

EMERGENCY PREPAREDNESS PLAN

For The

San Francisco Bay Area Rapid Transit District

INTRODUCTION

Purpose

To establish the Incident Command System (ICS) as the basis for standard operating policies and procedures for the mobilization of BART and other public safety resources. To insure fast, controlled and predictable responses can be made to various types of emergencies that may occur within the BART system.

Definition

An emergency is any incident threatening life safety or causing damage which threatens life safety on or in any BART facility or right-of-way.

Objectives

To minimize potential danger to passengers, emergency responders and others during emergency incidents, and to maximize the effectiveness of BART and other agency personnel in dealing with such incidents when they occur.

Scope

1. This Plan sets forth the policy and guidelines for the emergency procedures that will be implemented by BART and other responding agencies whenever a life-threatening situation occurs on or adjacent to the BART system.
2. Guidelines are provided for:
 - a. Reporting the incident.
 - b. Evaluation of the incident.
 - c. Management of the Emergency Operations Center.
 - d. Management of Field Operations.
 - e. Use of the Incident Command System.
 - f. Notification of emergency response personnel/agencies.
 - g. Protection of personnel and equipment at the incident site.
 - h. Dispatch of Emergency Response Personnel and equipment to the Incident site.
 - i. Evacuation of passengers.
 - J. Use of Rescue Trains and other emergency vehicles.
 - k. Keeping passengers, employees, emergency response personnel/agencies and others updated.
 - l. Management of the Emergency.
 - m. Restoring the system to normal.

Applicability

This Plan is applicable to all BART personnel and utilized by outside public agencies whose duties include the preservation and/or protection of life and property during an emergency affecting the San Francisco Bay Area Rapid Transit District.

The appropriate emergency plan shall be implemented immediately by the Operations Control Center (OCC) Manager upon confirmation that an emergency as defined herein exists. These plans supersede all other plans, rules and procedures that conflict. No deviations from these plans shall be made without approval of the OCC Manager.

Testing the Plan

This Plan will be tested by tabletop and/or training exercises on a routine basis.

Revision Control

Users of the Plan are encouraged to submit recommendations for its improvement. Comments should be specific and accompanied by the reasons for the recommendations to assist in their evaluation. Revision proposals should be directed to the Manager - System Safety Department, Bay Area Rapid Transit District, 800 Madison Street, Oakland, California 94604-2688, who has final authority to approve revisions and is responsible for the production and distribution of all approved revisions.

NOTE: In a major Bay Area catastrophe this Plan may be modified by BART depending upon the ability of others to respond and the physical condition of the BART system.

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CHAPTER I - EMERGENCY OPERATIONS CENTER

BART's Emergency Operations Center (EOC) is located on the Ground level of 101 - 8th Street, Oakland in Room 16. It is equipped with Status Display Boards, computers, a television, extra telephone lines, portable radios and other equipment. The EOC will be used to coordinate, manage and provide mitigation planning for Level II or III emergencies. The EOC shall operate under the Standardized Emergency Management System (SEMS).

CRITERIA FOR ACTIVATION OF THE EOC

- Resources beyond BART's Capability are required.
- The emergency is of long duration.
- Major policy decisions will be needed.
- A local or state emergency is declared.
- Activation of the EOC will be advantageous to the management of the emergency.

ACTIVATION OF THE EOC

The EOC may be activated by the General Manager or senior personnel from any of the following departments or divisions:

General Manager's Office
Operations
System Safety
BART Police

Immediately following the activation of the EOC, the General Manager **MUST** be notified by the designated representative declaring the activation. In addition, the OCC Manager, "On Duty" BART Police Watch Commander and the EOC Facilities Manager must be notified. The Metropolitan Transportation Commission (MTC) must also be notified of EOC activation. The OCC Manager will also notify the EOC Manager (Assistant General Manager - Operations) and identify others who are to be notified to report to the EOC. The OCC will make all necessary notifications. The EOC will now maintain overall strategic management of the emergency. The OCC will continue its operations as directed by the EOC Manager. All overall strategic management decisions for the emergency will be made in the EOC. BART Police will assure security in the EOC at the direction of the EOC Manager.

After activation of the EOC, the EOC staff shall notify and coordinate with the following agencies, as applicable:

Metropolitan Transportation Commission (MTC)
Alameda County Office of Emergency Services
Contra Costa County Office of Emergency Services
San Francisco County Office of Emergency Services
San Mateo County Office of Emergency Services

LEVELS OF EMERGENCY

The Bay Area Rapid Transit District recognizes three levels of emergency which will be dictated by the severity of the emergency. The purpose of this rating system is to provide a universal standard for determining the magnitude and scope of emergency response required by the event.

LEVEL I - Minor Emergency

A minor to moderate incident wherein local resources are adequate and available to respond. Examples might include civil disturbance, long term power outage or localized flooding. Level I emergencies may require partial or complete activation of local government and BART emergency operations plans.

LEVEL II - Major Emergency

A moderate to severe regional emergency wherein local resources are not adequate and mutual aid may be required on a regional or a statewide basis. Examples might include a conflagration, moderate earthquake or severe winter storm. Level II emergencies would require the implementation of local and BART emergency operations plans. The state emergency operations plan may be partially or fully activated, depending on the level of support required.

LEVEL III - Catastrophic Emergency

A major emergency wherein resources in or near the affected area are overwhelmed and extensive state and/or federal resources are required. Examples of a Level III emergency might include a major earthquake, widespread civil unrest or widespread flooding. Local, state and BART emergency operations plans would be fully activated.

THE EOC MANAGEMENT SECTION

The Management Section is responsible for overall management and administration of the emergency. Management also includes certain support staff functions required to support the management function, i.e.:

- EOC Manager
- Legal Officer
- Public Information Officer
- Policy Decision Group
- Emergency Services Coordinator

EOC Manager

The EOC Manager is usually the Assistant General Manager - Operations. The EOC Manager is in charge of the overall management of the incident in the EOC by making executive and policy decisions based on the information received.

Legal Officer

The Legal Officer is usually the General Counsel or Assistant General Counsel. The Legal Officer is intended to provide legal advice to the EOC Manager in all legal matters relative to the emergency.

Public Information Officer

The Public Information Officer is a member of a team of specially trained personnel from Media & Public Affairs to act as a source of information to the public and news media.

Policy Decision Group

The Policy Decision Group is made up of the Executive Manager - Business & Budget Management, BART Police, Operations Coordination, Planning/Analysis, Logistics/Resources and Finance Officers and as may be required, Technical Specialist(s).

Emergency Services Coordinator

The Emergency Services Coordinator is the Department Manager, System Safety or designee. This position assigns Office of Emergency Services (OES) Liaison Officers to the appropriate City or County Emergency Operations Center or to the Office of Emergency Services - Coastal Region to act in the best interest and on

behalf of BART in all matters relative to the emergency. Information from these sources is coordinated through the Emergency Services Coordinator. The Emergency Services Coordinator is intended to act as a resource to the EOC Manager.

THE OPERATIONS SECTION

The Operations Section is under the supervision of the Operations Coordination Officer who is in charge of all functions within the Operations Section.

The Operations Section is dedicated to all field operations (see Chapter II). In addition, the Operations Section is responsible for the management of all incident tactical activities. All Field operations communicate through the Incident Commander (IC) to the Operations Coordination Officer.

Maintenance & Engineering, Damage Assessment and the Technical Specialist report to the Chief Engineer. The Chief Engineer reports to the Operations Coordinator Officer.

Operations Coordination Officer

The Operations Coordination Officer is in charge of all functions and units in the Operations Section and reports directly to the EOC Manager. The Operations Section is usually managed by the Chief Transportation Officer, but can be BART's Chief of Police or Chief Engineer depending on the incident. The Operations Coordination Officer is a member of the Policy Decision Group and is also responsible for the strategic management of all operations directly applicable to the emergency. The Operations Coordination Officer assists in the development and execution of the EOC ACTION PLAN, and approves all requests for mutual aid and other resources.

Damage Assessment

Damage Assessment provides an overall inspection of the System, its facilities and equipment and prepares a damage assessment report for the EOC Manager. Additionally, Damage Assessment maintains ongoing communication with the Chief Engineer and the EOC. All information and intelligence will be kept current, complete and correct by this unit and reported to the EOC for dissemination to situation analysis.

Technical Specialist

Technical Specialists act as advisor resource persons to the EOC Manager. They

provide expert information in the development of an EOC ACTION PLAN. Some areas of expertise might be hazardous materials incidents, protection of computer equipment, or other emergencies where specialized information is required.

THE PLANNING SECTION

The Planning Section is managed by the Planning/Analysis Officer who is normally the Manager of Planning & Research Development. The Planning/Analysis Officer is responsible to collect, evaluate, disseminate, forecast and formulate information relative to the emergency for the purpose of assisting the EOC Manager and the Policy Decision Group in the development of an EOC ACTION PLAN.

Situation Analysis

Situation Analysis is responsible for collecting and processing all information and intelligence. In addition, this unit evaluates and disseminates information to Resource Status for display. Situation Analysis is also responsible to supervise emergency mapping and the recording of operations and to act as a resource to the Planning/Analysis Officer.

Resource Status

Resource Status receives information from Damage Assessment, Situation Analysis, BART Police, Staging and various other sources. Once this information is gathered, under the supervision of Situation Analysis, Resource Status will post and keep current all information on the status display boards and maps in the EOC.

Documentation

Documentation records all events and operations. In addition, this unit maintains and files all EOC messages, maintains an official history of the emergency to insure complete documentation for the purpose of recovery of funds, and provides necessary guidance to members of the EOC for individual documentation procedures.

THE LOGISTICS SECTION

The Logistics Section is under the supervision of the Logistics/Resources Officer and provides all of the support needs to the incident. The Logistics Section orders all resources, sets up staging and documentation of resources, establishes operational work periods and also provides facilities, transportation, supplies, equipment, fuel, food and other related needs as required.

The Logistics Section is managed by the Logistics/Resources Officer. The Logistics Section can be divided into two branches in the event of a very large incident where all functions of the Logistics/Resources are activated. These two branches are the Service Branch and the Support Branch. These branches may be used at the direction of the Logistics/Resources Officer. The Logistics Section is made up of the following functions and units:

- EOC Facility Manager
- Personnel
- Supply
- Vehicle/Equipment
- Staging
- Care and Shelter

Logistics/Resources Officer

The Logistics/Resources Officer is normally the Operations Technical Services Manager. The Logistics/Resources Officer will manage all functions and units of the Logistics Section and provide for personnel, materials and facilities as required to mitigate the emergency.

Personnel

Personnel provides the personnel needs of the Operations Section upon request. The Personnel Supervisor may also be appointed to the position of Deputy Logistics/Resources Officer by the Logistics/Resources Officer in an effort to divide the responsibility of the Logistics Section into two branches.

These two branches are the Service Branch and Support Branch. The Service Branch provides tools, equipment and necessary services. The Support Branch provides personnel and the necessary things related to personnel including Care & Shelter.

Supply

Supply provides all tangible products that may be required during an emergency that are not related to vehicles or personnel. Some examples would be shovels, rain gear, food, etc.

Vehicle/Equipment

Vehicle/Equipment provides any vehicle that may be required to be used during the emergency. These vehicles may include cars, trucks, busses, heavy equipment,

aircraft and any other equipment as required.

Staging

Staging provides and maintains a master check-in list of resources from outside agencies which reflects the current status and location of resources.

Care and Shelter

Care and Shelter provides shelter to all displaced employees resulting from the emergency. This unit will work with the appropriate County or City EOC to fulfill this need.

EOC Facilities Manager

The EOC Facilities Manager sets up and maintains the EOC with tables, chairs and any other requirements. Also, the EOC Facilities Manager establishes operational work periods for the EOC, OCC and field personnel, and records the time each worker enters the EOC to insure that no worker is on duty for more than twelve hours. In addition, the EOC Facilities Manager will coordinate food and drink for the EOC and OCC staff.

THE FINANCE SECTION

The Finance Section provides for the tracking of the time worked by all emergency personnel involved in the incident, provides cost analysis and projections, and records any and all injury claims for compensation. The Finance Section is managed by the Controller-Treasurer. The Controller-Treasurer will establish the need for specific functions within the Finance Section. The Finance Section is made up of the following functions and units:

Cost/Time

Insurance Compensation and Claims

Finance Officer

The Controller-Treasurer provides supervision to members of the Finance Section and manages all financial aspects of the emergency. In addition, he/she manages the receipt of claims for compensation against BART from members of the general public.

Cost/Time

Cost/Time maintains records of all personnel, time worked at the emergency, and maintains appropriate records for reimbursement purposes from the Federal or State government. Financial arrangements and documentation are provided for outside experts, if required. Cost analysis and cost projections are performed as required. This unit also provides cost estimates and savings recommendations.

Insurance Compensation and Claims

Insurance compensation and Claims manages all legal claims for compensation filed against BART. It accepts as the official agent for BART all legal claims resulting from damage and personal injury. In addition, this unit provides counsel to the EOC Manager upon request and provides counsel in areas of claims for bodily injury and property damage compensation presented to BART.

- NOTES:**
1. See Appendix II for Checklists for each position in the EOC.
 2. Each Section Chief shall develop and maintain a "Phone Tree" for the section for which they are responsible.

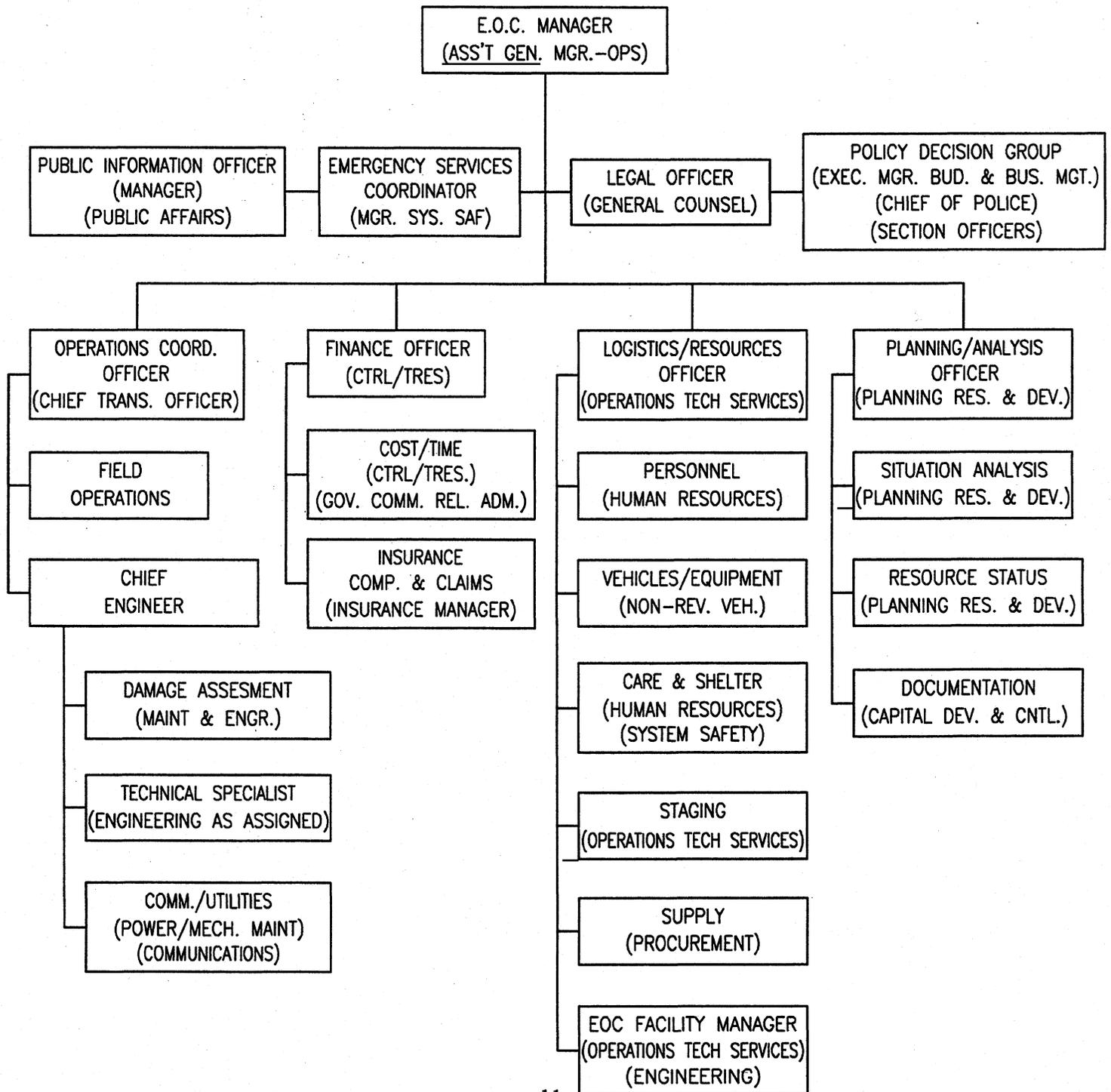
EOC ACTION PLANS

Every emergency response and recovery period needs an Action Plan. The Action Plan may be oral or it may be in writing. The purpose of the plan is simply to provide all incident supervisory personnel with sufficient, appropriate direction to guide their future actions.

The Action Plan reflects what will be achieved, what sections of the ICS organization will be activated, who has responsibility for each function and in what time frame the tasks are expected to be completed. The EOC Manager has the lead responsibility for developing the Action Plan. All EOC Section Officers contribute to the development of the Action Plan.

The operational period covered by the Action Plan will vary in length, but should never be longer than 24 hours during a response period. The length of an operational period will be determined and established by the EOC Manager and be based on the needs of the incident.

EMERGENCY OPERATIONS CENTER STRATEGIC EMERGENCY ORGANIZATION



CHAPTER II - FIELD OPERATIONS

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is the system used to manage an emergency and allows agencies to communicate using common terminology and operating procedures. It begins developing from the time an incident occurs until the requirement for management and operations no longer exists. The structure of ICS can be established and expanded depending upon the changing conditions of the incident. It is intended to be staffed and operated by qualified, trained personnel from throughout the BART staff and could include representatives from outside agencies such as a Fire Department, Emergency Medical Services and others.

Components of this emergency management system are use of common terminology, modular organization, integrated communications, unified command structure, consolidated action plans, manageable span of control, designated incident facilities and comprehensive resource management. To prevent confusion if multiple incidents occur in the District, each incident shall be given a name by the Train Controller.

ICS can be utilized for any type or size of emergency ranging from a minor incident involving only a few members of the Emergency Organization to a major incident involving several agencies from outside the BART organization. It allows for the timely acquisition of a combination of resources during the time of an emergency.

The ICS organizational structure develops in a modular fashion based upon the type and size of the incident. The organization's staff builds from the top down. As the need exists, five separate sections can be developed, each with several units that may be established as needed. The specific organizational structure established for any given incident will be based on the management needs of the incident.

The Command function within ICS may be conducted in two general ways. Single command may be applied when there is no overlap of jurisdictional boundaries or when a single Incident Commander (IC) is designated by the agency with overall management responsibility of the incident. Unified command may be applied when more than one agency shares a management responsibility. Unified command also is used when the incident is multi-jurisdictional in nature or when more than one individual designated by his or her jurisdiction or agency shares overall management responsibility. When a Command Post is established, BART's OCC must be notified of the location. When operating under unified command and another agency is sharing management responsibility of the emergency, a BART Liaison will respond to the Command Post. The name of the IC is to be transmitted

to the OCC.

The ICS organization has five major functional areas. These functional areas are Command, Operations, Planning, Logistics and Finance. Under this system, an emergency can involve only an IC who is at the site, or the opening of the EOC where specific personnel report. It depends on the scale and needs of the emergency. One person can be responsible for all or many of the functions if the emergency is on a smaller scale. If the emergency is of a large scale and the EOC is activated, the EOC Management section of this Plan will apply.

BART'S Incident Commander (IC)

When an incident occurs which does not require outside agency assistance, the first BART employee on the scene will assume the role of IC and establish a Command Post. The OCC must then be made aware of the location of the Command Post and the name of the IC. Subsequently, other management personnel may respond to assume this role as outlined in General Provisions. Any change in the location of the Command Post or IC must be transmitted to the OCC. All BART employees reporting to the scene must first report to the IC or designee so that all participants and their expected actions can be documented. The IC may assign other personnel to collect this data and/or direct the operations and logistics as required by the incident. More detailed information is contained in the General Provisions and specific emergency chapters.

Incident Commander (IC)

BART Transportation or BART Police personnel in criminal matters will normally assume the role of IC in the field. When one or more outside agencies respond, unified command will be assumed for the incident. The BART IC will then become the BART Liaison Officer and work within unified command.

Under some circumstances, there may be more than one incident occurring at the same time. In this case, there will be an IC designated by the Train Controller for each incident. The Train Controller will also name each incident using the name of the nearest facility. It will then be referred to by that name by all involved personnel.

