



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY STANDARD OPERATING PROCEDURES

SOP # 6 FIRE AND SMOKE ON THE ROADWAY

6.1 PURPOSE

The purpose of this Standard Operating Procedure is to define responsibilities and procedures for WMATA personnel in the event of Fire and Smoke being reported on the Roadway.

6.2 SCOPE

This SOP is applicable to all WMATA personnel actively working in or riding on the Metrorail system.

6.3 DEFINITIONS

None

6.4 RESPONSIBILITIES

- 6.4.1 The ROCC Supervisors shall be responsible for supervising and coordinating response activities in accordance with this SOP.
- 6.4.2 The ROCC Supervisors shall be responsible for all notifications in accordance with this SOP.
- 6.4.3 All employees shall be guided by SOP # 1A when responding to emergencies.
- 6.4.4 Train Operators shall be responsible for following all sections of this SOP. In addition, train operators shall notify ROCC and adhere to SOP 4A if an indication exists that customers have entered the Roadway.

6.5 PROCEDURES

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6.5.1	Train Operator's Procedures when Observing Fire or Smoke on the Roadway
6.5.2	ROCC Supervisor's Procedures when Fire or Smoke is Reported in the Tunnel
6.5.3	ROCC Supervisor's Procedures when Heavy Smoke is Reported in the Tunnel
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6.5.6	ROCC Supervisor's Procedures when a Fire is Reported in an Above Ground Location
6.5.7	ROCC Supervisor's Procedures when Smoke is Reported in an Above Ground Location

6.5.1 Train Operator's Procedures when Observing Fire or Smoke on the Roadway:

Stop their train if possible before reaching the fire or smoke and immediately notify Rail Operations Control Center (ROCC).

6.5.2 ROCC Supervisor's Procedures when Fire or Smoke is Reported in the Tunnel:

6.5.2.1 Stop all trains in both directions.

6.5.2.2 If the Train Operator reporting the fire was able to stop in approach of the fire, the ROCC Supervisor shall instruct the Train Operator to reverse ends and proceed to the next station.

6.5.2.3 If the Train Operator was not able to stop in approach of the fire, the ROCC Supervisor shall:

6.5.2.3.1 Ensure the track and station platform ahead are clear and third rail power is energized.

6.5.2.3.2 Instruct the Train Operator to turn off the train's Environmental System and continue on to the next station.

6.5.2.3.3 Notify the Fire Department and summon assistance.

6.5.2.3.4 Jointly assess the resolution of the situation over the conference line.

6.5.2.3.5 Request permission from the Fire Department to start single-track operations.



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6.5.3 ROCC Supervisor's Procedures when Heavy Smoke is Reported in the Tunnel:

- 6.5.3.1 Stop all trains in both directions.
- 6.5.3.2 If the Train Operator reporting the heavy smoke was able to stop in approach of the smoke, the ROCC Supervisor shall instruct the Train Operator to reverse ends and proceed to the next station.
- 6.5.3.3 If the Train Operator was not able to stop in approach of the heavy smoke, the ROCC Supervisor shall:
 - 6.5.3.3.1 Ensure the track and station platform ahead are clear and third rail power is energized.
 - 6.5.3.3.2 Instruct the Train Operator to turn off the train's Environmental System and continue on to the next station.
 - 6.5.3.3.3 Notify the Fire Department and summon assistance.
 - 6.5.3.3.4 Jointly assess the resolution of the situation over the conference line.
 - 6.5.3.3.5 Request permission from the Fire Department to start single-track operations.

6.5.4 ROCC Supervisor's Procedures when Light Smoke (no Visible Fire) is Reported in the Tunnel:

- 6.5.4.1 Instruct the Train Operator reporting the light smoke to turn off the train's Environmental System and continue to the next station.
- 6.5.4.2 Stop trains in both directions. Instruct trains in the area that are not in a station to turn off the train's Environmental System, continue to the next station and hold there.
- 6.5.4.3 Notify the Fire Department and jointly assess the resolution of the situation over the conference line.
- 6.5.4.4 Off-load the train following the train reporting the smoke and instruct the Train Operator to proceed to the area, assess the situation and report findings to the ROCC Supervisor.



