radio system. The addition of DAQ ratings will provide consistent situational and operational awarenss across Metrorail jurisdictions and WMATA.

9.4 Definitions

9.4.1 **Bi-directional amplifier (BDA)** – Signal boosters installed in tunnels or buildings to extend the range of two-way radio communications.

9.4.2 **Delivered Audio Quality (DAQ)** – A telecommunications sector standard for rating radio communication audio quality on a scale of 1 to 5. A result of 3.4 or better will recorded as a pass. A rating of 3.3 or below will be recorded as a failure.

9.4.3 **Public Safety Radio System (PSRS)** – The communications network for Fire Department first responders in the WMATA Metrorail system.

9.4.4 **Tactical bi-directional amplifier (T-BDA)** – Portable radio signal boosters brought to an emergency response site to extend the range of two-way radio communications.

9.5 Policy

9.5.1 The PSRS will be consistently assessed for operational status using the procedures outlined in Appendix E. This approach will provide consistent data and full system operational status to advance public safety in the Metrorail system.

9.5.2 WMATA and Metrorail jurisdiction Fire and EMS Departments will collaborate to test the PSRS.

9.5.3 Metrorail jurisdiction Fire and EMS Departments will report test results to WMATA for corrective action.

9.5.4 WMATA is responsible for PSRS maintenance, operation and corrective actions only from the head end inside the station and tunnel areas to the

agreed upon point of demarcation. Agreed upon points of demarcation will be coordinated through the PRSS.

9.5.5 NCR fire/rescue departments are responsible for maintenance and deployment of tactical BDAs.

9.5.6 WMATA will provide timely notification to Metrorail jurisdictions upon receiving testing results, WMATA-conducted testing results and the status of corrective actions.

9.6 Procedure

9.6.1 WMATA and Metrorail jurisdictions will comply with and operationalize the procedures and policies in Appendix E.

9.7 Cancellation

9.7.1 This policy and procedure is newly developed and will be reviewed and revised every three (3) years or when necessary.

METRORAIL TRANSIT - FIRE/RESCUE EMERGENCY PROCEDURES AGREEMENT **POLICY**		NUMBER: 2015-02 (Rev4)
		DEVELOPED BY: PRSSC
		EFFECTIVE DATE: 2015
	SUBJECT: **Training**	ISSUED BY:

10.1 Purpose

10.1.1 To establish policy and procedures for WMATA personnel and Metrorail jurisdctions first responder emergency response training. This policy will establish Metrorail emergency training standards across the Greater Washington Metropolitan Area.

10.2 Applicability

10.2.1 This policy applies to all Metrorail jurisdictions fire/rescue personnel and WMATA personnel who may provide emergency response.

10.3 Background

10.3.1 Emergency response training for a public transit system crossing jurisdictions with Metrorail service, two states and the District of Columbia necessitates coordination and collaboration. Public safety relies upon consistent knowledge and skills of fire/rescue personnel regardless of jurisdiction or agency.

10.3.2 NIMS and ICS form the framework for the outlined policy and procedures. In addition, they were developed by review of NFPA and APTA standards, national and international training practices. In addition, the *NOVA Firefighting and Emergency Operations Volume III – Utility, Highway, and Other Emergencies: Book 6 Metrorail Emergncies* (2007)

and the DC FEMS *Metrorail Standard Operating Guidelines Manual* (2007)

10.4 Definitions

10.4.1 APTA – American Public Transit Association

10.4.2 Carmen Turner Facility (CTF) – WMATA Metrorail training facility in Landover, MD.

10.4.3 Joint Supervisory Training (JST) – Monthly training of WMATA personnel and fire/rescue personnel to discuss operations and emergency response.

10.4.4 ICS – Incident Command System: A fundamental element of incident management (NIMS) to provide standardization through consistent terminology and established organizational structures.

10.4.5 NFPA – Naitional Fire Protection Association

10.4.6 NIMS – National Incident Management System: A systematic, proactive approach to guide departments and agencies at all levels of government to work together and manage incidents involving all threats and hazards.

10.5 Policy

10.5.1 Metrorail jurisdictions and WMATA will conduct training based upon coordinated and consistent core skills and standards.

10.6 Procedure

10.6.1 Training will be developed and conducted using the NIMS/ICS framework and comply with APTA, NFPA and other relevant professional standards.

10.6.2 Facilities

10.6.2.1 Metrorail jurisdictions will conduct traing in academies, classrooms and WMATA facilties.

10.6.2.2 WMATA will provide jurisdictions access to the Carmen Turner Facility, rail yards and stations. This access shall be coordinated through each jurisdiction's PRSS representative and WMATA.