The IC has responsibility to establish on-scene command, set up a field command post, request necessary personnel and equipment and provide a staging area for responding personnel. The OCC must be provided with the location of the Command Post. All personnel responding to the scene are to check in with the IC or designee before assuming duties. To accomplish this, the IC should assume command responsibility and appoint others to staff a field command post, assign missions, gather intelligence and delegate other tasks as necessary to establish

control. Scene management and timing in the sequence of events that follow are of the essence.

BART Liaison Officer

The BART Liaison Officer will be responsible for coordinating and communicating with other BART personnel, the OCC, the Fire Department, or any other agency under unified command. This Officer will report to the IC at the Command Post.

BART Police

BART Police is to provide crowd control, assist in evacuating patrons and/or employees, control traffic and provide security around and within the incident site. BART Police also enforce orders and laws, control crime scenes and assist the coroner in the operations of a temporary morgue. BART Police may work as the BART Liaison and/or perform IC duties until Transportation personnel are on the scene to assume that role. BART Police will retain the role of IC after required rescues are accomplished when the emergency is a potential or actual crime.

Transportation

Transportation is to provide coordination of all on-rail events in the field. This is to include all necessary clearances and access/egress at the scene. Transportation will assume the role of IC when the Fire Department or BART Police are not acting in that role. They will act as the BART Liaison when unified command is in place. Transportation will communicate with the OCC and outside response agencies at the scene, if applicable.

Maintenance & Engineering

Maintenance & Engineering is to provide all rescue equipment. It will also provide the response for any train control, traction power and track maintenance needs for the emergency and provide the response for any communication repairs, maintenance or tactical needs in the system.

Engineering is to provide any technical or engineering response required by the incident. Included in this response will be damage assessment in the event any structure is compromised. This will be reported to Damage Assessment through the IC.

Rolling Stock

Rolling Stock is to provide the response for any equipment needs which cannot be

addressed by Maintenance & Engineering, as appropriate. Rolling Stock will provide the necessary mechanics and/or technicians at the scene, as required.

CHAPTER III - GENERAL PROVISIONS

301. Organization of Operations Control Center (OCC)

1. BART's OCC, located in the BART Administrative Office in Oakland, is the center for all emergencies which affect mainline operations.
2. BART's OCC has the authority and responsibility for implementing all emergency response requirements set forth herein. When a BART emergency occurs, the OCC shall evaluate the facts, determine the type and level of response required, and immediately commence communications, coordination and control functions appropriate for the specific category of emergency. BART Police will determine the type and level of response for potential or actual crimes.
3. The OCC is staffed 24 hours a day, seven days per week, with representatives of Transportation, Maintenance and Engineering and Rolling Stock and Shops. During normal operations these representatives coordinate and assist one another but are directly responsible to their separate division managers. However, when an emergency occurs, all representatives within the OCC complex are alerted and commence to function as a single team. The OCC Manager has the responsibility for implementing the appropriate emergency plan.
4. Checklists that describe the specific tasks for all District emergency response personnel are a part of this Plan and are maintained in accordance with this Plan and subsequent revisions. Employees are required to comply with all applicable checklist requirements. Checklists must be approved by the System Safety Department where they are maintained on file for general reference and inspection.
5. The EOC, OCC, IC and BART Liaison duties described through this Plan are for mainline track and associated facility emergencies. These duties shall be performed by Yard Control Centers for incidents occurring within Yard Control boundaries and by Shop Foreworkers in Local Control areas. This does not restrict, in any way, Tower Supervisors and/or Shop Foreworkers from requesting and receiving the assistance of any entity described in the Plan.

302. Outside Public Agency Assistance

1. Assistance shall be requested from an outside public agency or agencies when emergencies occur that require special skills and/or equipment which

are not available within BART or are in excess of BART's capability.

2. Emergency situations requiring special firefighting or law enforcement equipment and or techniques, medical treatment, ambulance service and the services of a coroner are examples of requirements for outside public agency assistance.
3. Agencies that may be asked to respond to BART emergencies include Fire Departments, Police/Sheriff/Highway Patrol, County Emergency Services, County Coroner's Office and the American Red Cross.
4. BART uses two notification procedures in requesting outside agency assistance.

a. Fire Departments:

1. BART's OCC will immediately notify the appropriate Fire Department of any incident that has the potential to endanger lives or destroy property. BART will explain the incident and the fire department will respond according to their procedures. Fire departments will keep BART's OCC informed of their intended and actual response level.

The OCC Manager has the authority to cancel this notification and resume normal operations when it is determined that an emergency no longer exists. The responding fire department may choose to continue and investigate. This investigation will not interfere with or delay BART operations unless the fire department deems it necessary.

2. Advisories to the fire department involve any unusual situation which has occurred or is occurring that could require their services later on, or where a situation could affect their preplanned operations.

b. Other Agencies:

BART Police Dispatch will communicate BART's needs to emergency medical services and other police agencies and those agencies will determine the level of their response based on information provided to them.

303. Fire Departments

1. Fire departments will respond to emergencies which threaten life safety or

property loss on or in any BART facility, right-of-way, or property adjacent thereto.

2. BART's OCC shall immediately report all emergencies to the fire department serving the jurisdiction in which the emergency occurs. If a fire department is notified of an emergency on BART from a source other than BART's OCC, that fire department will notify the OCC of the emergency, its location and other pertinent information including level of fire department response.
3. BART's OCC and responding fire departments will provide each other with progress reports throughout the emergency situation.
4. The BART Liaison shall be the communication link at the command post under unified command with the fire department and apprise the fire department of conditions that may affect their operations at the emergency scene.
5. BART shall be responsible for furnishing training, manuals and materials and providing training exercises to fire departments to enhance their knowledge of the BART system and to improve BART and fire department proficiency responding to and handling BART emergencies. Drills shall be held for the Fire Departments and may include evacuation and rescue procedures. BART employees shall participate with local Fire Departments in this training.

304. Police/Sheriff's Department/Highway Patrol

1. Municipal, County and State law enforcement agencies that have jurisdiction in the area of a BART emergency scene will respond if their services are required and requested by BART Police. They will then function under unified command.
2. Primarily, these agencies will provide vehicle traffic control at the emergency scene so that the flow of emergency vehicles into and out of that area is not obstructed.
3. Other duties, coordinated and assisted by BART Police may include:
 - a. Crowd control at stations and/or other areas.
 - b. Directing ambulances to the casualty collection site.
 - c. Protection of fire department vehicles.
 - d. Emergency medical aid.
 - e. Evacuation.
 - f. Protection of temporary morgue, if applicable.

- g. Outer perimeter control.

305. Accurate Reporting for Response Requirements

1. Timely, accurate and thorough reporting is essential for effectively controlling any emergency situation.
2. Appropriate response requirements can only be determined after evaluating the facts reported from the emergency scene. Since similar categories of emergencies do not always require the same level of response, emergency response personnel/agencies must be advised as early as possible of the specifics of each emergency situation.
3. For example, knowing the exact location of a stalled, burning train within the Transbay Tube will enable the OCC's Power/Support Controller to more precisely control the flow of smoke than just knowing the approximate location within the tube. Also, knowing that a train (or a portion of it) can move under its own power to a location that will provide more effective firefighting capability and/or a safer passenger evacuation environment will determine where emergency crews should be sent. Therefore, selection of the best response strategy will depend upon the accuracy of information received regarding the emergency.
4. Whenever vital BART fire protection equipment, such as emergency communications equipment or sub-surface ventilation equipment becomes inoperable during revenue service, BART shall report such facts immediately to the Fire Department(s) affected. BART shall take immediate corrective actions to restore such equipment to the normal operating condition, and when restoration is completed, immediately notify the Fire Department(s) affected. Vital fire protection equipment is defined as that equipment which, if damaged, missing or inoperable, could jeopardize personnel safety and/or seriously hamper firefighting capability which includes but is not limited to the following.
 - a. *Vent Fans
 - b. *Dampers
 - c. Wet Standpipe
 - d. *Booster Pumps
 - e. Emergency Telephone
 - f. Fire Department Dedicated Phone
 - g. Undercar Deluge Systems
 - h. Train Radio Communications
 - i. Command Post Communications

j. BART Police (BPD) Communications

*Includes loss of capability to operate this equipment from BART OCC.

5. Equipment furnished by BART for exclusive fire service use, shall be maintained by the fire department jurisdiction in a serviceable condition. If equipment is unserviceable due to age, wear or damage, the equipment shall be replaced by BART.

306. Reporting the Emergency to the OCC

1. When an emergency occurs, the first person to have knowledge of it shall report all the facts to the OCC immediately.
2. The method of transmitting the report shall be the most expedient means available.
3. During the early stages of an emergency situation the initial reporting person is the OCC's only communication link with the emergency scene. That person shall be the IC and responsible for reporting all new facts or changes to facts previously reported until relieved by other recognized authority.

CAUTION: If a train is stopped and the Train Operator cannot be reached by available communication, assume the Train Operator is disabled and send relief accordingly.

307. Communicating the Facts

1. Communicating and updating the facts of an emergency to all who have tasks related thereto is an immediate and continuing requirement of the OCC team. This action insures that emergency response personnel will be properly equipped and on their way to the emergency scene as soon as possible.
2. When an emergency occurs, one member of the OCC will call the appropriate response agency while other members shall alert all trains, Maintenance and Engineering and BART Police that an emergency is in progress. Those alerted now know that their own radio transmissions to the OCC should be limited to emergencies only, since communications between the emergency scene and the OCC must not be interrupted.
3. If a Level II or III emergency occurs, and it is determined that the EOC should be activated, the OCC Manager will notify the EOC Manager and

others as noted in Chapter I.

4. At the same time, other OCC team members shall call and request dispatch of BART Police Officers, request On-Rail Crew Cab Vehicles, the District Wreckmaster, Train Control Technicians, Support/Electrification Technicians, Line/Yard/Terminal Zone Supervisors and Engineers. These personnel may have essential tasks to perform at the emergency scene or in support thereof. Designated management personnel must also be notified.
5. If the emergency will cause suspension of train service in any area of the system, local bus companies must also be alerted and, if applicable, requested to provide bus transportation for passengers in the affected areas.
6. If the BART emergency will affect the San Francisco Municipal Railway System, that agency shall also be notified.
7. Through public address systems on trains and in stations passengers must be kept informed of the emergency situation and how their travel on BART will be affected. The local radio stations must also be informed so that passengers who are enroute to BART may adjust their travel plans accordingly.
8. The communication equipment used by the OCC during an emergency may include: train, maintenance and police radios, hot lines to fire departments, California Law Enforcement Telecommunications System, (CLETS) Mayor's Emergency Telephone System, (METS) news media, Terminal Zones and Yard Control Towers, automatic dialing telephones, maintenance telephones, public telephones, tape recorders and public address systems. METS and CLETS are located in BART Police Dispatch.
9. After initial notification, all personnel/agencies notified share in the responsibility for communicating and coordinating their on-going efforts with each other to insure that all emergency support requirements are met in a safe, timely and efficient manner. This will be accomplished by use of the ICS.

308. Reduction of Radio and Telephone Traffic

1. The normal volume of radio and telephone traffic which flows into and out of the OCC shall be reduced during an emergency to that which relates to the emergency or essential operations only.
2. As soon as an emergency is confirmed, the OCC shall announce to all trains,

BPD and mainline maintenance vehicles by the appropriate radio channel that an emergency is in progress.

3. Telephones shall be answered by appropriate staff who will evaluate the call and, if appropriate, forward it to the proper OCC position.

309. Keeping Passengers Informed

1. When the OCC determines that BART travel will be substantially affected, the Media "Hot-Line" in the OCC shall be used to relay pertinent facts concerning the emergency situation.
2. Initial notification shall also include a statement that they may obtain updated information by dialing one of BART's hotline rotary announcer numbers. These numbers are connected to a tape-recorded message that is updated by the OCC to reflect train operation conditions during all hours of revenue service.

310. Train Evacuation Sites

1. If circumstances permit, the evacuation of passengers from trains shall be delayed until the Incident Train reaches the safest evacuation point commensurate with the emergency situation.
2. To avoid the additional safety hazards created by evacuating passengers into unfamiliar surroundings, the Incident Train Operator and OCC shall carefully analyze the train's location, movement capability and passenger load when determining the evacuation location.
3. Because passengers are more familiar with BART passenger stations than any other location and because stations provide easier access for firefighters and rapid evacuation capability, they are the preferred passenger evacuation sites. However, realizing that it may not always be possible for an Incident Train to reach a station, other relatively safe evacuation sites have been identified and classified according to their evacuation characteristics. Classification of passenger evacuation sites, from most desirable to least desirable, is as shown below:
 - a. Station platform (any location) but do not enter the underground to reach it if fire has been reported on the train.
 - b. Maintenance-of-Way Access Point.
 - c. Trackage at-grade.
 - d. Aerial Structure.

e. Underground (between stations).

4. The least desirable of all locations for a passenger evacuation is between stations in an underground area. Therefore, Incident Trains approaching underground areas, with fire on board, shall be stopped short of the underground area and shall not enter.
5. Passengers should not be evacuated in an underground area until prescribed attempts to move the Incident Train to a more desirable evacuation site have failed. If an Incident Train stops while in an underground area and evacuation is not imminent, the first priority is to get it moving again in the fastest mode possible toward a more desirable evacuation site, i.e., a passenger station or clear of the underground area. If the entire train will not move, perhaps a portion of it will. Therefore, an uncoupling movement should be attempted providing all passengers can be loaded safely onto the uncoupled portion of the train that is to be moved.

311. Train Evacuation

1. The most important consideration during any passenger evacuation is the safety of the passengers. To help insure the safe evacuation of a train between stations, the local fire department shall be requested to respond to assist in the evacuation. If an immediate hazard such as a fire exists, the evacuation should begin as soon as possible and not be delayed pending the arrival of the fire department or police. Transportation shall determine the evacuation route and BART police shall be in charge of the evacuation along that route.
2. When the decision has been made to evacuate a train and after the OCC indicates that third rail power has been removed from under the Incident Train, the Incident Train Operator shall follow the specific evacuation procedure for the train's location per the current approved checklists.
3. The Incident Train Operator shall make a public address announcement to the passengers telling them why, when and how they must disembark the train, where to go and what to do after they disembark and any special precautions that may apply at the evacuation site. Passengers shall be asked to help each other, especially persons with disabilities and senior citizens.
4. The Incident Train Operator will use the bullhorn to advise passengers, if applicable.

5. The Incident Train Operator shall insure that all passengers have disembarked, prepare the train for arrival of firefighters, if applicable, and continue to assist, direct and inform the passengers in any manner possible to insure safety.

312. Designation and Use of Rescue/Work Trains

1. Rescue/Work Trains may be used for transporting fire department personnel, other emergency crews and their equipment to the emergency scene and for evacuating passengers to a safer area.
2. These trains shall be made available to responding Fire Departments without prior request and to others as required. They shall be selected from among those trains that are operating on the mainline (or from a yard, if closer), and shall be positioned at stations on either side of the emergency scene. Unless otherwise directed by the OCC Manager, the rescue train will move to the scene on the non-incident track. Rescue trains shall not ordinarily be used for incidents within the Oakland Wye, Walnut Creek Tunnel, Highway 24 Cut and Cover or Highway 238 Cut and Cover.
3. Rescue/Work Trains shall be out-of-service for all passengers at stations on either side of the emergency scene.

NOTE: During periods of extended headways, consideration should be given to offloading rescue/work trains at the first available station and running through to boundary stations. At these stations the Train Operator shall make an appropriate PA announcement for all passengers to disembark and shall insure that they have done so by sweeping the train. BART Police Officers and/or Transportation personnel, as available, shall assist in sweeping these trains.

4. Rescue/Work Train Operators shall be issued work orders to include the stations on either side of the emergency scene but they shall not commence movement until:
 - a. Directed to do so by the Fire Department Representative on board, or in the absence of the fire department,
 - b. Directed by the OCC.
5. Rescue/Work Trains shall carry the "Call-Sign" of the station from which they depart for the emergency scene. For example, if the emergency scene is

between Hayward and Bayfair Stations, and the train departs from Bayfair, its call sign shall be "Bayfair Train." TBT and BHT Rescue Trains shall have a "Call Sign" of the origin City.

312. Establishing Boundaries

1. Emergency scene boundaries are established to insure the safety of emergency response personnel and others at or near the incident site by:
 - a. Designating an IC over the area within these boundaries as directed by this Plan and the type of emergency in progress.
 - b. Requiring approval from the IC for:
 1. Movement of trains, vehicles or personnel into, out of or within the area.
 2. Changing third rail power status in that area.
 3. Changing the ventilation status in that area.
2. Emergency scene boundaries shall be established for all incidents that require the presence of emergency response personnel.
3. The boundaries of emergency scenes will ordinarily be the involved facility or all right-of-way between stations, if on the mainline.
4. Emergency scene boundaries may be increased or decreased by the person in overall command at the incident site, i.e., the IC.
5. As conditions change at the incident site, the IC will evaluate existing boundaries to determine their appropriateness, make necessary changes and advise the OCC immediately.
6. The OCC is responsible for insuring that movement instructions within emergency scene boundaries are in compliance with Subparagraph 1.b above.

313. Reporting to the Incident Commander (IC)

All personnel who have been instructed to report to the emergency scene shall report first to the IC or designee. Entrance to underground train fire emergency scenes must be authorized by the Fire Department IC.

314. Incident Command System (ICS)

ICS is the system used to manage an emergency and allows agencies to communicate using common terminology and operating procedures. It begins developing from the time an incident occurs until the requirement for management and operations no longer exists. The structure of the ICS can be established and expanded depending upon the changing conditions of the incident. It is intended to be staffed and operated by qualified, trained personnel from throughout the BART staff and could include representatives from outside agencies such as a Fire Department, Emergency Medical Services and others.

Components of this emergency management system are use of common terminology, modular organization, integrated communications, unified command structure, consolidated action plans, manageable span of control, designated incident facilities and comprehensive resource management. To prevent confusion, if multiple incidents occur in the District, each incident shall be given a name by the Train Controller.

ICS can be utilized for any type or size of emergency ranging from a minor incident involving only a few members of the Emergency Organization to a major incident involving several agencies from outside the BART organization. It allows for the timely acquisition of a combination of resources during the time of an emergency.

ICS organizational structure develops in a modular fashion based upon the type and size of the incident. The organization's staff builds from the top down. As the need exists, five separate sections can be developed, each with several units that may be established as needed. The specific organizational structure established for any given incident will be based on the management needs of the incident.

The command function within ICS may be conducted in two general ways. Single command may be applied when there is no overlap of jurisdictional boundaries of when a single IC is designated by the agency with overall management responsibility for the incident. Unified command may be applied when more than one agency share a management responsibility. Unified command also is used when the incident is multi-jurisdictional in nature, or when more than one individual designated by his or her jurisdiction or agency shares overall management responsibility. When a Command Post is established by outside agencies, they must notify the BART OCC of the location. When operating under unified command and another agency is sharing management responsibility of the emergency, the BART Liaison will respond to the Command Post. The name of the IC is to be transmitted to the OCC.

The ICS organization has five major functional areas. These functional areas are

Command, Operations, Planning, Logistics and Finance. Under this system, an emergency can involve only an IC who is at the site, or the opening of the EOC where specific personnel report. It depends on the scale and needs of the emergency. One person can be responsible for all or many of the functions if the emergency is on a smaller scale. If the emergency is of a large scale and the EOC is activated, the Management section of this Plan will apply.

315. BART'S Role as Incident Commander (IC)

1. When an incident occurs which does not require outside agency assistance, the first BART employee on the scene will assume the role of IC and establish a Command Post. The OCC must then be made aware of the location of the Command Post and the name of the IC. Subsequently, other management personnel may respond to assume this role as outlined in General Provisions. Any change in the location of the Command Post or IC must be transmitted to the OCC. All BART employees reporting to the scene must first report to the IC or designee so that all participants and their expected actions can be documented. The IC may assign other personnel to collect this data and/or direct the operations and logistics as required by the incident. More detailed information is contained in the General Provisions and specific emergency chapters.
2. Fire's Role as Incident Commander (IC)
 - a. Upon arrival, the fire department will assume incident command and shall assume overall command of a BART emergency in cases of fire and other emergencies as appropriate. An IC is defined as the Officer in Charge of an incident within the jurisdiction of the Fire Department where an emergency occurs and will be in charge of the operations. Each Fire Department shall be responsible for establishing its own Chain of Command for designating its IC.
 - b. The Fire Department IC shall establish a command post and notify BART OCC of the location and the name of the IC.
 - c. Under the ICS any response that is multi-jurisdictional will operate under a unified command structure with a consolidated action plan.
 - d. The IC shall coordinate between the Fire Command, on scene BART personnel, and other agencies necessary to control the incident.
 - e. The IC shall establish emergency communications between the Command Post, Units on the scene, and BART Liaison.

3. BART Liaison

The BART IC shall become BART Liaison to the IC when the Fire Department has taken the role of IC and shall keep the IC apprised of any conditions that could alter or affect operations at the Emergency scene. BART Liaison shall carry out the IC's request, except if such requests violate BART Safety Procedures.

4. Releasing Control of the Emergency

The Fire Department IC shall release control of the incident scene as soon as it is determined safe to do so. A priority of any BART emergency after safety is to restore revenue service.