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- 6.5.4.5 If fire is observed, instruct the Train Operator reporting the fire to reverse ends and proceed to the next station. On the conference line, request the Fire Department to respond.
- 6.5.4.6 Request permission from the Fire Department to start single-track operations.
- 6.5.5 ROCC Supervisor's Procedures when Arching, Glowing or Haze (Light Smoke) coming from a Third Rail Insulator is Reported:
 - 6.5.5.1 If the Train Operator reporting the arcing, glowing or haze involving a Third Rail Insulator was able to stop in approach of the insulator, the ROCC Supervisor shall instruct the Train Operator to reverse ends and proceed to the next station.
 - 6.5.5.2 If the Train Operator was not able to stop in approach of the arcing, glowing or haze involving an insulator, the ROCC Supervisor shall:
 - 6.5.5.2.1 Ensure the track and station platform ahead are clear and third rail power is energized.
 - 6.5.5.2.2 Instruct the Train Operator to turn off the train's Environmental System and continue on to the next station.
 - 6.5.5.2.3 Notify the Fire Department, jointly assess the resolution of the situation over the conference line and provide the following information:
 - 6.5.5.2.3.1 The nature of the problem insulator glowing, arcing or producing a light haze.
 - 6.5.5.2.3.2 The Chain Marker location.
 - 6.5.5.2.3.3 Nearest station to the incident scene, and;
 - 6.5.5.2.3.4 Estimated Time of Arrival (ETA) of Metro personnel responding to the scene.
 - 6.5.5.2.4 Coordinate a meeting point for the On Scene Commanders from the Fire Department and Metro personnel.
 - 6.5.5.2.5 Remove third rail power on the affected track.
 - 6.5.5.2.6 Dispatch qualified personnel to investigate and/or remove the insulator.



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- 6.5.5.2.7 Begin a single-track operation on the opposite track.
- 6.5.5.2.8 Check with personnel responding to the location to see if they advise it is safe to proceed with removal of the insulator.
- 6.5.5.2.9 Keep the Fire Department updated on the status of the removal of the insulator.
- 6.5.5.2.10 If third rail power has been removed, it shall be restored after the Rail Operations Supervisor at the scene has notified the ROCC Supervisor that the fire has been extinguished, the smoke has subsided and;
 - 6.5.5.2.10.1 The senior Fire Department official has cleared the scene of Fire Department personnel and authorized the system to be placed back in operation.
 - 6.5.5.2.10.2 All other public agency personnel have left the scene and;
 - 6.5.5.2.10.3 Remaining employees are clear and have been alerted that power will be restored.
- 6.5.5.2.11 The ROCC Supervisor shall restore third rail power in accordance with SOP # 2.
- 6.5.6 ROCC Supervisor's Procedures when a Fire is Reported in an Above Ground Location:
 - 6.5.6.1 Stop trains in both directions. Instruct trains in the area that are not in a station to turn off the train's Environmental System and continue to the next station.
 - 6.5.6.2 Notify the Fire Department and jointly assess the resolution of the situation over the conference line.
 - 6.5.6.3 Off-load the train following the train reporting smoke or fire; instruct the Train Operator to proceed to an area where the reported fire or smoke can be seen and assess the situation.
 - 6.5.6.4 If fire cannot be extinguished quickly (without difficulty), instruct the Train Operator to reverse ends and proceed to the next station. On the conference line, request the Fire Department to respond.



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6.5.7 ROCC Supervisor's Procedures when Smoke is Reported in an Above Ground Location:

- 6.5.7.1 Instruct the Train Operator reporting the smoke to turn off the train's Environmental System and continue to the next station.
- 6.5.7.2 Stop trains in both directions. Instruct Train Operators of trains in the area that are not in a station to turn off the train's Environmental System and continue to the next station and hold there.
- 6.5.7.3 Notify the Fire Department and jointly assess the resolution of the situation over the conference line.
- 6.5.7.4 Off-load the train following the train reporting smoke or fire; instruct the Train Operator to proceed to an area where the reported fire or smoke can be seen and assess the situation.
- 6.5.7.5 If the fire cannot be extinguished quickly (without difficulty), instruct the Train Operator attempting to extinguish the fire to reverse ends and proceed to the next station. On the conference line, request the Fire Department to respond.

6.6 REFERENCES

- 6.6.1 SOP # 1A
- 6.6.2 SOP # 2
- 6.6.3 SOP # 4A



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SOP # 7 FIRE AND SMOKE ON CARS

7.1 PURPOSE

The purpose of this Standard Operating Procedure is to define responsibilities and procedures for WMATA personnel in the event of Fire and Smoke being reported on Metrorail vehicles.