10.6.2.3 WMATA will coordinate with each jurisdiction's PRSS representative, upon request, to provide jurisdictions with train cars, parts rails and equipment for use in jurisdiction training initiatives. Logistics for transportation of equipment will be coordinated on a case by case basis.

10.6.3 Coordination

10.6.3.1 A regional Fire/Rescue Liaison will sit in the WMATA Rail Operation Control Center (ROCC) (See Appendix D for futher clarification on roles and responsibilities of this ROCC Fire/Rescue Liaison).

10.6.3.2 Metrorail jurisdictions and WMATA will agree upon core skills based on personnel responsibilites, experience and level of training.

10.6.3.3 Training should be commensurate with the types of events that the various jurisdictions are most likely to encounter for those portions of the Metrorail system within their jurisdictional boundaries. WMATA will coordinate with the PRSS jurisdiction representatives to ensure practical applicability of training.

10.6.3.4 WMATA and the Metrorail jurisdictions will establish and maintain a train-the-trainer program.

10.6.3.5 Training materials and content will be collaboratively developed. The entity with rights to the online training platform is responsbile for updating content and ensuring access to the jurisdictions and WMATA.

10.6.3.6 Joint SupervisoryTraining will occur with WMATA personnel and Metrorail jurisdiction fire/rescue personnel monthly.

10.6.3.7 Metrorail jurisdictions and WMATA will track emergency response training and report back to the Passenger Rail Safety Subcommittee (PRSS) quarterly to assess and review needs and progress.

10.6.3.8 The PRSS and WMATA will review training content and revise as needed at a minimum of every two (2) years.

10.6.3.9 WMATA and Metrorail jurisdictions will conduct quarterly exercises to practice skills and assess training. Beginning in July, 2017, the PRSS will coordinate with WMATA to reassess the need for frequency of these drills moving forward.

See Appendix F for operational details.

10.7 Cancellation

10.7.1 This policy and procedure is newly developed and will be reviewed and revised every three (3) years or when necessary.

Appendix A

GLOSSARY

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 Definitions Used in this Agreement Can Be Accessed Using the Following:

FEMA Glossary. May 2008
http://training.fema.gov/emiweb/is/icsresource/assets/icsglossary.pdf

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.

Greater Washington Metropolitan Area: Includes the area defined by the statutory definition of the National Capital Region (NCR) as well as jurisdictions outside of the NCR that are members of the Metropolitan Washington Council of Governments (COG).

Metropolitan Washington Council of Governments (MWCOG or COG): A regional organization of Washington area local governments. COG is composed of 224 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.

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.

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 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).

Rail Operations Control Center (ROCC): The terminus for train control information, trouble alarms and radio transmissions, which are vital to the operation of the WMATA Metrorail 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 Incident Commander.

Washington Metropolitan Area Transit Authority (WMATA): The organization created by legislative action to plan, construct, and operate the Metrorail 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- SILVER 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 (Manual) Location

METRO ETEC (MERV) 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

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

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

Clarendon K02
Virginia Sq. K03
Ballston K04

Orange line total = 17

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

APPENDIX D

Attach PG F/EMS Memorandum (To be added)

Appendix E

Regional Metrorail Radio System Testing Protocol

1. **Frequency**

   1.1. Metrorail radio testing will be conducted at least weekly in the District of Columbia and bi-weekly in the other five (5) Metrorail jurisdictions: City of Alexandria, Arlington County, Fairfax County, Montgomery County and Prince George's County.

2. **Procedure**

   2.1. To test the Public Safety Radio System (PSRS) operation in Metrorail, testing personnel will walk through the station and ride trains between stations.

   2.2. If a Metrorail jurisdiction conducts testing, personnel will assess consecutive stations until it reaches the first station of the adjoining jurisdiction.

   2.3. Eight (8) testing points are designated in each station: 1/entrance; 1/kiosk; 1/mezzanine; 3/platform; 1/outbound tunnel; 1/inbound tunnel.

   2.3.1 Tunnel testing points will be the end of one station to the start of the next station.

   2.4. Beginning at a station entrance, personnel will walk through the station and test the interior sites, then board a train to test in the tunnel.

   2.5. At the designated points, personnel will use the push-to-talk button to link with their dispatcher.

   2.6. The tester in the system and the dispatcher rate the audio quality with the Delivered Audio Quality (DAQ) scale, an industry standard.

      2.6.1. A result of 3.4 or better will be recorded as a pass. A rating of 3.3 or below is recorded as a site failure.

      2.6.2. WMATA will generate a work order to investigate test sites noted as a fail.

      2.6.3. The DAQ rating is recorded and the individual moves to the next specified point in the station.

   2.7. Upon completing the station assessment, personnel will board a train to the next station until they cross into the next jurisdiction.