5. Single Tracking at an Incident Scene

The IC may allow BART the option to single track around an incident if doing so will not hamper the resolution of the incident and it is determined to be safe.

316. BART Police Officers

1. The BPD Officer(s) nearest the mainline emergency scene shall be dispatched for duty as the IC if Transportation Supervisory personnel have not already reported and assumed those duties.
2. The IC shall be responsible for establishing a communications link with the OCC and the coordination of all BART emergency response efforts at the scene.
3. During incidents that are non-criminal, BPD Officers shall be relieved of IC duties as soon as Transportation personnel report to the emergency scene.
4. BART Police will retain the IC duties in potential crime or crime incidents. During hazardous material incidents, BPD will function under unified command with the Fire Department and any other responding agencies.
5. The IC function for all fire or fire related emergencies shall be turned over to the Fire Department as soon as they arrive on the scene. BART will then assume the role of BART Liaison and maintain communications with the IC and the OCC under unified command as necessary for the duration of the fire emergency.

6. BPD Officers shall be dispatched to passenger stations on either side of the emergency scene where they shall take charge of all BART response at the stations. This includes the closing and clearing of stations, sweeping Rescue/Work Trains and maintaining and coordinating emergency vehicle access, if applicable, with other law enforcement agencies, Emergency Services and the American Red Cross. If the emergency scene is within the Oakland Wye, Officers shall be sent to the appropriate entrances to that area.

317. Fire Department

1. The following Fire Departments are responsible for providing normal fire protection, evacuation aid and appropriate responses to other incidents which threaten life safety within the San Francisco Bay Area Rapid Transit District:

Alameda County Fire Department
Albany
Berkeley
California Department of Forestry
Colma
Contra Costa County Fire Protection District
Daly City
El Cerrito
Fremont
Hayward
Livermore-Pleasanton
Millbrae
Moraga-Orinda
Oakland
Richmond
San Bruno
San Francisco
So. San Francisco

2. If the BART fire or rescue emergency occurs in a subway, tunnel or tube that connects directly with two Fire Department jurisdictions, both jurisdictions by prearranged agreement share the fire protection responsibility under unified command.
3. The initial report to responding fire department(s) shall contain all known facts regarding the incident and the status of third rail power and, if applicable, the ventilation at the emergency scene.

4. If, after initial notification, the OCC determines that fire department personnel are not needed, the OCC Manager has the authority to downgrade or cancel the fire department response. If the fire department(s) decides to continue to the location to verify that no fire emergency exists, they must call the BART OCC to advise they wish to investigate before entering any trackway and again when they leave to confirm that all of their personnel are in the clear. The OCC Manager has the authority to deny this request.
5. Movement of rescue/work trains into, out of or within the area of a fire emergency scene is directed by the IC.
6. As soon as possible after arriving at the fire emergency scene, the responding fire department(s) will establish a command post, notify the BART OCC of its location, designate an IC, identify the IC to the OCC, contact and provide progress reports to the OCC by emergency telephone or any other means available until a BART Liaison is present. The BART Liaison will communicate with the OCC under unified command.
7. Fire Department personnel assume Incident command at all BART fire emergency scenes to which they are requested to respond.
8. When Fire Departments establish a command post in connection with a BART fire emergency, all further movement of on-rail equipment, operation of ventilation systems, electrification, and access of personnel within the emergency scene shall be as directed by or with concurrence of the Fire Department IC.
9. Fire Departments will invoke mutual aid from other fire departments, if required.
10. BART personnel shall refrain from using the maintenance telephone system during a fire emergency except with the permission of the IC.
11. At the conclusion of the emergency, the IC will contact the BART OCC to advise that the incident area is released.

318. Bart Hi-Rail Crew Cab

1. The Hi-Rail crew cabs shall be staged and made available for the use of Fire Departments within one hour after requested to transport personnel and equipment. The Hi-Rail Crew Cab will only be used after the incident is under control. The OCC will make the request, as appropriate.

2. The Hi-Rail crew cab shall proceed to the maintenance-of-way access point designated by the IC for train-related emergency fire scenes to rendezvous with Fire Department personnel.
3. The Fire Department IC shall be notified when the Hi-Rail crew cab is in position for "set-on."
4. The Hi-Rail crew cab shall not be "set-on" until after the rescue train(s) has responded to the incident scene unless the IC determines it should be "set-on" earlier.
5. Hi-Rail crew cabs shall not "set-on" until the OCC has provided protection from train movement and authorizes the move. The Hi-Rail crew cab may proceed to the fire emergency scene only after the operator receives work orders from the OCC and when authorized to do so by the Fire Department IC. This authorization may be relayed through the OCC to the operator of the Hi-Rail crew cab.
6. Normally, Hi-Rail crew cabs "set-on" the Incident Track.

319. Transportation Supervisors

1. Transportation Supervisors shall be dispatched to the following locations for the purposes shown:
 - a. Emergency Scene/Command Post: To relieve the BPD Officers of IC or BART Liaison duties.
 - b. Stations on either side of the emergency scene: To assist as needed.
2. BPD may be requested to provide transportation for these personnel, if required.

CHAPTER IV - FIRES

401. Determining and Evaluating the Facts

1. The OCC shall make every effort to determine the following facts from the Incident Train Operator as soon as possible:
 - a. Train serial number and length.
 - b. Milepost location and track designation.
 - c. If train is moving.
 - d. Crosspassage door number or other safe passage exit nearest the lead car, if applicable.
 - e. Location of the fire on the train (front, middle or rear).
 - f. Location of the fire on the car (undercar or interior).
 - g. Passenger load.
 - h. If train is still moving, in what mode.
 - i. Whether immediate evacuation is necessary or underway.
 - j. Number and location of persons who are disabled or injured.
2. These facts shall be evaluated by OCC personnel for the purpose of determining immediate and subsequent strategies to be used in controlling the train fire emergency.

402. Protecting the Emergency Scene

1. Ventilating the Fire Scene. The location of the Train and the fire on the train are key elements in establishing the most effective ventilation, i.e., the method which will expose the fewest number of passengers to smoke.
 - a. If the train fire emergency is located in an underground area, ventilation shall be established immediately in accordance with preplanned fan operations that expose the least number of patrons to smoke if the fire location in the train is known. If the fire location in the train is not known, ventilate to keep the lead cab out of smoke.

Exception: See Berkeley Hills Tunnel Checklist.

- b. The OCC shall advise the Incident Train Operator of the direction that smoke is being drawn so that area can be avoided, if possible.
 - c. After a Fire Department establishes a Command Post, all further operation of ventilation systems shall be at the direction or with concurrence of the IC.
2. Restricting other Trains from the Fire Scene - Once the Train Fire Emergency Plan has been implemented, only Rescue/Work Trains shall be permitted to enter the area of the emergency scene. Trains already in that area shall be turned back or allowed to continue, provided they do not pass the Incident Train. Subway areas where trainways are physically separated are an exception, provided evacuation has not started.
 3. Removal/Restoration of Third Rail Power - Third rail power shall be off whenever and wherever necessary for the protection of passengers and other personnel in accordance with the following guidelines:
 - a. When the Incident Train Operator advises the OCC that all attempts to move the train, including uncoupling if applicable, have failed, the third rail power shall be removed from the incident track in preparation for passenger evacuation.
 - b. Third rail power shall be removed under the Rescue Train at aerial and at-grade locations when the Fire Department IC through the Rescue Train Operator, reports that the rescue train has been properly positioned for boarding passengers. It shall not be restored until authorized by the IC through the Rescue Train Operator's report to the OCC.
 - c. Once removed, third rail power shall not be restored until those persons who may be affected have been warned and the IC or BART Liaison acknowledges to the OCC that it is safe to restore.
 - d. Third rail power within the boundaries of the fire scene is under the direction of the IC.
 - e. BART OCC shall remove electric power from the third rail whenever requested by the IC. Electric power shall not be restored to the third rail until concurrence is received from the Fire Department IC. Whenever possible, Fire Department personnel shall avoid operating

in the track area until electrical power to the third rail has been de-energized. Electric power to the third rail may be de-energized by Fire Department personnel at station platforms and “blue light stations” by activating third rail trip buttons before notifying BART OCC.

- f. A BART Electrician shall be provided to establish an “Electrical Safe Clearance” which includes placement of third rail ground clamps. BART OCC shall keep the IC informed of progress in establishing an “Electrical Safe Clearance”.
- g. Whenever fire personnel report to a location for any electrical, or substation fire, under no circumstances should any member of a the OCC staff or the BART Liaison at the scene advise or authorize fire personnel to use water to extinguish any electrical fire. OCC shall only verify the power status as represented in the OCC of the incident location and adjacent area.

A qualified BART Electrician will be dispatched immediately upon notification of any electrical fire. The electrician at the local level will advise the respective firefighters whether water can be utilized.

403. Restoration of Service

Normal revenue train service through the fire emergency scene area should be restored as soon as possible after insuring that all suppression and restoration operations in that area are complete, personnel are in the clear and the area is released. The IC will release for revenue service any area not affected by the emergency upon request. The IC will release the system after fire suppression to the BART Liaison who makes final release after facility restoration. When conditions permit, both releases can be simultaneous. The IC will also advise the BART OCC of the release either through Fire Dispatch to the OCC or directly.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

1 - FIRE ON TRAIN - AT GRADE

1. Advise OCC Manager
2. Do not allow train to enter underground or aerial area.
3. Passenger station preferred location to bring train.
4. Cancel adjacent interlockings and isolate incident area.
5. Implement train movement restrictions (speed/manual/hold).
6. Initiate 10-33 announcements to all trains, yards, TM zones.
7. Determine the following:
 - a. Train number and length.
 - b. Milepost location and track designation.
 - c. If train is moving, in what mode.
 - d. Location of fire on train (front, middle, rear).
 - e. Location of fire on car (undercar/interior).
 - f. Passenger load (light/seated/heavy).
 - g. If underground, crosspassage door nearest lead car.
 - h. Whether immediate evacuation is necessary or underway.
 - i. Number and location of passengers who are disabled or injured.
8. Interrogate CCS/UCS as needed.
9. Use brake and/or door bypass switches, move train to a safer area.
10. If possible, allow uncoupling, move passengers to safer area.
11. Train unable to move, confirm third rail power removed as required.
12. Evacuation necessary, advise train operator of conditions which might affect evacuation, special assistance, etc.
13. Make TPA announcement on Incident train regarding evacuation, if appropriate.
14. Stage rescue train(s) at appropriate station(s).
15. Name the Incident.
16. Designate the IC.
17. Advise Com Spec and Power Support Controller as to location of rescue trains.
18. Determine if Hi-Rail crew cab to be used, stage vehicle(s) at proper location(s).
19. Issue work orders for rescue train(s) operations, verify Fire Department is on board.
20. Advise rescue trains of evacuation status, special assistance needed, unswept cars.
21. Update other trains, status and expected duration of the incident.
22. Re-establish revenue service as soon as possible.
23. Update IC/BART Liaison's ID and Command Post location, as needed.
24. Preserve all document item/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

2 - FIRE ON TRAIN - AERIAL

1. Advise OCC Manager.
2. Do not allow train to enter underground.
3. Passenger station preferred location to bring train.
4. Cancel adjacent interlockings and isolate incident area.
5. Implement train movement restrictions (speed/manual/hold).
6. Initiate 10-33 announcements to all trains, yards, TM zones.
7. Determine the following:
 - a. Train number and length.
 - b. Milepost location and track designation.
 - c. If train is moving, in what mode.
 - d. Location of fire on train (front, middle, rear).
 - e. Location of fire on car (undercar/interior).
 - f. Passenger load (light/seated/heavy).
 - g. If underground, crosspassage door nearest lead car.
 - h. Whether immediate evacuation is necessary or underway.
 - i. Number and location of passengers who are disabled or injured.
8. Interrogate CCS/UCS as needed.
9. Use brake and/or door bypass switches, move train to a safer area.
10. If possible, allow uncoupling, move passengers to safer area.
11. Train unable to move, confirm third rail power removed as required.
12. Evacuation necessary, advise train operator of conditions which might affect evacuation, special assistance, etc.
13. Make TPA announcement on Incident train regarding evacuation, if appropriate.
14. Stage rescue train(s) at appropriate station(s).
15. Name the Incident.
16. Designate the IC.
17. Advise Com Spec and Power Support Controller as to location of rescue trains.
18. Determine if Hi-Rail crew cab to be used, stage vehicle(s) at proper location(s).
19. Issue work orders for rescue train(s) operations, verify Fire Department is on board.
20. Advise rescue trains of evacuation status, special assistance needed, unswept cars.
21. Update other trains, status and expected duration of the incident.
22. Re-establish revenue service as soon as possible.
23. Update IC/BART Liaison's ID and Command Post location, as needed.
24. Preserve all document item/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

3 - FIRE ON TRAIN - UNDERGROUND

1. Advise OCC Manager.
2. Move train clear of underground, if possible.
3. Passenger station preferred location to bring train.
4. Cancel adjacent interlockings and isolate incident area.
5. Implement train movement restrictions (speed/manual/hold).
6. Initiate 10-33 announcements to all trains, yards, TM zones.
7. Determine the following:
 - a. Train number and length.
 - b. Milepost location and track designation.
 - c. If train is moving, in what mode.
 - d. Location of fire on train (front, middle, rear).
 - e. Location of fire on car (undercar/interior).
 - f. Passenger load (light/seated/heavy).
 - g. If underground, crosspassage door nearest lead car.
 - h. Whether immediate evacuation is necessary or underway.
 - i. Number and location of passengers who are disabled or injured.
8. Interrogate CCS/UCS as needed.
9. Use brake and/or door bypass switches, move train to a safer area.
10. If possible, allow uncoupling, move passengers to safer area.
11. Train unable to move, confirm third rail power removed as required.
12. Evacuation necessary, advise train operator of conditions which might affect evacuation, special assistance, etc.
13. Make TPA announcement on Incident train regarding evacuation, if appropriate.
14. Stage rescue train(s) at appropriate station(s).
15. Name the Incident.
16. Designate the IC.
17. Advise Com Spec and Power Support Controller as to location of rescue trains.
18. Determine if Hi-Rail crew cab to be used, stage vehicle(s) at proper location(s).
19. Issue work orders for rescue train(s) operations, verify Fire Department is on board.
20. Advise rescue trains of evacuation status, special assistance needed, unswept cars.
21. Update other trains, status and expected duration of the incident.
22. Re-establish revenue service as soon as possible.
23. Update IC/BART Liaison's ID and Command Post location, as needed.
24. Preserve all document item/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

2 - FIRE ON TRAIN - TRANSBAY TUBE

1. Advise OCC Manager.
2. Reset M20 and M10 SORS. Cancel routes at M15 and M17. Do not allow any more trains to enter TBT.
3. Move all trains from tube in road manual or ATO restricted speed.
4. Initiate 10-33 announcements to all trains, yards, TM zones.
5. Determine the following:
 - a. Train number and length.
 - b. Milepost location and track designation.
 - c. If train is moving, in what mode.
 - d. Location of fire on train (front, middle, rear).
 - e. Location of fire on car (undercar/interior).
 - f. Passenger load (light/seated/heavy).
 - g. Gallery door nearest lead car.
 - h. Whether immediate evacuation is necessary or underway.
 - i. Number and location of passengers who are disabled or injured.
6. Interrogate CCS/UCS as needed.
7. If possible, allow uncoupling, move passengers to M10 or M16.
8. Train unable to move, confirm third rail power removed as required.
9. Evacuation necessary, advise train operator of conditions which might affect evacuation, including direction of smoke.
10. Make TPA announcement on Incident train regarding evacuation, if appropriate.
11. Stage rescue train(s) at M10 and M16 on non-incident track, sweep trains.
12. Name the Incident.
13. Designate the IC .
14. Advise Com Spec and Power support Controller as to location of rescue trains.
15. Determine if Hi-Rail crew cab to be used, stage at MW04.
16. Issue work orders for rescue trains(s) operations, verify Fire Department is board. Designate M10 train "Oakland Train", M16 train "San Francisco Train".
17. Advise rescue trains of evacuation status, special assistance needed, unswept cars.
18. Update other trains, status and expected duration of the incident.
19. Re-establish revenue service as soon as possible.
20. Update IC/BART Liaison's ID and Command Post locations, as needed.
21. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

3 - FIRE ON TRAIN - BERKELEY HILLS TUNNEL

1. Advise OCC Manager.
2. Cancel routes at C15 and C25. Do not allow any trains to enter the BHT.
3. Allow trains in the tunnel to clear in ATO. Reverse any following trains and clear tunnel in road manual.
4. Issue 10-33 to all trains, yards and TM Zones.
5. Determine the following:
 - a. Train number and length.
 - b. Milepost location and track designation.
 - c. If train is moving, in what mode.
 - d. Location of fire on train (front, middle, rear).
 - e. Location of fire on car (undercar/interior).
 - f. Passenger load (light/seated/heavy).
 - g. If underground, crosspassage door nearest lead car.
 - h. Whether immediate evacuation is necessary or underway.
 - i. Number and location of passengers who are disabled or injured.
6. Interrogate CCS/UCS as needed.
7. Move incident train from tunnel using "brake or door bypass."
8. Passenger load and train condition permitting, allow uncoupling and authorize move to clear the tunnel, station preferred.
9. Confirm power-off under incident train if unable to move.
10. When advised by Train Operator that evacuation is necessary, advise the Train Operator of any condition which might affect evacuation.
11. Advise Train Operator the direction smoke is being drawn (Orinda or Oakland direction).
12. Make a TPA announcement to passengers on incident train regarding evacuation.
13. Request information on passengers who are disabled or who may need special assistance.
14. Name the Incident.
15. Designate the IC.
16. Request sweep of rescue trains at C10 and C20. Prepare to operate rescue trains on the non-incident track.
17. Verify Fire Department on board.
18. Issue work orders (Road Manual) to rescue trains between C10 and C20. Designate C10 train as "Rockridge Train", C20 train as "Orinda Train." Work Orders to continue until incident is clear.

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3- FIRE ON TRAIN - BERKELEY HILLS TUNNEL
TRAIN CONTROLLER

19. Coordinate passage of rescue trains past Orinda portal doors as necessary.
20. Advise rescue trains of passengers needing special assistance, or of unswept car(s) of incident train, and evacuation status as known.
21. Update other trains on status and expected duration of incident.
22. Move Hi-Rail crew cab to MW09 and/or MW10; set-on the incident track at the direction of the IC.
23. Re-establish revenue service.
24. Update IC/BART Liaison's ID and Command Post location, as needed.
25. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

5 - FIRE OTHER THAN ON TRAIN

1. Advise OCC Manager.
2. Implement necessary train movement restrictions.
3. Cancel adjacent interlockings to prevent unwanted train intrusion.
4. Broadcast 10-33/10-43 (as appropriate) to all trains, yards and TM zones.
5. Determine the following:
 - a. Location--milepost of fire or structure name (passenger station, substation, etc.).
 - b. Whether fire is generated by BART electrical fault.
 - c. Impact on Train Operations.
6. Name the incident.
7. Designate the IC.
8. Interrogate CCS/UCS as needed.
9. Remove stopped trains from affected area.
10. Update trains with impact on service and expected duration.
11. Update IC/BART Liaisons ID and Command Post location, as needed.
12. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

6 - FIRE - MUNI LEVEL

1. Advise OCC Manager.
2. Reset SORS in affected area.
3. Make 10-43 announcement.
4. Initiate platform holds (both tracks) at approaching stations.
5. Determine the following:
 - a. Location of the incident (train).
 - b. Track designation.
 - c. Direction of travel.
 - d. Passenger load.
 - e. Number of cars involved (if known).
 - f. Evacuation direction (if applicable).
6. Manual movement (road or yard) through affected area, both tracks.
7. Receive ventilation reports from trains operating through area.
8. Devise alternate strategies as necessary.
9. Update 10-43 announcements.
10. Standby for further instructions from OCC.
11. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

1 - TRAIN FIRE - GENERAL

1. Advise OCC Manager.
2. Notify fire department(s) of the affected area. Give the following information:
 - a. Train on fire (stopped/moving).
 - b. Incident track (aerial, underground, direction train is moving)
 - c. Arrival location (nearest access point).
 - d. Advisory of other fire department(s) notified.
3. Establish proper ventilation per emergency ventilation plan.
4. Update fire department(s). State the following:
 - a. Track/milepost/street reference/type structure.
 - b. Train length.
 - c. Cross passage door number closest to lead car.
 - d. Location of fire on train (front/middle/rear).
 - e. Location of fire on car (interior/undercar).
 - f. Passenger load and evacuation status.
 - g. Train moving, speed and direction.
 - h. Third rail power status.
 - i. Ventilation established and direction.
 - j. Platform location of rescue train (s).
 - k. Nearest access point.
5. Power off incident track as required (34.5KV cable if not at grade level).
6. Cancel all work orders, and/or notify personnel on simple approval.
7. Dispatch Transportation Supervisors to the command post(s) and appropriate stations.
8. Operate power, ventilation, support equipment as requested/directed by IC or OCC Manager.
9. Preserve all documentation/evidence and submit to OCC Manager.