7.2 SCOPE

This SOP is applicable to all WMATA personnel actively working on or riding the Metrorail system.

7.3 DEFINITIONS

None

7.4 RESPONSIBILITIES

- 7.4.1 The Rail Operations Control Center (ROCC) Supervisors shall be responsible for supervising and coordinating the implementation of this SOP.
- 7.4.2 The ROCC Supervisor shall ensure that all notifications are made as required in this SOP.
- 7.4.3 All WMATA Employees shall ensure that all procedures in SOP 1A are followed.
- 7.4.4 Train Operators shall be responsible for following all sections of this SOP. In addition, if there is an indication that customers have entered the Roadway the ROCC Supervisor is to be notified and all procedures in SOP 4A are to be followed.



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7.5.6	Third Rail Power Removal Procedures in an Extreme Emergency.
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7.5.9	Train Operator Procedures When a Train is Stopped Before Reaching a Station, or Stopped in Approach to a Tunnel Portal Because Fire, or Smoke, is Issuing From a Car.
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7.5.16	Notification that Service has Been Restored.

7.5.1 Employee Procedure When Discovering or Being Notified of Fire on Train:

Any employee discovering or being notified of smoke or fire issuing from a train shall immediately notify the Rail Operations Control Center (ROCC) and relay known details to the ROCC Supervisor.

7.5.2 Train Operator Procedures When Discovering or Being Notified of Fire on Train:

Train Operators discovering or being notified of smoke or fire issuing from their trains shall:

7.5.2.1 Immediately notify ROCC.



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- 7.5.2.2 Continue to the next station or,
- 7.5.2.3 If on an aerial structure or in an open cut in approach to a tunnel portal, stop the train before entering the tunnel.
- 7.5.2.4 If there is an indication that customers have entered the Roadway the ROCC Supervisor is to be notified and all procedures in SOP 4A are to be followed.
- 7.5.3 Information Train Operator is to Provide to the ROCC Supervisor:

The Train Operator shall provide the following information to the ROCC Supervisor:
 - 7.5.3.1 Train identification
 - 7.5.3.2 Location
 - 7.5.3.2.1 If stopped in a station, provide the station name and track number.
 - 7.5.3.2.2 If not stopped in a station, provide line, track number, Chain Marker and the nearest station.
 - 7.5.3.3 Extent of smoke or fire and origin, if known.
- 7.5.4 ROCC Supervisor Procedures on Notification to All Departments and Fire Department:

The ROCC Supervisor shall immediately notify the fire department communications center, Metro Transit Police Department (MTPD), System Safety and other concerned Authority departments.
 - 7.5.4.1 The ROCC Supervisor shall provide the fire department communications center with the following information:
 - 7.5.4.1.1 Identity of caller.
 - 7.5.4.1.2 Line and location.
 - 7.5.4.1.3 Name of station, cross streets and location of station entrance nearest the fire.



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- 7.5.4.1.4 Nearest station and emergency exit if train is not in a station.
- 7.5.4.1.5 Nature and extent of the smoke or fire.
- 7.5.4.2 The ROCC Supervisor shall provide the Fire Department communications center with updated information as it becomes available.
- 7.5.4.3 Train Operators of trains approaching or within the area of the affected train shall be alerted and governed by instructions from the ROCC Supervisor.
- 7.5.5 ROCC Supervisor Establish Communications with Those on the Scene.:

The ROCC Supervisor shall dispatch the nearest Rail Operations Supervisor to the scene.

The Rail Operations Supervisor shall establish communications with ROCC Supervisor and the senior fire department official at the scene and be governed by SOP # 1A.
- 7.5.6 Third Rail Power Removal Procedures in an Extreme Emergency:

In an extreme emergency, the emergency trip station switch shall be operated to remove third rail power.
- 7.5.7 Verbal Request for Third Rail Power Removal:

When a verbal request for the removal of third rail power is made by an employee or fire department personnel, the ROCC Supervisor shall:
 - 7.5.7.1 Obtain the name, title, identification number and department or unit of the person;
 - 7.5.7.2 Request time to clear the area of trains, if necessary;
 - 7.5.7.3 Remove third rail power and confirm the removal in accordance with SOP # 2.