3. **Reporting**

   3.1. WMATA will host the web-based reporting system.

   3.2. Jurisdictions will report their findings for each round of testing directly to WMATA using the web-based reporting system form.

   3.3. WMATA will provide timely notification to responsible parties in all jurisdictions, including mutual aid partners, of PSRS deficiencies or failures.

   3.4. Reporting will include Delivered Audio Quality (DAQ) ratings for each designated site in a Metrorail station.

3.5. WMATA will provide jurisdictions with a monthly PSRS data and operational summary report.

4. Corrective Actions

4.1. WMATA will incorporate test results into its maintenance work order system for tracking corrective action status.

4.2. WMATA will provide operational and corrective status reports to the jurisdictions for situational awareness.

4.3. WMATA will enter failures for sites with DAQ ratings < 3.4 into its work order system when received.

4.4. When a PSRS failure is identified WMATA will notify Metrorail jurisdictions within 24 hours.

4.4.1. The notification will include an estimated time and steps needed for WMATA to complete corrective actions.

4.5. Jurisdictions will have access to corrective actions status through a WMATA GIS portal.

4.6. Metrorail jurisdictions will be notified by WMATA when a corrective action is complete.

Appendix F

Metrorail Transit-Fire/Rescue Emergency Policy and Procedures Agreement: Training

1. **Standards**

   1.1. Training will be developed and conducted using the NIMS/ICS framework and comply with APTA, NFPA and other relevant professional standards.

2. **Resources**

   2.1. Facilities

      2.1.1. Metrorail jurisdictions will conduct training in academies, classrooms and rail stations and WMATA facilities (stations, roadways, yards, etc).

      2.1.2. WMATA will provide jurisdictions access to Carmen Turner, rail yards and stations.

   2.2. Equipment

      2.2.1. Rail cars and railway components

         2.2.1.1. WMATA will make retired cars available to jurisdiction facilties for additional training capabilities.

         2.2.1.2. WMATA will supply Metrorail jurisdictions with rail sections, window sections and other system components as requested. Access must be coordinated through the jurisdiction's PRSS representative and WMATA.

      2.2.2. Information tools

         2.2.2.1. WMATA and the jurisdictions will incorporate maps, reporting and the online system status tools in training and exercises.

3. **Content and Coordination**

   3.1. Metrorail jurisdictions and WMATA will agree upon emergency response training core skills and knowledge.

   3.2. Core skills and knowledge learning objectives will be specified by personnel responsibilities, experience and level of training.

   3.3. A regional Fire/Rescue Liaison will sit in the WMATA Rail Operation Control Center (ROCC).

      3.3.1. The position will be staffed by Metrorail jurisdiction emergency responders.

   3.4. Training materials and content will be collaboratively developed and maintained by WMATA and the Metrorail jurisdiction fire/rescue personnel.

   3.5. The entity with rights to the online training platform is responsible for updating content and ensuring access to the jurisdictions and WMATA.

3.6. Joint Supervisory Training will occur with WMATA personnel and Metrorail jurisdiction fire/rescue personnel monthly.

3.7. WMATA and the Metrorail jurisdictions will establish and maintain a train the trainer program.

3.7.1. WMATA will provide facilities and staff to train Metrorail jurisdiction instructors for first responder training within their departments using the *Train the Trainer* model.

3.7.2. Metrorail jurisdictions will identify trainers to conduct advanced Metrorail emergency response within their jurisdictions.

3.7.3. Metrorail core skills will be incorporated into regional Fire/EMS required training programs (e.g. CPR, OSHA blood borne pathogens).

3.8. Awareness of the most updated Metrorail Transit Fire/Rescue Emergency Procedures Policy Agreement and the policies within will be incorporated by WMATA and the jurisdictions into the regional training program.

4. Exercises and Drills

4.1. WMATA and Metrorail jurisdictions will coordinate and conduct quarterly exercises to practice skills and assess training.

4.2. Metrorail and WMATA will conduct quarterly field exercises.

5. Tracking

5.1. Jurisdictions will utilize their learning management systems to track training progress and proficiency of personnel within their own agencies according to professional standards.

5.2. Metrorail jurisdictions and WMATA will report training data and evaluations to the Passenger Rail Safety Subcommittee (PRSS) quarterly to assesss and review needs and progress.

6. Evaluation

6.1. The PRSS and WMATA will review and revise training data, content and protocols at a minimum of every two (2) years.

6.2. The ROCC Fire/Rescue Liaison position and duties will be assessed annually.

6.3. The PRSS and WMATA will review and assess "after-action" exercise and incident reports and incorporate findings into training curriculum and practices.