BART-MUNI COORDINATION, TRANSBAY TUBE TO 16TH STREET STATION

(Contact Muni Central on Hot Line or 1- 415 -759-4357 or METS line in BPD

1. Advise location of incident train, specifying:
 - a. Track.
 - b. Milepost.
 - c. Direction of travel.
 - d. Car involved (front/middle/rear), if known.
 - e. Nearest access point.

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1 - TRAIN FIRE - GENERAL
POWER SUPPORT CONTROLLER

2. Advise ventilation scheme established at both levels.
3. Confirm operating restrictions (all BART and MUNI trains stopped, road manual, restricted speed, etc.) to avoid conflict with ventilation.
4. Advise direction of evacuation, if applicable.
5. Instructions of which joint use stations to evacuate (either side of incident).

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

2 - FIRE ON TRAIN - TRANSBAY TUBE

1. Advise OCC Manager
2. Notify Oakland and San Francisco Fire Departments via Hot Line. Give the following information:
 - a. Train on fire (stopped/moving).
 - b. Incident track (M1 or M2).
 - c. Oakland or San Francisco bound - include nearest access point.
 - d. Arrival location (M10, M16), Oakland or San Francisco platform, or MW04.
 - e. Advise whether other fire department notified.
3. Establish proper ventilation per emergency ventilation plan.
4. Update fire departments via Hot Line. State known information:
 - a. Track and milepost.
 - b. Train length.
 - c. Gallery door number closest to lead car.
 - d. Location of fire on train (front/middle/rear).
 - e. Location of fire on car (interior, undercar).
 - f. Passenger load and evacuation status.
 - g. Train moving, speed and direction.
 - h. Third rail status.
 - i. Open Damper.
 - j. Platform location of rescue train(s)
5. Power off incident track as required.
6. Cancel all work orders and/or notify personnel on simple approval in the affected area.
7. Dispatch Transportation Supervisor to: M16 command post, M10, MW04 command post.
8. Operate dampers, fans, valves, and pumps as requested by IC.
9. Preserve all documentation/evidence and submit to OCC Manager.

NOTES: Open BW01 and BW02 for fires in the Transbay Tube (MW12 - MW14) Open BW03 as requested by IC.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

3 - FIRE ON TRAIN - BERKELEY HILLS TUNNEL

1. Advise OCC Manager.
2. Notify Moraga-Orinda and Oakland Fire Departments. Give the following information:
 - a. Train on fire BHT.
 - b. Incident track (C1 and C2).
 - c. If moving, Oakland or Orinda bound, arrival location: MW09, C10, MW10, C20, track and platform.
 - d. Advise whether other fire department notified.
3. Train moving: monitor and be prepared to activate fans if train stops.
4. Train stopped: establish ventilation per emergency ventilation plan.
5. Update fire departments, state known information:
 - a. Track and milepost.
 - b. Train length.
 - c. Cross passage door number nearest lead car.
 - d. Location of fire on train (front/middle/rear).
 - e. Location of fire on car (interior, undercar).
 - f. Passenger load and evacuation status.
 - g. Train moving, direction and mode.
 - h. Third rail status.
 - i. Ventilation.
6. Power off incident track as required (34.5KV cable - underground).
7. Cancel all work orders, and/or notify personnel on simple approval.
8. Dispatch Transportation Supervisor to MW09 and MW10 command posts, and to C10 and C20, if available.
9. Operate ventilation and electrification system as requested by IC.
10. Preserve all documentation/evidence and submit to OCC Manager.

**EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER**

5 - FIRE - OTHER THAN ON TRAIN

1. Advise OCC Manager.
2. Notify fire department. Give the following information:
 - a. Monitor whether alarm or on site report.
 - b. Street address and/or crossroad access.
 - c. Any special access to BART facilities (vent structure, etc.).
 - d. Injuries or personnel requiring special assistance.
 - e. Status of train operations and third rail, if applicable.
3. Ventilation:
 - a. Passenger station - operate fans as required.
 - b. Other - operate fans to exhaust smoke away from fire department access.

NOTE: Coordinate ventilation at joint BART/MUNI Station with Muni Central
4. Update fire department(s).
5. Notify PG&E if switching station fire.
6. Cancel work orders, and/or notify personnel on simple approval.
7. Update fire department, major changes.
8. Remove power from 34.5KV cable(s), if required.
9. Dispatch Transportation Supervisors to command post(s).
10. Coordinate, operate power/support equipment as requested/directed by IC.
11. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

6 - FIRE - MUNI LEVEL

1. Muni Central will contact BART OCC on Hotline or 465-2260 and provide the following information:
 - a. Muni Central will give instructions on specific ventilation scheme.
 - b. Muni Central will give instructions on joint use stations to evacuate.
 - c. Fire Department notified (time).
 - d. Train located at a station: Embarcadero to Castro or,
 - e. Train located between a station; track and track marker and if train is moving or if stopped, nearest access point.
 - f. Evacuation or rescue intentions.
 - g. BART train movement restrictions.
2. P/S Controller Actions:
 - a. Advise OCC Manager.
 - b. Provide ventilation as required by Muni Central, maintain communications with Muni Central to change ventilation, if required.
 - c. Contact Transportation Supervisors, have them proceed to affected area to assist Station Agents, BPD, etc., as needed.
 - d. Notify personnel on work order/simple approval in the affected area.
3. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

1 - FIRE ON TRAIN - GENERAL

1. Advise OCC personnel.
 - a. Determine the nature of the emergency.
 - b. Determine the exact location.
2. Verify that the following have taken place:
 - a. Notification of all involved fire departments and BPD.
 - b. If underground, proper ventilation established.
 - c. Proper train movement restrictions implemented.
 - d. All operational trains are being removed from the incident area.
 - e. If used, rescue trains swept and fire department(s) advised of boarding platform.
 - f. Affected area, work orders canceled, personnel on simple approval advised.
 - g. Incident has been named.
 - h. IC has been designated.
 - i. Insure TPA announcement has been made to passengers.
 - j. Adjacent passenger stations swept and closed to all but emergency personnel.
 - k. Status of third rail power.
 - l. Management notification list implemented.
 - m. Location of command post known and appropriate personnel notified.
 - n. Communications established with command post(s).
 - o. Proper Public Address announcements are being made.
3. Monitor evacuation events.
4. Monitor the coordination between BART and Emergency Response Agencies.
5. Collect documentation/evidence from OCC personnel.

Note: Rescue trains shall not ordinarily be used in the Oakland Wye, Walnut Creek Tunnel, Highway 238 Cut and Cover and Highway 4 Cut and Cover.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

2 - FIRE ON TRAIN - TRANSBAY TUBE

1. Advise OCC personnel.
 - a. Determine the nature of the emergency.
 - b. Determine the exact location.
2. Verify that the following have taken place:
 - a. Notification of both Oakland and San Francisco Fire Departments and BPD.
 - b. Transbay Tube ventilation correctly established.
 - c. Proper train movement restrictions implemented (27 mph maximum).
 - d. All operational trains are being removed from the tube.
 - e. Rescue trains swept; fire department(s) advised of boarding platform(s).
 - f. Affected area work orders canceled, personnel on simple approval advised.
 - g. Incident has been named.
 - h. IC has been designated.
 - i. West Oakland and Embarcadero Stations closed.
 - j. Status of third rail power.
 - k. Management notification list implemented.
 - l. Communications established with command posts. West Oakland (MW04) - San Francisco (M16) use green phone.
 - m. TPA announcement is made to passengers on incident train.
 - n. An evacuation announcement is made on the Mine phone, if appropriate.
 - o. Public Address announcements are being made.
3. Monitor evacuation events.
4. Monitor the coordination between BART and emergency response agencies.
5. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURES CHECKLIST
OCC MANAGER

3 - FIRE ON TRAIN - BERKELEY HILLS TUNNEL

1. Advise OCC personnel.
 - a. Determine the nature of the emergency.
 - b. Determine the exact location.
2. Verify that the following have taken place:
 - a. Notification of Oakland and Moraga-Orinda Fire Departments and BPD.
 - b. Berkeley Hills Tunnel ventilation correctly established.
 1. Train moving -- none; be prepared to establish ventilation.
 2. Train stopped -- Location known or unknown.
 - c. Proper train movement restrictions implemented.
 - d. All operational trains are being removed from tunnel.
 - e. Rescue train(s) swept; fire department advised of boarding platform
 - f. Affected area work orders canceled, personnel on simple approval advised.
 - g. Incident has been named.
 - h. IC has been designated.
 - i. Rockridge and Orinda Station closed.
 - j. Status of third rail power.
 - k. Management notification list implemented.
 - l. Communications established with command posts; Oakland (MW09) Orinda (MW10); use green telephone.
 - m. TPA announcement has been made to passengers on incident train.
 - n. Proper Public Address announcements are being made.
3. Monitor evacuation events.
4. Monitor the coordination between BART and Emergency Response Agencies.
5. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

5 - FIRE - OTHER THAN ON TRAIN

1. OCC personnel.
 - a. Determine the nature of the emergency.
 - b. Determine the exact location.
2. Verify the following have taken place:
 - a. Notification of fire department and BPD.
 1. Also PG&E if structure fire, if applicable.
 - b. Proper train movement restrictions implemented.
 - c. Power and Way crew dispatched.
 - d. Evacuation underway if necessary.
 - e. Affected area work orders canceled, personnel on simple approval advised.
 - f. Proper ventilation established, as needed.
 - g. Incident has been named.
 - h. IC has been designated.
 - i. Status of third rail power.
 - j. Management notification list implemented.
 - k. Communications established with IC.
 - l. Location of command post known and appropriate personnel notified.
 - m. Proper Public Address announcements are being made.
3. Monitor the coordination between BART and Emergency response agencies.
4. Re-establish revenue service. Authorize bus bridge, if necessary. Insure BART and Bus Company Supervisors at site (if passenger station) to insure buses do not interfere with fire department operations.
5. Collect documentation/evidence from OCC personnel.

NON-BART FACILITIES

1. Advise OCC personnel.
2. Verify the following have taken place.
 - a. Notification of fire department and BPD.
 - b. Proper train movement restrictions implemented.
 - c. Affected area personnel on work orders and simple approval advised.
 - d. Transportation Supervisor, Power & Way crews dispatched for evaluation of impact on BART.
 - e. If smoke intrusion underground, insure proper ventilation established, interrogate CCS/UCS.
3. Collect documentation/evidence from OCC personnel.

NOTE: Coordinate ventilation at joint BART/MUNI stations with Muni Central.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

6 - FIRE - MUNI LEVEL

1. Advise OCC personnel.
 - a. Determine the nature of the emergency.
 - b. Determine the exact location.
2. Verify the following have taken place:
 - a. Ventilation established.
 - b. BPD notified.
 - c. Reduce train (BART) speed through affected area.
 - d. Evacuation of joint use stations on either side of the incident (if requested by Muni).
 - e. Affected area, advise personnel on work orders and/or simple approval.
 - f. Management notification list implemented.
 - g. Proper Public Address announcements are being made.
3. Supervise and monitor the coordination between BART, MUNI and emergency response agencies as requested by MUNI or required by BART operations.
4. Establish truncated service if necessary.
5. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

1- FIRE ON TRAIN - GENERAL

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Determine from the Train Controller which trains will be designated as Rescue trains.
3. Announce that passengers must off-board the Rescue trains at the stations on each side of the emergency scene or as stipulated by OCC Manager.
4. Advise Station Agents at stations on each side of the emergency scene to close and clear their stations of all but emergency personnel.
5. Make appropriate emergency PA announcements to passengers that the stations on each side of the emergency scene are closed.
6. As directed by the OCC Manager, coordinate and develop Bus Bridge(s) in areas where train service has been temporarily discontinued.
7. Make updated PA announcements to stations, as required, and call local radio stations to inform them of the location and cause of the service disruption, bus bridge arrangements, anticipated duration and any changes to normal train operating patterns.
8. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

2 - FIRE ON TRAIN - TRANSBAY TUBE

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Determine from Train Controller which trains will be Rescue Trains from West Oakland and Embarcadero Stations.
3. Contact Agents at Embarcadero and West Oakland to close the station to all but emergency personnel.
4. Announce that passengers must off-board Rescue Trains at West Oakland and Embarcadero Stations or as stipulated by OCC Manager. Both stations are to be cleared and closed. Broadcast appropriate emergency announcements.
5. Arrange for AC Transit to provide bus bridge from West Oakland to MacArthur Station. Advise Agent of bus bridge plans. Advise AC Transit of a possible need for transbay bus bridge.
6. Coordinate bus bridge with OCC Manager.
7. Make systemwide announcements and advise the news media of a service interruption and alternate means of transportation.
8. Preserve all documentation/evidence and submit to OCC Manager.

TRANSBAY TUBE ANNOUNCEMENTS

1. **WEST OAKLAND - EMBARCADERO STATIONS.**
MAY I HAVE THE ATTENTION OF ALL PASSENGERS. BECAUSE OF A PROBLEM TRAIN IN THE TRANSBAY TUBE, IT IS NECESSARY THAT ALL PASSENGERS LEAVE THIS STATION. STATION AGENTS, PLEASE INSTRUCT YOUR PATRONS.

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**2 - FIRE ON TRAIN - TRANSBAY TUBE
COMMUNICATIONS SPECIALIST**

**2. WEST OAKLAND - EMBARCADERO STATIONS OR AS DESIGNATED -
RESCUE TRAIN.**

ATTENTION ALL PASSENGERS, THIS TRAIN IS OUT OF SERVICE FOR PASSENGERS, PLEASE STEP OFF THIS TRAIN. THIS TRAIN WILL BE USED AS A RESCUE TRAIN CARRYING ONLY RESCUE PERSONNEL AND EQUIPMENT. THIS TRAIN IS OUT OF SERVICE.

**3. DELAY SYSTEM WIDE - EAST BAY AND M-LINE EXCEPT M10 AND M16
AS APPROPRIATE.**

MAY I HAVE THE ATTENTION OF ALL PASSENGERS. BECAUSE OF A PROBLEM TRAIN IN THE TRANSBAY TUBE, SOME TRAINS WILL BE HOLDING AT STATION PLATFORMS AN ADDITIONAL ____ MINUTES. FURTHER INFORMATION WILL BE PROVIDED AS IT BECOMES AVAILABLE.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATION SPECIALIST

3 - FIRE ON TRAIN - BERKELEY HILL TUNNEL

1. Contact Media & Public Affairs personnel, BPD and the Information Center.
2. Determine from Train Controller which trains will be Rescue Trains from Orinda and Rockridge Stations.
3. Announce that passengers must off-board Rescue Trains at Rockridge and Orinda Stations or as stipulated by OCC Manager. Both Stations are to be CLEARED AND CLOSED. Broadcast appropriate Emergency Announcements.
4. Contact Station Agents at Rockridge and Orinda to close the stations to all but Emergency Personnel.
5. Arrange for bus bridge Orinda to Lafayette / Rockridge to MacArthur. (AC Transit and Contra Costa County Connection).
6. Coordinate bus bridge with OCC Manager.
7. Announce to Stations and News Media of service disruption, Bus Bridge arrangements, anticipated duration, and alternate means of transportation.
8. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATION SPECIALIST

5 - FIRE - OTHER THAN ON A TRAIN

BART Equipment or Structure

1. Notify BPD.
2. Advise affected Station Agents of possible impact (smoke intrusion/service disruption).
3. If passenger station incident site, assist with passenger station evacuation announcements as requested by Station Agent or directed by the OCC Manager.
4. If passenger station incident site, arrange for bus bridge to be provided as soon as possible.
5. Coordinate with OCC Manager for a bus bridge. Refer to OCC MANUAL for information regarding a bus bridge.
6. Announce to stations and news media of service disruption, bus bridge arrangements, anticipated duration, and alternate means of transportation.
7. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

FIRES

1. Respond to the fire emergency scene, command post, or other designated location, and assume the duties of IC until relieved by a Transportation Supervisor or Fire Department IC. BART Police will resume the role of IC when the fire appears to have resulted from the commission of a crime and fire control activities have concluded.
2. Establish communication with the OCC advising the exact location, nature and severity of the fire emergency, and the impact on train operations.
3. Coordinate all BART emergency response efforts at the scene until the fire department arrives, providing necessary access to, and staging areas for, the incident. Brief responding personnel.
4. Brief the Fire Department IC upon his/her arrival.
5. Assisting officers should respond to passenger stations on either side of the fire emergency, maintenance of ways, or emergency exits as appropriate, to take charge of all BART response.
6. Close and clear stations within the boundaries of the incident, as necessary.
7. Sweep rescue/work trains.
8. Assist the fire department in rescue operations if possible, when heavy rescue or evacuation is required.
9. Support emergency medical treatment as required.
10. Control traffic on the perimeter of the emergency to insure access for emergency vehicles.
11. Provide crowd control and prevent unauthorized access to the scene.
12. Protect fire department vehicles.
13. Protect the scene and preserve evidence for investigation.
14. Secure areas rendered unsafe and those which contain hazardous materials.
15. Periodically update the status of the emergency with the OCC advising of any known casualties.
16. Determine the need for additional police personnel, I.D. technicians, detectives, including outside agencies, county emergency services, and the American Red Cross.
17. Assist the coroner in his/her duties, and in the operations of a temporary morgue.
18. Record actions taken to support the investigation and reporting of the incident.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

FIRES

1. Advise OCC Manager
2. Broadcast a 10-33.
3. Determine the nature of the emergency.
4. Dispatch the following, as required:
 - a. Wreck master
 - b. Locomotive
 - c. Electrical/Mechanical
 - d. Train Control
 - e. Hi-Rail Crew Cab
 - f. Hi-Railers
 - g. Assistance crews to report to IC
 - h. Facility Maintenance
5. Determine if personnel needed at Vents or Tunnels.
6. Obtain computer printout of location of incident.
7. Determine if help required at Power & Way desk.

CHAPTER V - TRAIN DERAILMENT/COLLISION

501. Actions of the Incident Train Operator

1. Train Operators shall notify the OCC immediately if their train derails or collides with another train or vehicle on the mainline.
2. If fire is also present, the Train Operator shall comply with Fire Emergency procedures as set forth in this Plan.
3. If conditions permit, passenger evacuation should be delayed until the train or uncoupled portion of the train reaches a station platform.

NOTE: Any portion of the train not derailed and capable of operating can be used to shuttle patrons from the emergency scene to the nearest station.

4. Prior to leaving the incident site, the Train Operator shall insure that all passengers have disembarked, provide the OCC with an evacuation status report and request further instructions. At this time, the OCC shall advise the Operator to either remain on the Incident Train to assist maintenance crews or to depart with evacuees either on the Rescue Train or to the nearest station or exit.
5. To expedite emergency response, the initial report shall include only those facts that can be obtained without leaving the train cab. Therefore, this report shall only include those things that can be seen by looking through the cab windshield, side windows (look out and back) and the cab door window plus any abnormal annunciations displayed on the Operator's console.
6. Other details shall be reported when a more thorough inspection can be made outside of the train and through the inside of the train.
7. For the duration of the emergency, the "Incident Train Operator" shall report conditions as they change on the train and or at the emergency scene unless and until relieved by other authority at the scene.

502. Determining and Evaluating the Facts

1. The OCC shall make every effort to determine the following facts from the Incident Train Operator as soon as possible:

- a. Train serial number.
- b. Milepost location and track designation.

NOTE: Assume that the derailment/collision is fouling all adjacent tracks or vehicle rights-of-way until positively known otherwise. Protect BART and adjacent rights-of-way accordingly.

- c. Whether there is fire on the train.

NOTE: If there is fire on the train in addition to derailment/collision, turn to and comply with all instructions contained in this Plan under Fires.

- d. Passenger load.
 - e. The Serial number of the car(s) that are derailed or damaged due to collision.
 - f. Number and location of passengers who are disabled or injured.
2. These facts, and others, shall be used by the OCC and emergency response personnel for determining emergency response requirements.

503. Protecting the Emergency Scene

1. **Removal/Restoration of Third Rail Power.** Third rail power shall be removed whenever and wherever necessary for the protection of passengers and other personnel. Once removed, it shall not be restored until the IC advises that those persons who may be affected have been warned and they acknowledge to the OCC that it is safe to do so.
 - a. Third rail power shall be removed at the incident site to allow the Incident Train Operator to make a detailed inspection.
 - b. If uncoupling is to be attempted, third rail power shall be restored under the Incident train when requested by the Train Operator.

- c. If uncoupling is not feasible or is unsuccessful, third rail power shall be removed from under the Incident Train and shall remain off until a change is requested by the IC from the emergency scene.
- d. If Rescue Trains are used, third rail power shall be removed under the train at aerial and at-grade locations when the Train Operator reports that the train has been properly positioned for boarding evacuees. Power shall not be restored until confirmation is received from the IC that it is safe to do so. This confirmation may be relayed to the OCC by the Rescue Train Operator over the train radio.