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7.5.8 Train Operators Procedures When the Affected Train is Stopped at a Station:

Train Operators on the affected train in a station shall:

- 7.5.8.1 Secure the train and evacuate all customers from the train. The customers will be directed to clear the platform area around the train.
- 7.5.8.2 After customers have been evacuated, the Train Operator shall close the doors of the train if the fire or smoke is issuing from the underside or outside of the affected car.
- 7.5.8.3 The Train Operator shall then attempt to extinguish the fire using the closest fire extinguishing equipment and the car borne extinguishers. The closest fire extinguisher should be used first, if available. The Train Operator shall request the assistance of any other Metrorail employees available at the scene.
- 7.5.8.4 If the fire is electrical, prior to restoring power and attempting to move the train, the Train Operator shall remove third rail power from the affected car by:
 - 7.5.8.4.1 Opening the high voltage circuit breakers on the auxiliary circuit breaker panel located on the outside of the car, and
 - 7.5.8.4.2 Opening the main knife switch to the full right position after opening all circuit breakers on the auxiliary circuit breaker panel if the fire is evident on any of the traction motors.
- 7.5.8.5 After extinguishing a fire on a car seat cushion onboard a train, the Train Operator or any other employee who extinguished the fire shall:
 - 7.5.8.5.1 Carefully remove the seat cushion from the car and away from the train,
 - 7.5.8.5.2 Take the seat cushion outdoors away from a Metrorail station, building or any other enclosed facility where the cushion is to be immersed, in or thoroughly soaked, with water,
 - 7.5.8.5.3 At outside stations and on outdoor tracks, remove the cushion to a location that will not interfere with customer or employee activity or cause property damage. The ROCC Supervisor shall be notified of the action.



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- 7.5.8.5.4 The ROCC Supervisor shall notify the concerned Authority department to follow through with extinguishing and removal of the cushion from the location.



Notice: Neoprene seat cushions that have been exposed to a fire source will often smolder until completely consumed even after the fire appears to be extinguished.

- 7.5.8.6 When fire on the car is of major proportions, the Train Operator shall:
- 7.5.8.6.1 Attempt to uncouple the unaffected cars.
 - 7.5.8.6.2 Move them about 100 feet from the affected car.
 - 7.5.8.6.3 Secure the train.
 - 7.5.8.6.4 Remove third rail power from the involved power section in accordance with SOP #2.
 - 7.5.8.6.5 After power is removed, the Train Operator shall return to the affected cars and apply the handbrakes on both cars.
 - 7.5.8.6.6 If the fire prevents applying the handbrakes on both cars, the Train Operator shall apply the handbrake on the unaffected car and notify the ROCC Supervisor of the car that the hand brake was applied.
- 7.5.9 Train Operator Procedures When a Train is Stopped Before Reaching a Station, or Stopped in Approach to a Tunnel Portal Because Fire, or Smoke, is Issuing From a Car:

When a train is stopped before reaching a station or stopped in approach to a tunnel portal because fire or smoke is issuing from a car, the Train Operator shall:

- 7.5.9.1 Notify ROCC Supervisor of the problem immediately.
- 7.5.9.2 Direct passengers to move from the affected car to cars in the unaffected portion of the train.
- 7.5.9.3 Secure the train and investigate.
- 7.5.9.4 Close and lock the end doors of the affected car.



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7.5.9.5 When the condition has been corrected or relieved and the train is able to move, the Train Operator shall operate the train to the next station, off-load passengers and proceed to the nearest yard.

7.5.10 Procedures When There is a Fire of Major Proportions:

When fire on the car is of major proportions and the unaffected cars can be uncoupled, handbrakes shall be applied on one or both of the affected cars before uncoupling.

7.5.10.1 If this is not possible because the fire is on the car from which the uncoupling is to be made, the Train Operator shall:

7.5.10.1.1 Direct passengers to move from the affected car to cars in the unaffected portion of the train.

7.5.10.1.2 Uncouple and move the unaffected cars, stop and secure the train.

7.5.10.1.3 Return to the affected car pair, apply a handbrake on the unaffected car and notify the ROCC Supervisor of the car that the hand brake was applied.

7.5.10.1.4 After securing the cars, the Train Operator shall return to the cars with customers, proceed to the next station and off-load customers.

7.5.10.2 Third rail power shall then be removed from the power section containing the affected cars in accordance with SOP # 2.

7.5.10.3 If the train is disabled between stations and the safety of passengers is endangered, the Train Operator shall secure the train with handbrakes and evacuate passengers in accordance with SOP # 4.

7.5.11 ROCC Supervisors Procedures for Easing Train Congestion:

The ROCC Supervisor shall initiate operating procedures to ease train congestion by initiating single track operation, turning trains and requesting Metrobus shuttle service, if needed.

7.5.11.1 The ROCC Supervisor shall institute terminal schedule adjustments to further ease train congestion.

7.5.11.2 The ROCC Supervisor shall arrange for appropriate public address announcements to be made to passengers on trains and in stations.



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7.5.11.3 The ROCC Supervisor shall request the assistance of MTPD in critical stations for crowd control.

7.5.12 ROCC Supervisors Procedures if Medical Assistance is Required:

Medical assistance for passengers or employees shall be requested through ROCC. The employee requesting medical assistance shall provide an estimate of the number of people requiring assistance and, if possible, arrange an escort for directing medical personnel to the scene.

7.5.12.1 The ROCC Supervisor shall request medical aid through the fire department communications center, providing the station name, cross streets and location of the station entrance.

7.5.12.2 Names and addresses of the people requiring medical assistance and names of medical agencies and personnel shall be included in the accident report.

7.5.13 Restoring Third Rail Power at the Scene:

If third rail power has been removed, the ROCC Supervisor shall restore it when the Rail Operations Supervisor at the scene notifies the ROCC Supervisor that the fire has been extinguished or the smoke condition has subsided on the car and:

7.5.13.1 The senior fire official has cleared the scene of fire department personnel and authorized the Rail Operations Supervisor to place the system back in operation.

7.5.13.2 All other public safety agency personnel have left the scene.

7.5.13.3 Remaining employees are in the clear and have been alerted that power will be restored.

7.5.14 Restoring Third Rail Power According to SOP # 2:

The ROCC Supervisor shall restore third rail power in accordance with SOP # 2.

7.5.15 Resumption of Normal Service:

After the Rail Operations Supervisor has advised that the affected train has been dispatched to the nearest yard and it is safe to resume normal train operation, the ROCC Supervisor shall order a resumption of train service.



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7.5.16 Notification that Service has Been Restored:

The ROCC Supervisor shall notify all concerned departments and Station Managers on the affected line that train service has been resumed.

7.6 REFERENCE

7.6.1 SOP # 1A

7.6.2 SOP # 2

7.6.3 SOP # 4

7.6.4 SOP # 4A



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SOP # 8 FIRE AND SMOKE IN A STATION

8.1 PURPOSE

The purpose of this Standard Operating Procedure is to define responsibilities and procedures for WMATA personnel in the event of Fire and Smoke being reported in a Metrorail Station.

8.2 SCOPE

This SOP is applicable to all WMATA personnel actively working in or riding on the Metrorail system.

8.3 DEFINITIONS

8.3.1 Fire Alarm Device Information – When activated, a Fire Zone Alarm indication with device information, room name/identification and location will be displayed on the Fire Panel at the kiosk. A Station Fire Alarm ‘Fire Zone 1’ indication will be transmitted to the Rail Operations Control Center, the Maintenance Operations Center and Metro Transit Police Communications simultaneously. An audible PA Station ‘Attention’ message shall be played throughout the station. This audible pre-alert is to alert the Station Manager and indicates an active fire alarm that needs to be acknowledged and investigated by the station manager.



Notice: Manual Pull Station in Kiosk, service or ancillary rooms - Once activated a Fire Zone Alarm indication and audible PA announcement ‘Evacuation’ message shall be immediately played without delay throughout the station, along with the station evacuation signals, audible and visual alarm signals will be automatically and immediately activated.

8.3.2 Fire Alarm Acknowledgement Phase – The signal from an automatic fire detection device shall be acknowledged at the kiosk by the station manager in order to initiate the fire alarm investigation phase

8.3.2.1 If the signal is not acknowledged within 15 seconds, the street-to-mezzanine and mezzanine-to-platform escalators will stop and all fare gates shall open.

8.3.2.2 If the signal is not acknowledged within 15 seconds, notification signals in accordance with the station evacuation, remote signals, audible and visual alarms shall be automatically and immediately activated.