2. Ventilating the Scene. If the train derailment/collision occurs in an underground area and:

- a. Fire is present on the Incident Train, the emergency scene shall be ventilated as set forth in this Plan. Comply with all requirements contained in this Plan under Fires.
- b. There is no fire on the train, but exhaust fumes from the emergency vehicle or locomotive are present, operate the fans to clear the emergency scene of fumes.

3. Restricting Other Trains from the Scene. All routes through the emergency scene shall be canceled immediately.

- a. Canceled routes on the incident track shall be re-established when directed by the OCC Manager after confirmation is received from the IC that the incident site has been repaired and is released for revenue service.
- b. Routes on the non-incident track may be established:
 - 1. When approved by the IC and directed by the OCC Manager. The track within the emergency scene boundaries must not be used by rerailing vehicles/equipment. A manual mode track inspection must insure that the track is free of debris, is not fouled by the derailment/collision and is clear of personnel.
 - 2. All movement past the derailment/collision site shall be in ATO at restricted speed or manual mode. The Train Operator must be prepared to stop on hand signals given at the emergency scene per Operations Rules and Procedures.

504. Restoration of Service

1. Except for rescue and life saving activities, no change in status shall be made at the incident site until released by System Safety.
2. Normal train service through the emergency scene shall be restored as soon as possible after the area has been released by the IC, with the concurrence of System Safety, and all necessary repairs have been made to track and structure.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

TRAIN DERAILMENT/COLLISION

1. Advise OCC Manager.
2. Isolate the area.
3. Make 10-33 announcement to all trains, yards, and TM zones.
4. Determine the following:
 - a. Track(s) designation and milepost location.
 - b. Train(s) number and length(s).
 - c. Estimate of injuries/fatalities.
 - d. Is there smoke or fire.
 - e. Number of cars involved.
 - f. Passenger load.
 - g. Is immediate evacuation necessary or underway?
 - h. Area: Aerial, grade, subway, TBT, BHT.
5. Interrogate CCS/UCS as needed.
6. Request power off; have Train Operator make an outside inspection.
7. Situation permitting, assure all passengers are assembled in undamaged portion of train, request power-on, uncouple and proceed to nearest station.
8. Name the incident.
9. Designate the IC.
10. Confirm power off if train is unable to move.
11. Do not set Hi-Rail crew cab on until rescue train, if applicable, is past the set-on location.
12. Update IC/BART Liaisons ID and Command Post location, as needed.
13. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

TRAIN DERAILMENT/COLLISION

1. Advise OCC Manager.
2. Remove third rail power as directed by Train Controller/OCC Manager.
3. Interrogate CCS/UCS to determine information on incident location.
4. Dispatch fire department and/or support units through Power & Way as directed by the OCC Manager.
5. Cancel all work orders in the affected area and/or notify personnel on simple approval in the affected area.
6. Update fire department/support unit(s):
 - a. Track(s), mileposts, street reference.
 - b. Train length(s).
 - c. Closest access point.
 - d. Subway, grade, aerial, TBT, BHT.
 - e. Ventilation scheme applied.
 - f. Estimate of injuries/fatalities.
 - g. Passenger load and evacuation status.
 - h. Presence of fire or smoke.
 - i. Third rail status.
 - j. Location of rescue train(s).
7. Dispatch Transportation Supervisors to the scene and adjacent stations.
8. Operate power/support equipment as directed by the OCC Manager or IC.
9. Notify Muni Central, if appropriate.
10. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

TRAIN DERAILMENT/COLLISION

1. Advise OCC personnel.
 - a. The nature of the emergency.
 - b. The exact location.
2. Verify that the following have taken place:
 - a. Notification of fire department(s) and/or Emergency Services, as necessary.
 - b. Ventilation is established correctly, interrogate CCS/UCS
 - c. Proper train movement restrictions implemented.
 - d. Rescue Train(s) swept and positioned.
 - e. Affected area work orders canceled, personnel on simple approval advised.
 - f. Adjacent stations are closed as necessary.
 - g. Management notification list implemented.
 - h. Incident has been named.
 - i. Communications have been established with IC.
 - j. Location of command post is known and appropriate personnel notified.
 - k. Proper Public Address announcements are being made.
3. Monitor evacuation events as necessary.
4. Monitor the coordination between BART and emergency response agencies.
5. Establish truncated service as necessary.
6. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURES CHECKLIST
COMMUNICATIONS SPECIALIST

TRAIN DERAILMENT/COLLISION

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Advise Station Agent(s) at station(s) involved, including any Muni stations affected.
3. Determine from the Train Controller whether Rescue Trains(s) will be used, and if so which ones and where they will be staged.
4. When the Rescue Train(s) reaches the staging point (usually the station immediately prior to entering the area of the emergency scene), make a PA announcement that the train is out-of-service and all passengers must disembark.
5. If applicable, coordinate clearing and closing of the affected station(s).
6. Make appropriate emergency PA announcements.
7. As directed by the OCC Manager, coordinate and develop bus bridge(s) in areas where train service has been temporarily discontinued.
8. Make "updated" PA announcements to stations, as required, and call local radio stations to inform them of the location and cause of the service disruption, bus bridge arrangements, anticipated duration and any changes to normal train operating patterns.
9. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

DERAILMENT/COLLISION

1. Respond to the derailment/collision scene, or other designated location, and assume the duties of IC until relieved by a Transportation Supervisor or Fire Department IC. BART Police will resume the role of IC when the derailment or collision appears to have resulted from the commission of a crime.
2. Establish communication with the OCC, advising the exact location, nature and severity of the incident, and the impact on train operations.
3. Coordinate all BART emergency response efforts at the scene while acting as IC, providing necessary access to and staging areas for the incident. Brief responding personnel.
4. Brief a relieving IC upon his/her arrival.
5. Assisting officers should respond to passenger stations on either side of the emergency, maintenance of ways, or emergency exits as appropriate, to take charge of all BART response.
6. Close and clear stations within the boundaries of the incident, as necessary.
7. Sweep rescue/work trains.
8. Assist in rescue and evacuation operations.
9. Support emergency medical treatment as required.
10. Control traffic on the perimeter of the emergency to insure access for emergency vehicles.
11. Provide crowd control and prevent unauthorized access to the scene.
12. Protect fire department vehicles.
13. Protect the scene and preserve evidence for investigation.
14. Secure areas rendered unsafe and those which contain hazardous materials.
15. Periodically update the status of the emergency with OCC, advising of any known casualties.
16. Determine the need for additional police personnel, I.D. technicians, detectives, including outside agencies, county emergency services, and the American Red Cross.
17. Assist the coroner in his/her duties, and in the operations of a temporary morgue.
18. Record actions taken to support the investigation and reporting of the incident.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

DERAILMENT/COLLISION

1. Advise OCC Manager.
2. Broadcast a 10-33.
3. Get Computer Printout.
4. Determine if Electrical/Mechanical crews are needed at Vents or Tunnels.
5. Dispatch assistance crews and have them report to IC or designee.
6. Determine if locomotive needed.
7. Determine if Wreck master is needed.
8. Dispatch truck to Maintenance of Way.
9. Dispatch Hi-Rail crew cab as required.
10. Dispatch Hi-Railers, as required.
11. Determine if electrical safe clearance is necessary.
12. Send crews to interlocking Train Control Rooms, if necessary.
13. Obtain help at the desk.

CHAPTER VI - DEATH OR INJURY ON THE RIGHT-OF-WAY

601. Train/Vehicle Operator Actions

1. If a train or any other type of track vehicle passes over or hits a person, or if the Operator observes an injured or deceased person on the BART right-of-way, that train or vehicle shall be stopped immediately and the Operator shall report all the facts of the incident to the OCC.
2. The Operator shall brief and assist arriving BPD Officers and emergency response agencies, as necessary.
3. Passengers on stopped trains shall be informed of the emergency according to the Train Operators Manual over the train's public address system.
4. The initial report to the OCC shall include as many facts as can be determined without a detailed inspection. Follow-up on this report as soon as a more detailed inspection can be made. If applicable, request permission from the OCC to leave the train/vehicle and conduct this inspection.

602. Determining and Evaluating the Facts

1. The OCC shall make every effort to determine the following facts:
 - a. Train serial number and length or vehicle unit number, as appropriate.
 - b. Milepost location and track designation.
 - c. The status of the person involved, i.e.: injured (if so, how severe) or obviously deceased.
 - d. Exact location of person (e.g.: underneath Car 501; trackside; under station platform, etc.)
 - e. If underground, the crosspassage or exit door number nearest the lead car.
2. These facts are needed by the OCC personnel to determine the category of emergency response required and for determining the strategies necessary to maintain passenger travel in/around the area of the incident.

603. Protecting the Emergency Scene

1. Third rail power shall be removed from the incident track(s) at the emergency scene. Third rail power shall also be removed from the non-incident track in the same area if such action is required to provide safety to those working in the area.
 - a. As directed by the IC, third rail power may be restored on the incident track to gain access to the injured/ deceased person by uncoupling the train at the point nearest to the person being removed. In such cases, however, insure that all parts of the car being moved will clear the individual.
 - b. The IC shall advise the OCC when the person has been removed from the trackway and whether third rail power should again be removed at the incident site.
2. Interlocking routes that allow access to the emergency scene boundaries shall be canceled. Single tracking routes around the incident site may be re-established if the IC and OCC Manager concur that personnel/train safety will not be jeopardized.

604. Restoration of Service

Normal revenue train service within the area of the emergency scene shall be restored as soon as possible after the area has been released by the IC.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

DEATH/INJURY ON THE RIGHT-OF-WAY

1. Advise OCC Manager.
2. Hold all trains clear of scene of accident.
3. Broadcast 10-33 on train radio and hotline.
4. Request power off in affected area.
5. Name the Incident.
6. Designate the IC/BART Liaison.
7. Request Train Operator investigate the accident.
8. Interrogate CCS/UCS as needed.
9. Establish single tracking or other temporary service as situation permits.
10. Coordinate strategies with OCC personnel.
11. Perform track inspection and normalize service when the affected area is released by BPD/OCC Manager.
12. Update advisories to all trains every 10 minutes or less.
13. Update IC/BART Liaison's ID and Command Post location, as needed.
14. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

DEATH/INJURY ON THE RIGHT-OF-WAY

1. Advise OCC Manager.
2. Remove third rail power on all tracks until verification of exact track can be made.
3. Interrogate CCS/UCS implement/use data as required to assist.
4. Dispatch Fire Department as required.
5. Cancel all work orders in the affected area and/or notify personnel on simple approval.
6. Notify Power & Way of required assistance needed.
7. Notify Muni, if required attempted suicide.
8. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

DEATH/INJURY ON THE RIGHT-OF-WAY

1. Advise OCC personnel.
 - a. The nature of the emergency.
 - b. The exact location.
2. Verify that the following have taken place:
 - a. Third rail power off all tracks.
 - b. Hold all trains clear.
 - c. BPD, Fire Department(s) and/or Emergency crews dispatched.
 - d. Affected area, work orders canceled, personnel on simple approval advised.
 - e. MNL implemented.
 - f. Notify system service personnel.
 - g. Incident has been named.
 - h. Communications established with IC/BART Liaison.
 - i. Location of command post known and appropriate personnel notified.
 - j. Proper Public Address announcements are being made.
3. Establish alternate train strategies as situation permits.
4. Restore service to normal after IC releases the train/area.
5. Relieve the incident Train Operator as soon as possible.
6. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

DEATH OR INJURY ON THE RIGHT-OF-WAY

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Notify the agents at the affected stations.
3. Make public address announcements to inform passengers of train delays, changes in operating patterns and supplemental bus service, if applicable.
4. Determine from the Train Controller the pattern of service that will be provided during the emergency.
5. Notify local radio stations of the type of emergency passenger service being provided, anticipated duration and, if applicable, alternate modes of connecting transportation.
6. If applicable, coordinate and develop Bus Bridge service in areas where train service has been temporarily discontinued.
7. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

DEATH OR INJURY ON THE RIGHT-OF-WAY

1. Respond to the scene and assume the duties of IC. If rescue is involved, the Fire Department is the IC.
2. Obtain a briefing from the train operator.
3. Establish communication with the OCC, verify that power is down at the incident scene, and advise of the need to enter the trackway to check the condition of the victim. Advise other rescuers to remain clear of the trackway until verification is received.
4. Interview the victim if possible. Establish injuries. Provide first aid if necessary. Notify the coroner if appropriate.
5. Assist emergency medical personnel in removal of an injured party from the trackway. It may be necessary to restore power, uncouple and move the train to provide access to the victim. Insure that all parts of the car being moved will clear the individual.
6. Identify and interview all known witnesses to the incident. If it is not convenient at the time, a witness may be interviewed later. Take statements whenever possible.
7. Protect the scene from unauthorized access and preserve evidence for investigation.
8. Take photos of the scene. Take measurements for a scene diagram.
9. Assist the coroner in his/her duties.
10. Do not release information regarding the identity of a deceased person.
11. Release the scene to Transportation for clean-up when the investigation is completed.
12. If the incident occurred on a trackway secured by fence, check for insecure conditions which would have provided access to the victim, and have them corrected.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

DEATH OR INJURY ON THE RIGHT-OF-WAY

1. Advise OCC Manager.
2. Broadcast a 10-33.
3. Get Computer Printout.
4. Dispatch assistance crews to report to IC, or designee.
5. Determine if a safe clearance is necessary.
6. Dispatch crews to interlocking Train Control Rooms, if necessary.
7. Determine if cleanup is needed.

CHAPTER VII - RIGHT-OF-WAY INTRUSION

701. Action of the Reporting Person

1. Any right-of-way intrusion shall be reported to the OCC immediately.
2. Protect the area from further intrusion by remaining in the area and assume the duties of IC until BPD Officers and/or other emergency response personnel arrive, if possible.
3. Follow the instructions from the OCC.
4. Employees shall report the following types of incidents to the OCC immediately.
 - a. Damaged fence or open/unattended gates.
 - b. Unauthorized vehicles or foreign objects within the right-of-way.
 - c. Unauthorized individuals within the right-of-way.
 - d. Animals within the right-of-way.
 - e. Damaged power lines which foul or may foul trackways.
5. The report to the OCC shall include the location, a detailed description of the incident and whether its existence is an immediate threat to individuals or train safety. Authorization may be required to make a detailed inspection of the incident site in order to provide the OCC with recommendations concerning safety precautions that may be necessary in the area of the site.
6. The OCC Manager shall determine immediately whether the incident poses a threat and whether the situation can be corrected by routine rather than emergency procedures. If not, this Emergency Plan shall be implemented immediately.

702. Determining and Evaluating the Facts

1. The OCC shall make every effort to determine the following facts from the person reporting the incident.
 - a. The type of intrusion.

- b. The location, milepost and track designation.
 - c. Whether the intrusion is hazardous to train operations (e.g., fouled tracks) or to the intruder.
 - d. Whether injuries have occurred as a result of the intrusion. If so, how many and how serious.
 - e. A description of the damage to BART property and type of debris on or near the trackway.
2. The OCC shall evaluate all facts regarding the incident and determine what strategies must be implemented to provide protection to persons/property at the incident site.
 3. These facts shall also be used by the OCC to determine whether outside emergency response personnel/agencies will be required and, if so, the type and level of response they should provide.

703. Protecting the Emergency Scene

1. BPD Officers shall provide security at the emergency scene to prevent unauthorized people from entering.
2. Power and Way personnel shall insure that necessary repairs are made to damaged property at the emergency scene, including fence repair, to prevent other intrusions.
3. Third rail power shall be de-energized and re-energized as directed by the IC.
4. All trains shall be restricted while operating within the emergency scene, according to conditions at the scene.
5. When all tracks within the emergency scene are "out-of-service," all interlocking routes leading into the emergency scene shall be canceled and routes prohibited until the area is declared safe for train operations by the IC.

704. Restoration of Service

Normal revenue service through the emergency scene shall be restored as soon as possible after the area has been released by the IC and all necessary repairs have been made to track and structures.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

RIGHT-OF-WAY INTRUSION

1. Advise OCC Manager.
2. Confirm the nature of the intrusion.
3. Confirm the location of the intrusion.
4. Confirm the involvement of people/vehicles/equipment.
5. Isolate the area.
6. Declare 10-43 / 10-33.
7. Designate IC/BART Liaison.
8. Name the incident.
9. Issue work / run orders as required.
10. TPA and T/O announcements and updates.
11. System delay strategies (turnbacks/single tracking).
12. System restoration when possible.
13. Determine injuries/ damage.
14. Update IC/BART Liaison's ID and Command Post locations, as needed.
15. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

RIGHT-OF-WAY INTRUSION

1. Advise OCC Manager.
2. Confirm the nature of the intrusion.
3. Confirm the location of the intrusion.
4. Confirm the involvement of people/vehicles/equipment.
5. Power off as required (OCC Manager approval).
6. Establish ventilation as required (OCC Manager approval).
7. Advise FD, if appropriate.
8. Issue work orders as required.
9. At direction of OCC Manager restore power / deactivate ventilation.
10. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

RIGHT-OF-WAY INTRUSION

1. Advise OCC personnel.
2. Confirm the nature of the intrusion.
3. Confirm the location of the intrusion.
4. Confirm involvement of people/vehicles/equipment.
5. Verify that the following actions have taken place:
 - a. All OCC personnel are using their Emergency Checklists.
 - b. The incident area has been isolated or trains have been restricted.
 - c. BPD has been advised.
 - d. 10-33 / 10-43 declared.
 - e. Power off as required.
 - f. Ventilation as required.
 - g. Fire Department notification.
 - h. IC/BART Liaison designated.
 - i. Incident has been named.
 - j. MNL activated.
 - k. Work orders / run orders issued correctly.
 - l. Transportation and Maintenance staff dispatched as needed.
 - m. Location of command post known and appropriate personnel notified.
 - n. PA and TPA announcements made frequently to passengers.
 - o. Bus Bridge implemented as required.
 - p. System delay strategies implemented (turnback/single tracking).
 - q. Power on and ventilation deactivated when possible.
 - r. System restoration strategies implemented when possible.
 - s. Determine injuries / system damage.
6. Update MNL.
7. Collect all documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

RIGHT-OF-WAY INTRUSION

1. Advise OCC Manager.
2. Confirm the nature of the problem.
3. Confirm the location of the problem.
4. Confirm the description and number of people/vehicles/equipment.
5. Confirm the effect of the problem on service and the anticipated duration.
6. Confirm system delay strategies/recovery strategies.
7. Request that the OCC Manager designate a COM SPEC Coordinator.
8. Advise passengers and Station Agents of delays/service disruptions.
9. Advise Media & Public Affairs and BPD.
10. Advise the Information Center.
11. Answer media calls.
12. Notify local radio stations of service disruptions, anticipated duration, anticipated duration and any alternate modes of transportation.
13. Establish Bus Bridge (OCC Manager approval).
14. Update passengers and Station Agents frequently.
15. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

RIGHT-OF-WAY INTRUSION

1. Respond to the scene and assume the duties of IC until relieved by a Transportation Supervisor for non-criminal incidents.
2. Obtain a briefing from the reporting party if he/she is available.
3. Establish communication with the OCC; advise of the nature of the intrusion, exact location, description of the intruder, how the incident will affect mainline operations, and whether the intruder has been injured.
4. Advise OCC to terminate power if appropriate, particularly if the intruder is mentally unstable or violent.
5. Request additional officers to position themselves to prevent the escape of, and effect the apprehension of, the intruder.
6. Coordinate with any involved outside agencies.
7. Apprehend and remove the intruder from the right-of-way.
8. Insure all personnel are clear of the right-of-way prior to restoring service.
9. Check for insecure conditions created or used by the intruder to gain access to the right-of-way and have them corrected.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

RIGHT-OF-WAY INTRUSION

1. Advise OCC Manager.
2. Broadcast a 10-33, if applicable.
3. Get Computer Printout.
4. Determine if third rail trip glass is broken.
5. Dispatch crews as necessary.

CHAPTER VIII - HAZARDOUS MATERIALS SPILL/LEAK

801. Reporting a Hazardous Material Spill/Leak

1. When odors or visible evidence of a gas, gasoline or hazardous materials spill is detected on or near BART facilities, the detecting employee shall immediately report this fact and any other details known to the OCC. These facts shall be updated as changes occur or when new information becomes available.
2. The first employee to arrive at the scene shall attempt to clear all personnel or patrons from the affected area. Without jeopardizing their own safety, they must attempt to prevent all personnel, other than emergency response crews, from entering the area.
3. If the spill involves or contaminates a train, stop the train in a safe manner and location away from the spill area if possible.
4. If the spill occurs at a Shop facility, refer to the Hazardous Material Business Plan for action.
5. Remain in a safe area away from the scene to brief arriving BPD Officers, BART Maintenance and Engineering, BART System Safety, Fire Department, PG&E and other emergency response personnel.
6. Personnel detecting the presence of hazardous materials within the system should also be aware of the potential for intentional placement of these items. This placement may be a means of system disruption or terrorism, which may have the capability of severe consequences to passengers and employees. In the event of unexplained illnesses or odors which could be the result of contaminants within the system, immediate consideration should be given to the possibility of Nuclear/Biological/Chemical (NBC) releases. Any suspicions regarding the deployment of NBC weapons requires the immediate notification to appropriate emergency response personnel.