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- 8.3.3 Fire Alarm Investigation Phase - The station manager has up to 180 seconds (3 minutes) during the alarm investigation phase to evaluate the fire condition and reset the system. If the system is not reset during the investigation phase, notification signals in accordance with the station evacuation, remote signals, audible and visual alarms shall be automatically and immediately activated.
 - 8.3.3.1 If a second automatic fire detector is activated during the fire alarm investigation phase, notification signals in accordance with the station evacuation, remote signals, audible and visual alarms shall be automatically and immediately activated.

8.4 RESPONSIBILITIES

- 8.4.1 The ROCC Supervisors shall be responsible for supervising and coordinating response activities in accordance with this SOP.
- 8.4.2 The ROCC Supervisors shall be responsible for all notifications in accordance with this SOP.
- 8.4.3 The Rail Operations Supervisor shall ensure that all procedures in SOP # 1A are followed.
- 8.4.4 Regardless of time of day, the ROCC Supervisor or Information Specialist is responsible for the immediate notification to the fire department upon receipt of any fire alarm activation.

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8.5.1 Employee Notification:

8.5.1.1 Employees, discovering or being notified of smoke or fire in a customer station shall immediately notify the ROCC Supervisor. If the employee is not the Station Manager, the Station Manager shall also be notified immediately.

8.5.1.2 The Employee shall provide the ROCC Supervisor with the following information:

8.5.1.2.1 Employee's Identification.

8.5.1.2.2 Location, station name and location of fire and smoke in the station.

8.5.1.2.3 Nature, extent and origin of fire and smoke, if known.

8.5.1.3 When a Station Manager is alerted by a zone fire alarm, the Station Manager shall immediately notify the Rail Operations Information Specialist of the zone alarm number and the type of room involved.

8.5.2 Rail Operations Information Specialist Activities:

8.5.2.1 The Rail Operations Information Specialist shall instruct employees discovering a fire to make an attempt to extinguish it if possible, and safe to do so. The employee shall request the assistance of any other Metrorail personnel available at the scene.

8.5.2.2 The Rail Operations Information Specialist shall immediately notify the appropriate Fire Department, ROCC Assistant Superintendent, MTPD, EOM and all other concerned Authority departments and affected personnel to include RTRA Supervisors and Station Managers on the affected line.

8.5.2.3 The Rail Operations Information Specialist shall provide the appropriate Fire Department with the following information:

8.5.2.3.1 Identification of the caller.

8.5.2.3.2 Station name, line and track number.

8.5.2.3.3 Nature and extent of the fire.

8.5.2.3.4 Station address.



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8.5.2.3.5 Zone alarm number and type of room.

8.5.2.4 The Rail Operations Information Specialist shall provide the appropriate Fire Department with updated information as it becomes available.

8.5.2.5 Train Operators of trains approaching or within the area shall be alerted and governed by instructions from the ROCC Supervisor.

8.5.3 ROCC Supervisor Activities:

The ROCC Supervisor shall dispatch the nearest Rail Operations Supervisor to the scene, or, if requested, requested MTPD to transport the Supervisor. The Rail Operations Supervisor shall be governed by SOP # 1A.

8.5.4 MOC / COMM Supervisor Activities:

The MOC /Communications Supervisor shall monitor fire and intrusion system to identify alarms and dispatch Communication mechanics to the scene to reset alarms once approved by ROCC/MOC and the fire hazards was eliminated or found not to be present.

8.5.5 Station Manager Activities:

8.5.5.1 The Station Manager shall attempt to extinguish small fires, if possible and safe to do so. The Station Manager shall request assistance from any other Metrorail personnel available at the scene.

8.5.5.2 When smoke is present in the station and with permission from ROCC and/or MTPD/IC, the Station Manager shall evacuate the station by doing the following:

8.5.5.2.1 Make prescribed public address announcements to customers to evacuate the station.

8.5.5.2.2 Stop customers from entering the station fare area.

8.5.5.2.3 Escalators running in the direction of egress shall remain operating. Escalators running reverse to the direction of egress shall be automatically stopped. The automatic stopping of the escalator shall be delayed until a 15-second audible signal or warning message is sounded at the escalator.

8.5.5.2.4 Stop all elevators at the surface level.



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8.5.5.2.5 Cooperate with the Fire Department.