802. BART and Local Agencies' Response

1. BART Police Department:
 - a. BPD Officer(s) nearest to the reported incident shall be dispatched upwind of the scene as near as safety permits to: prohibit unauthorized personnel from entering, establish communications with the OCC and assume the duties of IC for mainline incidents.

- b. For those incidents occurring off property which will affect BART employees or operations, a police sergeant or officer in charge shall be sent to the Command Post in the appropriate jurisdiction to report information to the OCC and relay information to the Command Post.
2. BART Supervisory Personnel: Transportation and Power & Way Maintenance Supervisors are dispatched to locations designated by the OCC to assist as necessary.
3. Fire Department: The appropriate fire department shall be notified of any hazardous material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment.
4. PG&E, and Other Outside Agencies: The appropriate outside agencies shall be called for assistance at the emergency scene upon report from the IC that the condition cannot be corrected without outside assistance and/or is a threat to life safety.
5. In the event that intentional Nuclear/Biological/Chemical NBC releases are suspected within the system, or in surrounding areas which could impact the system, response should also be guided by the District's Nuclear/Biological/Chemical Incident Response Plan. Whether the source of hazardous materials is an accidental or intentional release, provisions of this Emergency Plan chapter will still be undertaken, with the exception of the operation of ventilation fans. In the event of suspected NBC weapons releases, ventilation fans will be turned off unless specifically requested by the Fire Department IC.

803. Protecting the Emergency Scene

1. Stations and Buildings: Stations and/or other buildings within the area of the emergency scene shall be closed, evacuated and may be guarded to prevent re-entry by unauthorized personnel.
2. Underground Areas: Ventilation fans shall be operated in the exhaust mode unless directed otherwise by the IC. The OCC shall advise personnel at the emergency scene the direction the air is being drawn.
3. Train Restriction: No trains shall be allowed in the area of the emergency scene until the area has been declared safe by the IC.

4. **Restriction of Personnel:** Only authorized BART personnel and those agencies/personnel called by the OCC to respond to the scene shall be permitted to enter the emergency scene.
5. **Third Rail Power:** The removal/restoration of third rail power shall be as directed by the IC or as required to move trains away from the emergency scene.

804. Determining and Evaluating the Facts

1. The OCC shall make every effort to determine the following from the person reporting the incident:
 - a. Origin of the reported leakage or spill.
 - b. The area of BART property affected by the incident, i.e: station(s) or other structures, trackage by milepost location and track designation.
 - c. Natural Gas: The odor strength, i.e., light, moderate or heavy.
 - d. Gasoline: Seepage, flowing, pool or odor.
 - e. Suspected Hazardous Spill: The color and quantity of substance, approximate area covered, any physical discomfort experienced, e.g., harsh coughing, difficult breathing or burning sensations, etc.

805. Evacuation of Personnel/Passengers

If evacuation is necessary, the following instructions should be given to evacuees:

1. Where to assemble (an area upwind from the spill).
2. Keep out of smoke, fumes or dust resulting from the incident.
3. Avoid breathing vapors from the spill material.
4. DO NOT smoke, light any matches, eat or drink anything, or apply cosmetics.

806. Restoration of Service

Normal revenue service shall resume when the necessary repairs have been completed and the area is released by the IC.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

GAS LEAK

1. Advise OCC Manager.
2. Restrict trains from entering the affected area.
3. Broadcast 10-43 to all trains. Inform trains in the affected area of expected delay.
4. Name the Incident.
5. Designate the IC/BART Liaison.
6. Establish truncated service as necessary.
7. Update IC/BART Liaison's ID and Command Post location, as needed.
8. Preserve all documentation/evidence and submit to OCC Manager.

HAZARDOUS MATERIAL INCIDENTS

1. Advise OCC Manager.
2. Restrict trains from the affected area.
3. Announce to trains 10-43 or 10-33 as appropriate.
4. Name the Incident.
5. Designate the IC/BART Liaison.
6. Implement strategies of the OCC Manager.
7. Update IC/BART Liaison's ID and Command Post location, as needed.
8. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

GAS LEAKS

1. Advise OCC Manager.
2. Advise Train Controller; restriction of train movement.
3. Advise Power & Way for investigation.
4. Advise Fire Department.
5. Interrogate CCS/UCS to determine information on incident location.
6. Operate ventilation fans in exhaust mode or as directed by IC.
7. Notify PG&E Gas Dispatcher, if required.
8. Obtain verification from the OCC Manager that the area is safe before canceling ventilation.
9. Notify Muni Central, if appropriate.
10. Preserve all documentation/evidence and submit to OCC Manager.

HAZARDOUS MATERIAL INCIDENT

1. Advise Fire Department.
2. Advise Governors' Office of Emergency Services (OES) Warning Center (1-800 852-7550) if significant spill, release or potential release.
3. If the incident is in Contra Costa County, immediate notification must be given to the Health Services Department at (925) 646-2286 (0800-1700) or (925) 646-1112 (1700-0800) for extreme emergencies.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

GAS LEAK

1. Advise OCC personnel.
2. Verify that the following have taken place:
 - a. Trains restricted from entering the affected area.
 - b. Power & Way notified to investigate.
 - c. Fire Department notified.
 - d. Affected area, Work Orders canceled, personnel on Simple Approval advised.
 - e. Communications established with IC/BART Liaison at the scene.
 - f. Insure location of command post is known and appropriate personnel notified.
 - g. Incident has been named.
 - h. Ventilation established correctly, interrogate CCS.
 - i. MNL implemented.
 - j. Proper Public Address announcements are being made.
3. Resume normal operations after the area is released by the IC.
4. Collect documentation/evidence from OCC personnel.

HAZARDOUS MATERIAL INCIDENT

1. Advise OCC personnel.
2. Verify the following:
 - a. System Safety notified.
 - b. Fire Department notified.
 - c. Governors Office of Emergency Services (OES) notified, if significant spill, release or potential release.
 - d. Health Services Department notified, if in Contra Costa County.
3. Implement other OCC checklist as required for the impact on train operations.
4. MNL implemented.
5. If train service is impacted, insure proper Public Address announcements are being made.
6. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURES CHECKLIST
COMMUNICATIONS SPECIALIST

HAZARDOUS MATERIAL SPILL/GAS LEAKS

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Advise Station Agents of any change made or required in station/train operations.
3. Make public address announcements to advise passengers of changes in train operating patterns, anticipated delays, alternate modes of transportation and estimated duration of the emergency.
4. As directed by the OCC Manager, coordinate and develop bus bridge(s) in areas where train service has been temporarily discontinued.
5. Make updated PA announcements to stations as required and call local radio stations to inform them of the location and cause of the service disruption, bus bridge arrangements, anticipated duration and any changes to normal train operating patterns.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

HAZARDOUS MATERIAL SPILLS/GAS LEAKS

1. Respond to a position upwind of the scene as near as safety permits to prohibit unauthorized personnel from entering.
2. Establish communications with the OCC and assume the duties of IC for mainline incidents; advise on the exact location, nature and severity of the incident, and of its effect on train operations. For those incidents occurring off-property which will affect BART, respond to the command post in the appropriate jurisdiction to relay information to the OCC.
3. Close, evacuate and, if necessary, guard stations and/or other buildings as warranted.
4. Advise of the need for PG&E, fire department, emergency medical services, and other outside agencies, and of the type of materials needed to contain the emergency, if known.
5. Coordinate all BART emergency response efforts at the scene until the fire department arrives, providing necessary access to, and staffing areas for the incident.
6. Isolate and arrange medical treatment for any contaminated persons.
7. Prevent unauthorized access to the emergency scene.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

HAZARDOUS MATERIAL SPILLS/GAS LEAK

1. Advise OCC Manager.
2. Broadcast a 10-33.
3. Get Computer Printout.
4. Determine if gas sniffer required.
5. Dispatch assistance crews.
6. Determine if mechanical/electrical needed at vents/tunnels.

CHAPTER IX - EARTHQUAKES

901. Employee Actions

1. Employees shall protect themselves and others during an earthquake, and when conditions permit, they shall report any unsafe conditions, damage and injuries existing at their locations to the OCC or EOC, if activated.
2. Employees shall evacuate personnel from dangerous areas and administer first aid if possible to those who need it. The OCC shall be notified if additional assistance is required.
3. Communication shall be by whatever means exist in the area. If one means of communication is inoperative, attempt to use others.
4. Train Operators shall stop their trains immediately and notify the OCC if they detect an earthquake in their areas.
5. When Train Operators are notified by the OCC of an earthquake, they shall stop their trains and stand by for further instructions.
6. If Train Operators are unable to make contact with the OCC, they are to proceed to the nearest station or at grade area at reduced speed, inspecting the tracks and structures for damage. Trains are not to cross areas that may be damaged.

902. Implementing the Earthquake Emergency Response Plan

1. The OCC Manager shall implement the Earthquake Emergency Response Plan immediately upon receipt of a report of earthquake activity on the BART system.
2. All OCC personnel shall be alerted and briefed by the OCC Manager.
3. The computer shall be placed in the monitor mode. This action will hold trains that are already at station platforms and will hold other trains as they arrive at the next station, if they were enroute when the monitor mode was activated.
4. The OCC shall also broadcast a "10-33," and "All Trains Hold Position," over the train radio to stop trains at their current location.

903. Determining and Evaluating the Facts

1. The OCC shall make every effort to get as much information as possible regarding the earthquake from all available sources. Included sources/information could be:
 - a. Alarms or unusual conditions reported by automatic monitoring equipment (Alarms cannot be reset remotely).
 - b. Field reports by employees or others.
 - c. Loss of communications in affected areas.
 - d. Loss of equipment control in affected areas.
 - e. Information received from State/Local governmental agencies regarding intensity, damage, geographical limits and warnings of actual or potential dam failure.
 - f. Declarations of State or Local "State-of-Emergency."
2. The OCC shall determine from employees/others, an estimate of injuries, deaths and extent of damage to trackway and supporting structures.
3. The lead floor warden at each BART facility will be responsible for reporting to the Manager, or person in charge of the facility, any injuries or damage. The Manager, or person in charge, will be responsible for advising the OCC or the EOC, if activated.
4. All these facts shall be evaluated by the OCC and one of three options affecting train operations and passenger movement shall be implemented. At a minimum, Option I will be selected.

904. Earthquake Response Plan - Option I

1. Condition: At least five minutes have passed since all trains were stopped and:
 - a. No reports of damage have been received.
 - b. No alarms or other unusual conditions have been reported.
2. Response: Trains shall be released from their stopped locations, with passengers on board, under PL-6 or SORS speed restriction, as applicable, to conduct track inspections.
3. If the completed track inspections are satisfactory, normal train operations shall be resumed.

905. Earthquake Response Plan - Option II

1. Condition: If the OCC receives alarms, false occupancies, power outages or any other information which indicates possible damage but does not receive alarms from the seismic triggers.
2. Response: Passengers shall be offloaded at stations and a road manual track inspection shall be conducted through the affected area(s).
 - a. The following areas shall be inspected:
 - 1) The C-Line, both tracks, MacArthur to Concord.
 - 2) The A-Line, both tracks, Union City to Fremont.
 - 3) The Transbay Tube, if West Oakland or Embarcadero is involved.
 - 4) Any other area with abnormal conditions or alarms.
 - b. If damage to trackway or supporting structures was discovered, the OCC shall proceed to Option III.
 - c. If the completed track inspection was satisfactory, normal revenue service shall be resumed.

906. Earthquake Response Plan - Option III

1. Condition: One or more seismic alarms have triggered or there are preliminary reports of damage to track or supporting structures.
2. Response: The OCC shall hold all trains in the affected area in place except those in the Transbay Tube, Berkeley Hills Tunnel and subway area. These trains shall be authorized to proceed, in restricted ATO speed or road manual, until clear of those areas and/or at a station.
 - a. Maintenance and Engineering shall be dispatched to areas where damage has been reported or indicated by seismic alarms.
 - 1) If no damage was observed by Maintenance and Engineering personnel, a train shall perform a road manual track inspection. Passengers shall not be allowed on board during this inspection.
 - 2) If the track inspection is satisfactory, the area shall be released for resumption of revenue service.

- 3) If damage to trackway or supporting structures was discovered, the Maintenance and Engineering Department engineers shall be dispatched to the scene to perform an inspection and will report their results to the OCC or EOC, if activated.

907. Communicating the Facts to Others

1. The OCC shall immediately alert all trains, BART Police, Maintenance personnel, Maintenance and Engineering Engineers, Transportation Supervisory personnel and, if appropriate, dispatch required personnel to the affected areas.
2. The OES Office in the affected county shall be contacted to determine whether emergency conditions exist throughout the county. The known status of BART shall be provided to these agencies by the OCC or the EOC, if activated, and updated as new facts are known. This information should be provided even in a no-injury, operations-possible situation.
3. Local bus companies shall be alerted and requested to provide bus transportation for passengers in areas where train service has been discontinued, if possible. If the earthquake is of a regional nature, busses should be requested through the EOC, if activated.
4. Passengers at stations and on trains shall be informed over public address systems of the emergency and the areas affected. Local radio stations shall also be informed as to the extent that an earthquake has affected BART operations and the type of passenger service being provided.

908. Evacuation of Stranded Trains

1. Provided there is no immediate danger to passengers or employees on a stranded train, such as possible collapse of supporting structure or on-board panic, evacuation from the train should be delayed until BART and/or outside emergency response personnel arrive to assist with the evacuation of passengers.
2. If it is too dangerous to remain on board the train because of the above stated condition or any others, the Train Operator shall begin the evacuation. The evacuation must be coordinated through the OCC if possible. The protection of patrons must be a primary concern in the evacuation.
3. Power shall be removed from both tracks, if possible, and passengers shall

be evacuated away from the area of greatest danger.

4. Trains stranded in underground areas may require assistance from hi-rail vehicles for the movement of emergency response personnel to and from the emergency scene. Hi-Rail crew cabs shall report to the maintenance-of-way access point(s) nearest to the stranded train(s).
5. Diesel locomotives may be used to tow or shove stranded trains from affected areas. They shall not be used, however, in areas where track or supporting structure damage has been reported until those areas have been declared safe by the Maintenance and Engineering.
6. If a large-scale earthquake disaster occurs (i.e., state/local involvement), evacuees shall be taken to the nearest Red Cross shelter as soon as possible. This will be arranged in the EOC, if operative.
7. Uninjured evacuees should be provided transportation, if possible, to unaffected areas of the BART system to resume their travel when service is available.

909. Restoration of Service

Normal revenue service through an emergency scene area shall be restored as soon as possible after insuring that all emergency related operations in the area are complete, personnel are in the clear and the area has been released by the IC.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

EARTHQUAKE

1. Advise OCC Manager.
2. Place Computer in "ALL HOLD" (CM).
3. Announce 10-33 "All Trains Hold Position."
4. Hold all trains a minimum of five minutes except:
 - a. Transbay Tube - 27 mph speed restriction or road manual.
 - b. Berkeley Hills Tunnel - Road manual.

NOTE: The Transbay Tube and Berkeley Hills Tunnel shall be cleared of trains.

5. With no earthquake related damage reported, perform a PL-6 track inspection with passengers. Resume normal operations after track inspection is completed.
6. If there are indications of false occupancies, power outages, alarm conditions, or other information which indicates damage without seismic alarms, inspect affected area in road manual mode without passengers at:
 - a. C10 to C20 both tracks.
 - b. C30 to C40 both tracks.
 - c. C50 to C60 both tracks.
 - d. A80 to A90 both tracks.
 - e. Any area displaying abnormal conditions.
 - f. If M10 or M16 is involved, inspect the entire Transbay Tube, both tracks.
7. With seismic alarm(s) or preliminary report(s) of damage to track or supporting structures:
 - a. Hold all trains in affected area in place (exception TBT and BHT).
 - b. Maintenance and Engineering will visually inspect reported seismic area(s).
 1. With no damage perform track inspection without passengers and resume service if negative results.
 2. With report of damage the area will remain out-of-service until released by Maintenance and Engineering Department.
8. Name the Incident, if appropriate.
9. Designate the IC/BART Liaison.
10. Update IC/BART Liaison's ID and Command Post location, as needed.
11. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

EARTHQUAKE

1. Advise OCC Manager.
2. Observe alarms for damage.
3. If seismic alarms are received:
 - a. Notify OCC.
 - b. Notify Manager of Maintenance and Engineering (OCC Manager has phone list).
4. Coordinate Maintenance and Engineering inspection underneath any structure.
Seismic Alarm Locations:

A50: Bayfair	C10: Rockridge
A90: Fremont	C40: Walnut Creek
M16: Embarcadero	C60: Concord
M90: Daly City	R50: El Cerrito del Norte
5. Notify Fire Department, if appropriate.
6. Notify Muni Central, if appropriate.
7. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

EARTHQUAKE

1. Advise OCC personnel.
2. Verify that the following have taken place:
 - a. ALL TRAINS HELD IN PLACE for a minimum of five (5) minutes except TBT and BHT.
 - b. Trains moved out of TBT and BHT, restricted speed or Road Manual.
 - c. Station Agents advised to implement Earthquake procedures.
 - d. Staff Extension 6760 to receive damage reports, if EOC not activated.
 - e. MNL implemented.
 - f. Proper Public Address announcements are being made.
 - g. The Incident is named, if appropriate.
 - h. IC/BART Liaison is designated, if appropriate.
 - i. Location of command post is known and appropriate personnel are notified.
 - j. EOC activated, extensions 6003, 6004, 6611 or 6612.
3. Restore train operations as follows:
 - a. No reports or indications of damage:
 1. PL-6 track inspection with passengers through the affected area.
 2. Remainder of system may operate normally.
 3. Resume normal operations if no damage reported.
 - b. With reports or indications of damage without seismic alarms and no reports of damage to the track or supporting structure then:
 1. Road Manual track inspection on both tracks without passengers through the following areas:
 - a) Areas indicated by the report(s) or indications
 - b) C10 to C20
 - c) C30 to C40
 - d) C50 to C60
 - e) A80 to A90
 - f) M10 to M16
 2. Remainder of the system may operate PL-6 with passengers.
 - c. With Seismic alarm(s) or preliminary report(s) of damage to the supporting structures:
 1. Hold all trains in affected area in place except TBT and BHT for Maintenance and Engineering visual inspections.
 2. Insure the Maintenance and Engineering Department notified. The phone list is kept at OCC Manager desk.
 - a. With no visual report(s) of damage, perform Road

- Manual inspection without passengers.
 - b. With report(s) of damage, the area will remain out of service until released by the Maintenance and Engineering Department.
 - c. An Earthquake occurring during Non-Revenue hours shall be treated in the same manner as if it occurred during revenue hours.
4. Collect documentation/evidence from OCC personnel.

NOTE: If an Earthquake occurs and one or more of the Seismic alarms is activated, and/or the on scene inspection indicates possible damage to the track or the supporting structure (not sidewalks, parking lots, plaster walls, etc.), the Manager of Maintenance and Engineering (or representative) is to be called immediately and dispatched to the affected area(s). The call list will be used starting at the top and working down until someone is reached. If needed, further assistance will be called by the Maintenance and Engineering Department.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

EARTHQUAKES

1. Alert Station Agents to make inspections of their areas and report the results to Central on 6760 if EOC not activated.
2. Notify Media & Public Affairs personnel, BPD and the Information Center.
3. Advise passengers that an earthquake has occurred and trains will be delayed until OCC Manager receives and evaluates track conditions reports.
4. As directed by the OCC Manager, coordinate and develop Bus Bridges in areas where train service has been temporarily discontinued.
5. Make updated PA announcements to stations, as required, and local radio stations to inform them of the location of the service disruptions, bus bridge arrangements, anticipated duration and any other changes in normal train service.
6. Notify Muni if appropriate.

EARTHQUAKE ANNOUNCEMENT

AN EARTH TREMOR HAS BEEN FELT WITHIN THE AREA SERVICED BY BART.

OUR OPERATIONS PROCEDURES CALL FOR TRAINS TO HOLD AT STATIONS FOR A SHORT TIME, AND THEN PROCEED AT REDUCED SPEED TO THE NEXT STATION. THIS IS A SAFETY MEASURE TO INSURE THAT NO STRUCTURAL DAMAGE HAS OCCURRED ON THE SYSTEM.

NORMAL TRAIN OPERATION WILL RESUME AS SOON AS POSSIBLE.