8.5.6 ROCC Supervisors Instructions and Actions:

8.5.6.1 The ROCC Supervisor shall instruct Train Operators on trains approaching the station to do the following:

8.5.6.1.1 Change to Mode 2 operation before entering the station.

8.5.6.1.2 Notify the customers on the train that the station stop will be skipped.

8.5.6.1.3 Shut down car borne air conditioning equipment.

8.5.6.1.4 Skip the station stop while proceeding at restricted speed (15 mph).

8.5.6.1.5 Sound the warning horn when approaching and proceeding through the station.

8.5.6.1.6 Return to Mode 1 operation after the next station stop unless, otherwise instructed by the ROCC Supervisor.

8.5.6.2 When the smoke or fire will endanger train movement through a station, the ROCC Supervisor shall instruct Train Operators to stop their trains in stations in approach to the affected station, keep car doors open and await further instructions.

8.5.6.3 The ROCC Supervisor shall initiate operating procedures to ease train congestion by instituting single track operation if it will not interfere with the corrective measures being taken at the affected station (affected station stop will be skipped), turning trains and initiating Metro bus shuttle service if necessary.

8.5.6.4 The ROCC Supervisor shall institute terminal schedule adjustments to further ease train congestion.

8.5.7 ROCC Actions for the Customers:

The ROCC Supervisor shall arrange for appropriate public address announcement to be made to customers on trains and in stations. The ROCC Supervisor shall request the assistance of the MTPD in critical stations for crowd control.



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8.5.8 Request for Medical Assistance:

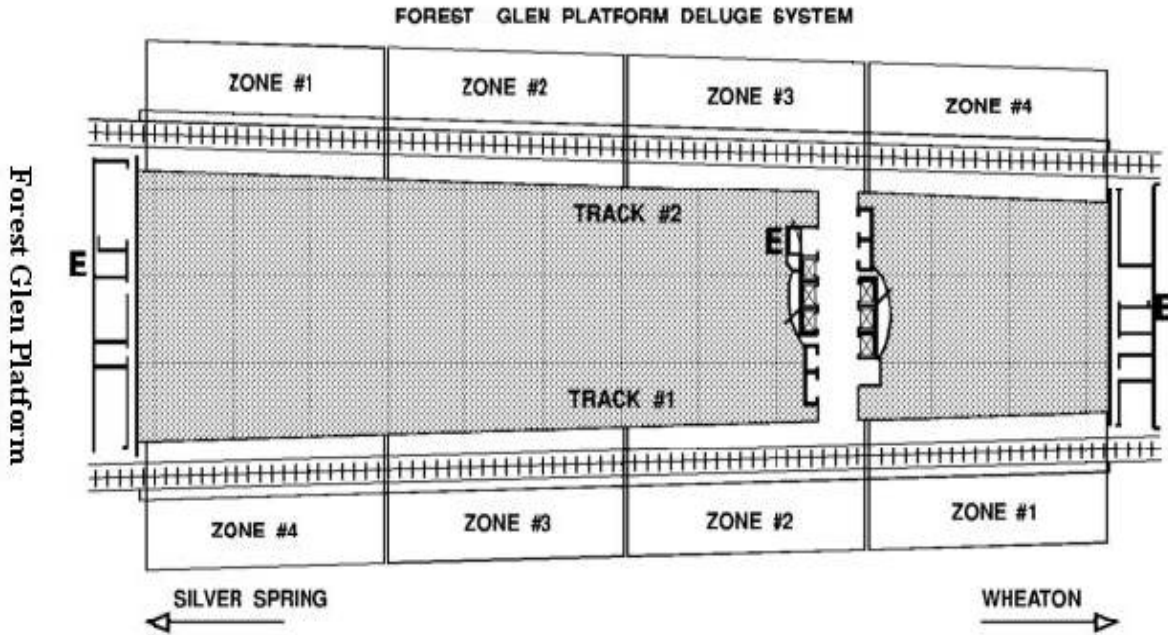
- 8.5.8.1 Medical assistance for customers or employee shall be requested through the ROCC. The employee requesting medical assistance shall provide an estimate of the number of people requesting assistance and if possible arrange an escort for directing medical personnel to the scene.
- 8.5.8.2 The ROCC Supervisor shall request aid through the Fire Department Communication Center, providing the station name, cross streets and the location of the station entrance.
- 8.5.8.3 The names and addresses of the customers requiring medical assistance and the names of the medical agencies and personnel shall be included in all associate reports.

8.5.9 Forest Glen Station Deluge System Procedures:

- 8.5.9.1 A deluge system has been installed in the Forest Glen Station in the track bed, within the platform limits, to extinguish under-car fires on customer trains and/or track vehicles.
- 8.5.9.2 Activation of this system removes third rail power, sounds an alarm and causes water to be sprayed up from the track bed in one or all of four zones. Each zone covers a 150' section of the track along the station platform. (See drawing below).



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- 8.5.9.3 Activation panels are located adjacent to the platform ETS boxes and activate the deluge system zones for the track on which they are installed. An additional deluge panel (which controls all 4 zones on both tracks) is located in the elevator lobby on the mezzanine level. All of the panels shall remain locked with a standard train door key.
- 8.5.9.4 Operation of the deluge system at Forest Glen shall only be considered during emergency situations where fire and smoke are obvious and immediate action is necessary.
- 8.5.9.5 Employees discovering fire or smoke on a train at the platform at Forest Glen Station shall immediately notify ROCC Supervisor prior to activating the deluge system and be governed by their instructions.
- 8.5.9.6 When authorized by ROCC, employees shall immediately activate all four zones of the deluge system on the affected track and inform ROCC that the system has been activated.
- 8.5.9.6.1 The deluge system shall NOT be activated until the problem train has come to a complete stop and is fully on the platform or cannot continue any farther.



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- 8.5.9.6.2 The deluge system shall NOT be activated in anticipation of a train entering the station with a fire. This will cause power to be removed and may prevent the train from reaching the platform.
- 8.5.9.6.3 The deluge system shall remain activated until the On Scene Commander (OSC) has determined that no further hazard exists. The OSC may, however, deactivate zones not underneath the affected train to allow access to the track bed.
- 8.5.10 Third Rail Power Restoration and Resumption of Normal Service:
- 8.5.10.1 If third rail power has been removed, it shall be restored after the Rail Operations Supervisor at the scene has notified the ROCC Supervisor that the fire has been extinguished, the smoke has subsided and;
- 8.5.10.1.1 The senior Fire Department official has cleared the scene of Fire Department personnel and authorized the system to be placed back in operation.
- 8.5.10.1.2 All other public agency personnel have left the scene, and;
- 8.5.10.1.3 Remaining employees are clear and have been alerted that power will be restored.
- 8.5.10.2 The ROCC Supervisor shall restore third rail power in accordance with SOP # 2.
- 8.5.10.3 The ROCC Supervisor shall order the station reopened to customers and re-establish normal train services, after the Rail Operations Supervisor has ascertained that it is safe to reopen the station and resume normal train operation. All concerned Authority departments and Station Managers on the affected lines shall be advised.
- 8.5.11 Manual Fire Alarm Pull Station Procedures:
- 8.5.11.1 When a manual fire alarm pull station is activated, the Station Manager shall investigate the cause.
- 8.5.11.2 If the Station Manager discovers fire and / or smoke:
- 8.5.11.2.1 The Station Manager shall inform ROCC and be guided by their instructions.



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8.5.11.2.2 ROCC Supervisors shall notify Train Operators to by-pass stations and make appropriate announcements to customers.

8.5.11.3 If the Station Manager does not discover any fire hazard;

8.5.11.3.1 The Station Manager shall inform ROCC.

8.5.11.3.2 ROCC shall notify train operators to service the station and inform customers of the false fire alarm and it is safe to use the station.

8.5.11.3.3 Station managers and ROCC shall make station announcements of the false fire alarm and that it is safe to use the station.



Notice: Silver Line stations shall have fire alarms on the platforms (see Figure 1).



Figure 1

8.5.12 ROCC After Hours Fire Alarm Notification Procedures:

8.5.12.1 Make Station PA announcements for personnel working in or near the station to contact MOC/ROCC.

8.5.12.2 MOC/ROCC will request personnel working in the station to investigate for the presence of smoke or fire and report back to ROCC.

8.5.12.3 Regardless of time of day, the ROCC Supervisor or Information Specialist is responsible for the immediate notification to the fire department upon receipt of any fire alarm activation.

8.5.12.4 MOC will dispatch a communications technician to investigate and reset the alarm if nothing is found.



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8.5.12.5 MOC/ROCC will notify MTPD of the alarm and request that they respond to the station with the active fire alarm.

8.5.12.6 If smoke or fire is reported by MTPD or the communications technician, MOC/ROCC will update the Jurisdictional Fire Department.

8.5 REFERENCES

8.6.1 SOP # 1A

8.6.2 SOP # 2