PLEASE ALLOW A FEW ADDITIONAL MINUTES OF TRAVEL TIME FOR YOUR TRIP.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

EARTHQUAKE

1. Check portable and vehicle radios, and vehicle cellular phones, to insure proper operations.
2. Check all BART structures for damage and casualties; respond to specific locations assigned by BPD Communications.
3. Report any damage or casualties to the OCC.
4. Request fire department, emergency medical services, additional police and American Red Cross response as necessary; provide access to the incident.
5. Assume the duties of IC at any disaster scene until relieved by a Transportation Supervisor or Fire Department IC.
6. Assist in evacuation of trains and structures, rescue, and emergency medical treatment as necessary.
7. Cordon off areas which have incurred severe damage or pose life-threatening hazards.
8. Check facilities which contain hazardous materials.
9. Move emergency vehicles to open areas in case of after shocks.
10. Assist the coroner in the disposition of deceased persons and in the operations of a temporary morgue.
11. Record all actions taken to support documentation of the incident.
12. If there is little or no damage to BART, be prepared to provide assistance to other jurisdictions.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

EARTHQUAKE

1. Advise OCC Manager.
2. Broadcast a 10-33, if applicable.
3. Advise Hi-Rail crew cab Dispatch and track and maintenance personnel.
4. Dispatch crews as necessary.
5. Request track inspection.
Inspect:
4.37 - 5.0, C1 and C2
C10, C20
14.2 - 15.7, C1 and C2 (680 overpass)
C30 - C53
Seismic Joints
TBT
6. Dispatch Hi-Railers.
7. Inspect Seismic Alarms.
8. Alert Power & Mechanical and Train Control communications and Component Repair, Track & Structures and Facility Maintenance crews of alarms, outages received in OCC.
9. Get help at Desk.

CHAPTER X - HIGH VELOCITY WINDS

1001. Train Operator Actions

1. Train operators shall stop their trains, contact the OCC and request road manual orders if they feel that the wind velocity is hazardous to high speed automatic train operations (e.g. debris has begun to fall onto the trackway and stopping distance in ATO may be too great to avoid contact with track obstructions).
2. Train operators shall stop their trains if power lines are down in or near the trackway and contact the OCC for further instructions.

1002. Determining and Evaluating the Facts

1. OCC personnel shall call the National Weather Service to obtain the latest weather forecast for the San Francisco Bay Area.
2. It may be necessary to modify train operations in some areas during high velocity winds due to the possibility of an accumulation of debris on the trackway or injury to patrons off-boarding at stations. Reports from employees in these areas shall be obtained and evaluated to determine the type and extent of train service modification necessary to insure the safety of passengers and employees.

1003. Protecting the Emergency Scene

1. The OCC Manager shall alert all OCC personnel of the high velocity wind conditions.
2. Areas reported to be severely affected shall be declared "out-of-service" for normal train operations and designated as the emergency scene until winds subside or the area is inspected and returned to service by qualified BART personnel.
3. OCC personnel shall alert the following BART personnel of the hazardous conditions and areas affected: BPD, Maintenance and Engineering, Train Operators, Supervisors of Terminal Zones, Lines and Yards. Personnel shall also be warned to exercise caution if entry into an affected area is required.
4. Train operations shall be restricted in the emergency scene. Trains may be rerouted or removed from revenue service, or used to perform track inspections.

5. For the duration of the high velocity wind condition, the OCC shall monitor, supervise, communicate and coordinate to prevent injury to personnel and damage to equipment.

1004. Responding to the Emergency Scene

1. BPD Officers shall be dispatched to stations or other designated locations bordering the emergency scene to establish a security perimeter and to assist personnel in evacuating the area, as necessary. BPD Officers at designated locations shall establish communications with the OCC.
2. Maintenance and Engineering and Facility Maintenance personnel shall be dispatched, as appropriate, to stations and/or other designated locations surrounding the emergency scene and placed on standby status. When it is safe to enter the emergency scene, Maintenance and Engineering personnel shall inspect, assess property damage and make necessary repairs prior to releasing the emergency scene for normal train operations.
3. The local Police Department and other emergency support agencies having jurisdiction in the area shall be called to respond if requested by the IC.
4. To minimize risk exposure to employees, they shall only be sent to the emergency scene(s) as necessary to secure and/or restore operations.

1005. Restoration of Service

The emergency scene shall be restored to normal revenue service after the high velocity winds have subsided. Maintenance and Engineering personnel have completed their work, and a track inspection of the entire area has been conducted.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

HIGH VELOCITY WINDS

1. Advise OCC Manager.
2. Determine the affected area. If severely affected, declare the area out-of-service.
3. Announce 10-43 or 10-33, as appropriate, to trains, yards, and TM zones.
4. Name the Incident.
5. Designate the IC/BART Liaison.
6. Monitor the area for report of winds subsiding.
7. Conduct a track inspection through the affected area.
8. Update IC/BART Liaison's ID and Command Post location, as needed.
9. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

HIGH VELOCITY WINDS

1. Advise OCC Manager.
2. Acknowledge, copy facts and time.
3. Contact National Weather Service (510) 562-8573.
4. Notify Transportation Supervisor.
5. Coordinate with Power and Way.
6. Preserve all documentation/evidence and submit to OCC Manager.

NOTE: Winds over 40 miles per hour may be hazardous to BART train operations and patrons.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

HIGH VELOCITY WINDS

1. Advise OCC personnel.
2. Verify that the following have taken place:
 - a. Trains restricted from entering the area.
 - b. Trains in the affected area are being moved at restricted speed.
 - c. The National Weather Service Office contacted for update report.
 - d. BPD, transportation supervisory and maintenance personnel are enroute to the scene.
 - e. Affected area work orders cancelled, personnel on simple approval advised.
 - f. Communications established with IC.
 1. Insure location of command post known and appropriate personnel notified.
 2. Insure Incident is named.
 - g. Management notification list implemented.
 - h. Truncated service established as necessary.
3. Restore service to normal after IC releases the area.
4. Collect documentation/evidence from OCC personnel.

NOTE: Winds over 40 miles per hour may be hazardous to BART train operations and patrons.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

HIGH VELOCITY WINDS

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Coordinate with the Train Controller for mode and pattern of revenue service to be maintained or established.
3. Contact and brief Station Agents affected.
4. Make station announcements, Line and/or systemwide to keep passengers informed of service disruptions and estimated durations.
5. Notify local radio stations of the service disruption, anticipated duration and, if applicable, any alternate modes of transportation.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

HIGH VELOCITY WINDS

1. Respond to stations or other designated locations bordering the emergency scene.
2. Assume the duties of IC until relieved by a Transportation Supervisor.
3. Advise the OCC of the severity of the emergency, any known obstructions or damage on the trackway or structures, and the affect of the emergency on train operations.
4. Identify potential hazards (power lines, trees, etc.).
5. Establish a security perimeter and assist in evacuating the area as necessary.
6. Assess the need for response by the local police department and other emergency support agencies having jurisdiction in the area.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

High Velocity Winds

1. Advise OCC Manager.
2. Broadcast high wind warning.
3. Dispatch crews to observe area for damage, as appropriate.

CHAPTER XI - FLOODING

1101. Determining and Evaluating the Facts

1. The OCC shall attempt to determine the following facts:
 - a. The exact location of the affected area. Request milepost locations and/or any other commonly accepted reference points.
 - b. Whether injuries have resulted, and if so, the number of persons involved and the extent of their injuries, i.e., minor or serious.
 - c. The condition that caused the area to flood, e.g., broken water main, sewer backup, inoperative pump, etc.
 - d. Extent of damage to BART right-of-way, structures or equipment.
 - e. The affect on train operations in the area.
2. The OCC shall evaluate all available facts to determine the best strategies for preserving life safety, protecting District property and for maintaining revenue service.

1102. Emergency Scene Boundaries

1. In the case of flooding in the Transbay Tube, the emergency scene shall initially include all trackage and stations between and including West Oakland and 16th/Mission Street Stations.

1103. Protecting the Emergency Scene

1. BPD Officers shall provide security at the emergency scene to prevent unauthorized personnel from entering.
2. If appropriate, third rail power shall be de-energized in the affected area immediately upon receipt of information of flooding and re-energized only as directed by the IC.

CAUTION: Avoid stranding trains on third rail sections involved in flooding, if possible.

3. All trains shall be restricted from entering the incident site.

4. If tracks within the emergency scene are "out-of-service," all interlocking routes leading into the emergency scene shall be cancelled until the area or specific tracks are declared safe for train operations by the IC.

1104. Responding to the Emergency Scene

1. BPD Officers nearest the incident site shall be dispatched for duty as the IC. These Officers shall establish communications with the OCC and coordinate all response efforts at the emergency scene.
2. If the cause of the flood condition is suspected to be broken water pipes, the appropriate water company shall be notified and requested to respond. They are to be requested to provide BART with an estimated time of turnoff or repair completion as soon as possible.
3. The IC ultimately may be a BPD Officer, Maintenance and Engineering Supervisor or Transportation Supervisor depending upon the conditions at the scene at any given time. In general, BPD Officers are principally involved in life safety matters, Maintenance and Engineering Supervisors in facility restoration, and Transportation Supervisors in service restoration.

1105. Restoration of Service

Normal revenue service shall be restored as soon as possible after all restoration operations are complete and the emergency scene is released by the IC.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

FLOODING

1. Advise OCC Manager.
2. Isolate the affected area.
3. Announce 10-43 or 10-33, as appropriate, to trains, yards, and TM Zones.
4. Name the Incident.
5. Designate the IC/BART Liaison.
6. Do not allow trains to enter the emergency scene.
7. Reroute trains as needed.
8. Reduce train service to avoid train congestion/delays.
9. Restore normal service after track inspection of the affected area.
10. Update IC/BART Liaison's ID and Command Post locations, as needed.
11. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

FLOODING

1. Advise OCC Manager.
2. Remove third rail power as directed by Train Controller/ OCC Manager.
3. Notify Power and Way for dispatch of maintenance crews to proper locations.
4. Dispatch Transportation Supervisors to proper location.
5. Notify Fire Department, if required.
6. Notify Muni Central, if required.
7. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

FLOODING

1. Advise OCC personnel.
2. Determine the nature of the emergency.
3. Determine the exact location.
4. Verify that the following have taken place:
 - a. Trains restricted from entering the affected areas.
 - b. Trains are being rerouted or turned back and truncated service being established.
 - c. BPD, Transportation Supervisor and maintenance personnel are enroute to the affected area.
 - d. Third rail power off in the affected area.
 - e. Affected area work orders cancelled, personnel on simple approval advised.
 - f. Communications established with IC.
 1. Insure command post location is known and appropriate personnel notified.
 2. Insure incident is named.
 - g. Insure Proper Public Address announcements are being made.
5. Contact the National Weather Service office for update report(s) (936-1212).
6. Flood conditions caused by equipment failure - obtain estimated time of repair, i.e., water companies.
7. Restore normal service after the IC releases the area(s).
8. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

FLOODING

1. Coordinate with the Train Controller to determine which trains will be affected by the incident and the type of train service to be provided.
2. Notify Media & Public Affairs personnel, BPD and the Information Center.
3. Make PA announcements to inform passengers and Station Agents of the emergency.
4. Determine from the OCC Manager whether bus bridge service will be required. If so, notify bus companies and coordinate bus bridge.
5. Update station announcements to keep passengers and Station Agents informed of service delays and train service patterns.
6. Notify local radio stations of the service disruption, anticipated duration and, if applicable, any alternate modes of transportation.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

FLOODING

1. Respond to the emergency scene and assume the duties of IC until relieved by a Transportation Supervisor or Fire Department IC.
2. Establish communication with the OCC and advise of the exact location, nature and severity of the emergency.
3. Check for and report the number of injured persons and the extent of their injuries. Request fire department and emergency medical services if needed.
4. Determine and report the condition that caused the flood. Request that the appropriate agency (water company, fire department) respond to terminate the water flow.
5. Report any known damage to the trackway, structures or equipment.
6. Assess and report the effect of the emergency on train operations in the area.
7. Request termination of electrical power in areas affected or threatened by the emergency.
8. Evacuate the area if necessary.
9. Secure the scene to prevent unauthorized personnel from entering.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

FLOODING

1. Advise OCC Manager.
2. Broadcast 10-33.
- 3.. Obtain help at P&W Desk.
4. Obtain computer Printout.
5. Dispatch crews to scene.
6. Supply pumpers.
7. Dispatch Hi-Rail Crew Cab, Hi-Railer or Locomotive to underground for set-on, as required.
8. Alert maintenance crews of alarms received in OCC.

CHAPTER XII - EXPLOSIONS

1201. Reporting an Explosion

1. BART employees who become aware of an explosion occurring on or near BART property shall report all facts known to the BPD Dispatcher or the OCC immediately.
2. BPD Dispatch and the OCC shall notify each other as soon as they have knowledge of an explosion affecting BART.
3. The initial report shall include the exact location of the explosion, the number and severity of injuries, if any, the affect on train operations, whether fire has resulted and any damage that has resulted to tracks or structures.
4. The reporting party shall be requested to remain near the site to relay information to the OCC until BPD or other emergency response personnel arrive.
5. Because a secondary blast may occur, employees shall insure that personnel remain at least 1000 feet from the blast site until BPD Officers arrive.
6. First aid shall be administered to anyone who needs it, if possible. Attempts shall be made to determine whether anyone has been trapped by fallen debris.
7. After any apparent intentional detonation of an explosive device, consideration must be given to the potential distribution of Nuclear/Biological/Chemical (NBC) contaminants. Responding personnel shall evaluate the symptoms and statements of casualties and witnesses to determine if it is appropriate to initiate the District's NBC Response Plan.

1202. Determining and Evaluating the Facts

1. The OCC shall attempt to obtain all facts that may assist BPD and other emergency response agencies in rescue operations and investigation of the incident, i.e.:
 - a. The exact location of the incident.
 - b. If a train is involved, its serial number, length and passenger load.
 - c. The number of injuries and deaths, if any.
 - d. Whether fire has resulted from the explosion.

1203. Protecting the Emergency Scene

1. Interlocking routes which allow movement through the emergency scene boundaries shall be canceled immediately, and routes prohibited.
2. The computer shall be placed in the monitor mode.
3. Non-incident trains in the area of the emergency scene shall be reversed or allowed to continue, provided they will not pass the Incident Train or incident site, except in a separate subway track in the manual mode.
4. Changes in third rail power at the incident site shall be made only if directed by the IC.
5. Underground emergency scenes shall be ventilated in accordance with this Plan under "Fires" or as directed by the IC.
6. BPD Officers shall insure that only emergency response crews are allowed within the emergency scene, and that all possible evidence remains undisturbed.

1204. Restoration of Service

Normal revenue train service may be re-established after the site has been released by the IC.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

EXPLOSIONS

1. Advise OCC Manager.
2. Confirm the nature of the explosion.
3. Confirm the location of the explosion.
4. Confirm the involvement of people/vehicles/equipment.
5. Isolate the area.
6. Declare 10-43 / 10-33.
7. Advise BPD.
8. Designate IC/BART Liaison.
9. Name the incident.
10. Issue work / run orders as required.
11. TPA and T/O announcements and updates.
12. System delay strategies (turnbacks/single tracking).
13. System restoration when possible.
14. Determine injuries / damage.
15. Update IC/BART Liaison's ID and Command Post location, as needed.
16. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

EXPLOSIONS

1. Advise OCC Manager.
2. Confirm the nature of the explosion.
3. Confirm the location of the explosion.
4. Confirm the involvement of people/vehicles/equipment.
5. Power off as required (OCC Manager approval).
6. Establish ventilation as required (OCC Manager approval).
7. Advise FD.
8. Issue work orders as required.
9. At direction of OCC Manager restore power / deactivate ventilation.
10. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

EXPLOSIONS

1. Advise OCC personnel.
2. Confirm the nature or cause of the explosion.
3. Confirm the location of the explosion.
 - a. Train number and location.
 - b. Structure.
 - c. Equipment involved.
 - d. Confirm the presence of fire / smoke / toxic odors.
4. Verify that the following actions have taken place:
 - a. All OCC staff are using their Emergency Checklists.
 - b. The incident area has been isolated.
 - c. BPD and FD have been advised.
 - d. 10-33 / 10-43 / 10-79 declared as required.
 - e. Power off as required.
 - f. Ventilation if appropriate.
 - g. IC/BART Liaison designated.
 - h. Incident is named.
 - i. Work / run orders issued correctly.
 - j. Location of command post known and appropriate personnel notified.
 - k. PA and TPA announcements.
 - l. MNL activated.
 - m. Transportation and Maintenance staff dispatched as required.
 - n. Bus Bridge implemented as required.
 - o. System delay strategies implemented (turnbacks/single tracking).
 - p. Power on and ventilation deactivated when appropriate.
 - q. System restoration strategies implemented when appropriate.
 - r. Determine injuries / damage.
5. Update MNL.
6. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST (COM SPEC)

EXPLOSIONS

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Determine from the Train Controller whether rescue trains will be used. If so, which ones and where they will be staged.
3. Announce that passengers must off-board Rescue Trains at stations on each side of the emergency scene.
4. Make appropriate emergency PA announcements to passengers that the stations on each side of the emergency scene are closed.
5. As directed by the OCC Manager, coordinate and develop a Bus Bridge in areas where train service has been temporarily discontinued.
6. Make updated PA announcements to stations, as required, and call local radio stations to inform them of the location and cause of the service disruption, bus bridge arrangements, anticipated duration and any changes to normal train operating patterns.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

EXPLOSIONS

1. Respond to the scene or other designated location, and assume the duties of IC until relieved by a Transportation Supervisor or Fire Department IC. BART Police will assume the role of IC when the explosion appears to have resulted from the commission of a crime.
2. Avoid radio transmissions at the scene if the explosion could have been caused by a bomb. Evaluate the potential presence of NBC agents.
3. Establish telephone communication with the OCC, and advise of all known details regarding the incident (exact location, nature, severity, casualties, damage), whether a fire has resulted, and the effect on train operations.
4. Keep all personnel at least 1000 feet from the blast site to protect them from a secondary explosion.
5. Request fire department, emergency medical services, additional police assistance, and the coroner, if needed.
6. Advise on the need for a rescue train.
7. Administer first aid; determine whether anyone has been trapped by fallen debris.
8. Evacuate the scene of all patrons and non-essential personnel.
9. Secure the scene and allow only authorized emergency respond personnel to enter.
10. Protect physical evidence.
11. Identify and interview witnesses.
12. Request call-out of investigators and explosive ordinance detachment as indicated.
13. Record all actions taken to support documentation of the incident.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

EXPLOSIONS

1. Advise OCC Manager.
2. Broadcast a 10-33.
3. Determine if Locomotive needed.
4. Obtain computer printout.
5. Dispatch assistance crews to scene.
6. Obtain help at P&W desk.
7. Dispatch crews to interlocking Train Control Rooms, if required.
8. Dispatch Hi-Rail Crew Cab to Maintenance of Way, if required.
9. Alert maintenance personnel of alarms received in OCC, equipment status changes.

CHAPTER XIII - HOSTAGE OR BARRICADED SUBJECT

1301. Reporting a Hostage or Barricaded Subject Incident

1. When a BART employee becomes aware of a hostage or barricaded subject situation they shall immediately report all facts regarding the incident to BART Police or the OCC.
2. If BPD Dispatch is first to hear of the incident, the OCC shall be notified immediately. If the OCC receives the initial report, BPD Dispatch shall be notified immediately.
3. The reporting party shall be requested to remain a safe distance from the incident and continue relaying information to BART Police or the OCC until Police Officers arrive at the scene.
4. If possible, the initial report should contain the exact location of the incident, number and description of suspects, type of weapons involved and approximate number of hostages.
5. If conditions permit, the reporting employee shall clear all unnecessary personnel away from the area of the incident and prevent others from entering. Brief Police Officers as soon as they arrive.
6. Employees who become victims of a hostage or barricaded subject incident shall not take unnecessary risks which may provoke the hostage-taker, thereby jeopardizing their own safety and/or the safety of others.

1302. Determining and Evaluating the Facts

1. The OCC or BPD dispatch shall make every effort to obtain any facts that may assist the Police Department, i.e.:
 - a. Exact location of the incident.
 - b. If a train is involved, the serial number, length and passenger load.
 - c. Number of injuries/deaths, if any.
 - d. Number and location of hostage-takers or barricaded subjects.
 - e. Weapons in possession of hostage-takers or barricaded subjects.
 - f. Demands made by the hostage-takers/barricaded subjects.
 - g. Location and identification of persons with information, i.e., witnesses who can be contacted by the police.

2. All information obtained shall be transmitted to the IC as soon as possible.

1303. Emergency Scene

1. As soon as possible after arriving at the incident site and/or when conditions significantly change, the IC shall:
 - a. Determine whether existing boundaries are appropriate for the situation.
 - b. Make modifications to the emergency scene boundaries, when significant changes occur.
 - c. Notify the OCC immediately of any boundary changes.

1304. Protecting the Emergency Scene

1. Interlocking routes which allow access to the emergency scene boundaries shall be canceled immediately.
2. The computer shall be placed in the monitor mode.
3. Non-incident trains in the area of the emergency scene shall be reversed or allowed to continue provided they will not pass an incident train or incident site, except in a separate subway track. This is subject to the approval of the OCC Manager or the IC.
4. Third rail power shall be removed in the area of the emergency scene as directed by the IC.
5. The operation of ventilation fans at underground scenes shall be as directed by the IC.

1305. Responding to the Emergency Scene

1. BPD Officers: BPD Officers nearest the emergency scene shall be dispatched thereto to confirm that there is a hostage or barricaded subject incident at the reporting location.
 - a. BPD Officers shall be responsible for determining the exact location of the suspects.
 - b. BPD Officers shall attempt to isolate the suspects by using an inner perimeter to block all possible escape routes.

- c. A Command Post shall be established near the incident site, in the area between the inner and what will become the outer perimeter.
 - d. As soon as possible, the IC shall establish communications, preferably by telephone, between the Command Post and the OCC.
 - e. Other BPD Officers and outside law enforcement agencies shall establish an outer perimeter to provide a buffer zone around the emergency site.
 - f. Specially trained BPD hostage negotiators and Special Problems and Rescue Team (SPAR) members shall be called to the scene. They may be assisted by similarly trained Outside Police personnel.
2. Other Police Agencies: BPD Dispatch shall notify local Police, Sheriff's Department and/or the California Highway Patrol and request they provide assistance in establishing and maintaining an outer perimeter around the emergency scene. The level of response provided shall be determined by the Outside Police Agency. If directed by the IC, Special Response Teams from outside jurisdictions shall also be requested.
 3. Other Emergency Response Agencies: Other emergency response agencies shall be contacted and requested to respond.
 - a. One ambulance shall be requested from Emergency Medical Services and placed on "standby" at the Command Post.
 - b. As requested by the IC, the appropriate Fire Department shall be contacted and asked to provide one engine company at the Command Post.
 - c. If it is believed that explosives are involved, the appropriate Explosive Ordinance Detachment shall be contacted and requested to report to the Command Post.
 - d. The American Red Cross shall be contacted and requested to provide food/relief services in an area near the Command Post for the use of Police/Rescue workers if needed.
 4. BART Hi-Railer Crew Cab: The Hi-Rail Crew Cab shall be made available, without prior request, for use by Police Officers.

- a. These Hi-Railer Crew Cab shall be directed to report to maintenance-of-way access points nearest the emergency scene for rendezvous with the Police Department or other emergency response agencies.
 - b. The Hi-Railer Crew Cab shall not "set-on" until they have received work orders via landline telephone. Responding Police Officers shall direct them to move their vehicles toward the emergency scene as needed.
5. Other BART Equipment/Personnel: Arrangements shall be made to notify and brief persons who may be required to respond or supply needed equipment.
- a. Duty Foreworkers of all Maintenance Sections shall be notified and their Crews placed on standby.
 - b. A Communications Crew and an Electrical Crew shall be sent to the Command Post to assist in controlling the environment of the suspects.
 - c. Transportation Supervisors shall be directed to report to stations on each side of the emergency scene to assist as necessary in the movement of passengers and such other duties as may be required.

1306. Evacuating the Scene

1. Non-hostage persons who are stranded within the emergency scene shall be told to remain there until Police Officers arrive and can lead them to safety.
 - a. The SPAR Team shall start evacuating these persons as soon as possible after they arrive.
 - b. Non-injured evacuees shall be isolated and interrogated prior to being released.
 - c. Injured persons shall be evacuated immediately and questioned later.
2. Hostages who have escaped or are released, prior to termination of the incident, shall be evacuated from the incident site on a rescue train or by other means that will insure that they can be questioned by Police Investigators before they leave the system.

1307. Restoration

Normal train service through the area of the emergency scene shall resume when the scene is released by the IC.

EMERGENCY PROCEDURES CHECKLIST
TRAIN CONTROLLER

HOSTAGE OR BARRICADED SUBJECT

1. Advise OCC Manager.
2. Confirm the nature of the problem.
3. Confirm the location of the problem.
4. Confirm description of those involved.
5. Confirm the presence of weapons.
6. Isolate the area.
7. Declare 10-33 / 10-43.
8. Determine ETA for BPD Hostage Negotiator, if appropriate.
9. Designate IC/BART Liaison.
10. Name the Incident.
11. Follow instructions of OCC Manager.
12. Issue work / run orders as required.
13. TPA and T/O announcements and updates.
14. Implement system delay strategies (turnbacks/single tracking).
15. Obtain additional info. and updates ASAP.
16. Restore normal service ASAP.
17. Update IC/BART Liaison's ID and Command Post location, as needed.
18. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURES CHECKLIST
POWER SUPPORT CONTROLLER

HOSTAGE OR BARRICADED SUBJECT

1. Advise OCC Manager.
2. Confirm the nature of the problem.
3. Confirm the location of the problem.
4. Confirm description of those involved.
5. Confirm the presence of weapons.
6. Power off as required (OCC Manager approval).
7. Establish ventilation as required (OCC Manager approval).
8. Advise BPD (if not already done).
 - a. Determine ETA of BPD Negotiator.
9. Issue work orders as required.
10. Advise FD, if required.
11. At direction of OCC Manager restore power/deactivate ventilation.
12. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURES CHECKLIST
OCC MANAGER

HOSTAGE OR BARRICADED SUBJECT

1. Advise OCC personnel.
 - a. The nature of the problem.
 - b. The location of the problem.
 - c. Whether there are weapons involved.

2. Verify that the following actions have taken place:
 - a. All OCC personnel are using their Emergency Check Lists.
 - b. The incident area has been isolated or trains have been restricted.
 - c. IC/BART Liaison designated.
 - d. Incident named.
 - e. Location of command post known and appropriate personnel notified.
 - f. ETA of Hostage Negotiator/BPD IC.
 - g. Advisory notification to Fire Dept./or as BPD directs .
 - h. Power off as required.
 - l. Ventilation as required.
 - j. Declaration of 10-43 / 10-33.
 - k. Work orders / run orders as required are correct.
 - l. MNL activated.
 - m. Transportation and Maintenance Staff dispatched as necessary.
 - n. PA and TPA announcements made frequently to passengers.
 - o. Bus Bridge implemented as required.
 - p. System delay strategies implemented (turnbacks/single tracking).
 - q. Power on and ventilation de-activated when possible.
 - r. System restoration strategies implemented when possible.
 - s. Determine injuries / system damage.

3. Update MNL.

4. Collect all documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

HOSTAGE OR BARRICADED SUBJECT

1. Notify Media & Public Affairs personnel, BPD and the Information Center.
2. Notify the agents of stations that are affected by the incident.
3. Make public address announcements to lines or systemwide, as appropriate.
4. As directed by the OCC Manager, coordinate and develop bus bridges in areas where train service has been temporarily discontinued.
5. Coordinate with the Train Controller to determine the pattern of revenue service to be provided.
6. Notify local radio stations of the service disruption, anticipated duration and, if applicable, any alternate modes of transportation.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

HOSTAGE OR BARRICADED SUBJECT

1. Respond to the scene, or other designated location, and assume the duties of IC until relieved by a BPD supervisor, command officer, or the SPAR Team Commander.
2. Obtain a briefing from the reporting party regarding the exact location of the incident, suspects, weapons, hostages, demands, injuries, deaths, witnesses, and whether a train is involved.
3. Confirm that a hostage or barricaded subject incident exists at the reported location.
4. Establish communication with the OCC and advise of all known details of the incident, what is being done to contain it, and its effect on train operations.
5. Request notification and call-out of BPD SPAR Team and hostage negotiators.
6. Request an ambulance and fire department stand-by.
7. Request an explosive ordinance detachment stand-by if explosives are believed to be involved.
8. Ascertain that sufficient BPD officers are on the scene to contain the emergency.
9. Establish boundaries for the situation, subject to modification when significant changes occur.
10. Notify the OCC immediately of any boundary changes.
11. Request outside police agencies to assist in establishing an outer perimeter.
12. Determine the exact location of the suspects.
13. Attempt to isolate the suspects by establishing an inner perimeter to block all possible escape routes.
14. Establish a command post in a safe location near the incident site, between the inner and outer perimeter.
15. Establish communications, preferably by telephone, between the command post and the OCC.
16. Establish an outer perimeter, staffed by BPD and outside agency officers.
17. Contain the situation pending arrival of BPD SPAR Team and hostage negotiators.
18. Avoid provoking or initiating contact or communication with the suspects while awaiting SPAR Team and hostage negotiators.
19. Assist the SPAR Team in evacuating non-hostage persons who are stranded within the emergency scene.

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HOSTAGE OR BARRICADED SUBJECT

BART POLICE

20. Identify and interview evacuees, escaped or released hostages, and other witnesses prior to releasing them.
21. Record all actions taken to support investigation and documentation of the incident.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

HOSTAGE OR BARRICADED SUBJECT

1. Advise OCC Manager.
2. Broadcast a 10-33.
3. Warn crews to stay out of area.
4. Determine where command post is located.
5. Dispatch crews to command post.
6. Dispatch Hi-Rail Crew Cab to maintenance of way nearest emergency.
7. Work under Police direction.
8. Put on duty foreworkers of all maintenance sections on standby.

CHAPTER XIV - BOMB THREATS

1401. Reporting a Bomb Threat

1. The first BART employee to become aware of a bomb threat directed at the BART system shall immediately notify BPD or the OCC.
2. BPD Dispatch and the OCC shall notify each other as soon as they have knowledge of a bomb threat.
3. Threats involving Nuclear/Biological/Chemical weapons of mass destruction must be immediately reported to BART Police and the OCC, with response governed by the District's NBC Response Plan.
4. If an explosion occurs, the provisions of this Plan under "Explosions" shall apply.

1402. Emergency Scene Boundaries

1. No boundaries shall be established unless a suspicious object or a known explosive device is discovered.
2. When a suspicious object or a known explosive device is discovered, the emergency scene shall extend for 1000 feet in all directions from the object/device, and the boundaries of a bomb threat emergency scene shall be the entire facility, if at a station, office building or shop, and all tracks between stations on either side of the emergency scene if on mainline.
3. Boundaries may be changed by BPD.

1403. Protecting the Emergency Scene

1. BPD shall insure that only authorized emergency response personnel/agencies enter the area of the emergency scene and that all others remain at a safe distance.
2. Trains shall not be permitted to operate within the boundaries of an emergency scene except to move out of it. Do not permit a train to move past an alleged bomb location.
3. The OCC shall insure that all mainline operational instructions are compatible with strategies being implemented by the BPD Watch Commander.

4. If a specific train is the target of a bomb threat, the Train Operator shall be advised: That the train will be held at the next station: passengers must be off-boarded without making a PA announcement or acknowledging radio transmissions and to follow instructions of BPD Officers at the station.

1404. The Emergency Scene

1. The BPD Watch Commander shall evaluate the threat and specify the level of District response.
2. BPD Officers shall be dispatched to the alleged bomb location to conduct a search along with the BART employee(s) normally assigned to that location.
3. The senior BART employee at the threatened location shall be advised that BPD Officers have been dispatched to investigate and search for the destructive device. The employee at that location may be requested to assist in the search. Such assistance shall be limited to just pointing out items that have not been seen at the location before.
4. Other BPD Officers shall insure that only authorized emergency response personnel are allowed at the incident site.
5. A Police Bomb Squad or Explosive Ordinance Disposal (EOD) personnel shall be requested if a suspicious object or a known destructive device is found. The incident site shall then be evacuated and train movement shall not be allowed through or into the emergency scene until the object is removed or rendered safe.

1405. Restoration of Service

Normal revenue service through the affected area shall resume as soon as it is determined that the area is safe and is released by the IC.

EMERGENCY PROCEDURE CHECKLIST
TRAIN CONTROLLER

BOMB THREAT

1. Advise OCC Manager.
2. Implement strategies of the OCC Manager or BPD.
3. Name the Incident.
4. Designate the IC/BART Liaison.
5. If the bomb threat is aimed at a train, instruct Train Operator as follows:
"Call sign, 10-3, 10-79, hold at (location) comply with BPD instructions, DO NOT ACKNOWLEDGE THIS TRANSMISSION - DO NOT MAKE A PA ANNOUNCEMENT."
6. Hold other trains clear until OCC Manager/BPD releases.
7. Return to normal operations when instructed by OCC Manager.
8. Update IC/BART Liaison's ID and Command Post location, as needed.
9. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
POWER/SUPPORT CONTROLLER

BOMB THREAT

1. Advise OCC Manager.
2. Implement strategies of the OCC Manager/BPD.
3. Notify Power & Way of instructions received/implemented.
4. Cancel all work orders and/or personnel on simple approval in the affected area.
5. Notify Fire Department/Muni as required.
6. Notify Transportation Supervisor.
7. Preserve all documentation/evidence and submit to OCC Manager.

EMERGENCY PROCEDURE CHECKLIST
OCC MANAGER

BOMB THREAT

1. Advise OCC personnel.
2. Implement strategies as directed by IC (BPD).
3. Verify that the following have taken place:
 - a. If a passenger station is affected; notify that Station Agent.
 - b. If the bomb threat is aimed at a train, instruct Train Operator as follows:
"Call Sign, 10-3, 10-79, Hold at (Station/location). Evacuate your train.
"DO NOT ACKNOWLEDGE THIS TRANSMISSION - DO NOT MAKE A PA ANNOUNCEMENT."
 - c. Affected area, Work Orders canceled, personnel on Simple Approval canceled.
 - d. Management notification list implemented.
 - e. Incident is named.
 - f. IC/BART Liaison is named.
 - g. Location of command post is known and appropriate personnel notified.
 - h. Proper Public Address announcements are being made.
4. Resume normal operations when cleared by IC.
5. Collect documentation/evidence from OCC personnel.

EMERGENCY PROCEDURE CHECKLIST
COMMUNICATIONS SPECIALIST

BOMB THREATS

1. DO NOT make public address announcement at affected station.
2. If the bomb threat is aimed at a station, notify the Station Agent by phone.
3. Proceed as directed by the OCC Manager.
4. Notify Media & Public Affairs personnel and BPD.

EMERGENCY PROCEDURE CHECKLIST
BART POLICE

BOMB THREAT

1. Respond to the location specified by BPD Communications and assume the duties of IC.
2. Avoid radio transmissions at the scene.
3. Establish telephone communication with BPD Communications and OCC, ascertain all details of the incident and the level of response ordered by the Watch Commander.
4. Evacuate and/or search a facility or train in accordance with the response level ordered by the Watch Commander.
5. If a suspicious object or a known explosive device is discovered, establish boundaries for an emergency scene, and evacuate all patrons and personnel.
6. Notify BPD Communications and the OCC by telephone if an object or device is found, and request response by the explosive ordinance detachment.
7. Secure the scene and insure that only authorized emergency response personnel are allowed at the incident site.
8. Complete a police report documenting the details of the incident and the actions taken.

EMERGENCY PROCEDURE CHECKLIST
POWER & WAY

BOMB THREAT

1. Advise OCC Manager.
2. Notify appropriate crews to assist BPD in bomb identification.
3. Dispatch crews one station away from target, then advise to call.
4. Dispatch Power crew to substation(s) one station away from target.
5. Dispatch Mechanical crew to Mechanical Rooms sufficient distance from target zone.
6. Caution crews not to touch anything that is out of place.

CHAPTER XV - PG&E OUTAGE

(Chapter being developed and will be added at a later date)

APPENDIX I GLOSSARY

Automatic Train Operation (ATO): The subsystem within automatic train control which performs the functions of speed control, programmed stopping and door operation.

BART Liaison: This function is responsible for coordinating and communicating with BART personnel, the OCC, the Fire Department and/or any other agency at the emergency scene.

BART Police Department (BPD): A division of BART which is responsible for law enforcement within the BART system, including the investigation of crimes, apprehension of perpetrators, traffic control and accident investigation and protection of District revenue operations.

BART Police Department Dispatcher: A BART Police employee who monitors and records reports of crimes, accidents and emergency situations; dispatches BPD Officers to investigate reported incidents, notifies other law enforcement agencies and Emergency Services agencies to respond to BART Emergencies.

Berkeley Hills Tunnel (BHT): A 3.2 mile twin-bore tunnel between Rockridge Station in North Oakland and Orinda Station in Orinda.

Blue Light Stations: Emergency panels located along underground trackways, not over 1,000 feet apart and within line of sight, containing a third rail power trip button, an emergency telephone, a maintenance telephone jack, a 110 volt outlet. A blue light is located above the panel.

Bus Bridge: Bus transportation provided for BART passengers between stations where train service has been temporarily discontinued.

Care & Shelter: A function of the Logistics/Resources section which provides care and shelter for BART employees through the Red Cross. The Red Cross volunteers provide food, clothing and shelter to people on a mass care basis. They also provide welfare information through a Central Registration system that connects all shelter sites with a Central registration location.

Clearance: An official authorization to perform an activity subject to clearance rules.

Command Post: The physical location of the Incident Commander (IC) during an emergency and where primary command functions are executed.

Communications Repair: This function provides communication repairs and maintenance or tactical needs for the emergency.

Communications Specialist: An employee within the OCC who keeps Station Agents, passengers and others informed of train service being provided by making announcements over the public address system, hot line telephones and tape recorders.

Communications/Utilities: This function provides an ongoing source of information to Damage Assessment as well as the current status of electrical power and communication capabilities for the emergency.

Cost/Time: A function under the supervision of the Finance Section Officer. Cost is responsible to collect all cost data, perform cost effect analyses, project cost estimates and provide cost saving recommendations upon request. Time maintains records of all personnel time worked at the emergency. Personnel includes all BART employees as well as mutual aid workers.

Crossover: Two switches with track between arranged to allow train passage between two tracks.

Damage Assessment: A function within the Operations Section responsible for the collection, evaluation, dissemination and use of information relative to damage to BART during the time of the emergency.

Documentation: A function in the Planning/Analysis Section responsible to maintain and file all EOC messages and record and maintain a file on documents relative to the emergency. In addition, it is to maintain an official history of the emergency and to provide guidance and assistance to personnel relative to documentation procedures.

Electrical Safe Clearance: A BART procedure insuring de-energization of a section of the third rail of other energized components of the 1,000 VDC or 34.5 KVAC systems.

Emergency: Any incident threatening life safety or causing damage which threatens life safety on or in any BART facility or right-of-way.

Emergency Medical Services (EMS): A county medical organization which provides or controls the response of ambulance service.

Emergency Operations Center (EOC): The Emergency Operations Center is located at 101 - 8th Street, Oakland. It is a room which is used to coordinate and

manage major emergencies or disasters.

Emergency Organization: The emergency organization is made up of twenty-six functions in the Emergency Operations Center when fully activated.

Emergency Scene: That area, within designated boundaries, where an emergency situation has occurred and to where emergency response personnel/agencies report, work and control all operations.

Emergency Services Coordinator: This position is usually staffed by the Manager, System Safety. It is an advisory position to the EOC Manager and coordinates liaison with local or state EOC's and Offices of Emergency Services.

Emergency Telephone System (ETS): A dedicated telephone system that enables direct calls to the BART OCC from all Blue Light Stations, Station Agents' Booths, selected hose cabinets and train control rooms, Yard Control Centers and selected elevators and vent structure locations. All ETS calls are recorded on tape.

EOC Facilities Manager: A function within the Logistics/Resources Section responsible to insure that the EOC is set up. In addition it is to provide food, drink and other requirements to the EOC staff.

EOC Action Plan: Every emergency response and recovery period needs an Action Plan. The Action Plan may be oral or it may be in writing. The purpose of the plan is simply to provide all incident supervisory personnel with sufficient, appropriate direction to guide their future actions.

EOC Manager: The individual responsible for overall incident activities, including the development and implementation of strategic decisions and policy making.

Finance Officer: The Finance Section Officer is responsible to manage all financial and cost analysis aspects of the emergency. In addition, the Finance Section Officer manages all personnel in the Finance Section.

Hazardous Material: Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment.

Hostage Taker/Barricaded Subject: When one or more persons, armed with a weapon, using violence or the threats of violence holds persons against their will, or seizes property, and who threatens to take their own or another person's life, or to do physical damage to property, if their demands are not met.

Incident Action Plan: The strategic goals, tactical objectives and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Commander(IC): The individual responsible for the management of all incident operations. This individual is at the site of the emergency and communicates with the OCC, BART Liaison or Operations/Coordination Officer in the EOC, if activated. If more than one incident occurs, an IC will be assigned to each incident.

Incident Command System (ICS) : The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Train: A train that is involved in an emergency situation.

Incident Train Operator: The operator of a train that is involved in an emergency situation.

Insurance Compensation & Claims: A function within the Finance Section, usually staffed by the Insurance Manager, to accept liability claims against BART resulting from the emergency. In addition, it provides legal council in areas of claims for bodily injury and property damage presented to BART.

Interlocking: An arrangement of control apparatus so interconnected that rail vehicle movements must succeed each other in proper sequence. This permits rail vehicle movements over controlled routes only when safe conditions exist.

Legal Officer: The Legal Officer is the General Counsel, Assistant General Counsel or their designee. This function is intended to provide legal advice to the EOC Manager in all legal matters relative to the emergency.

Local Control: Trackage that supports vehicle shops outside of Yard Control, under the jurisdiction of the Shop Foreworker.

Logistics/Resources Officer: The Logistics/Resources Officer is usually the Manager, Operations Technical Services. This officer will manage all functions and units of the Logistics/Resources Section and provide for personnel, materials and facilities as required to mitigate the emergency.

Mainline: Track under the control of the automatic train control system, including

leads into yard area and areas enclosed by right-of-way fences.

Maintenance & Engineering: This function provides all heavy rescue equipment and train control needs at the emergency scene.

Maintenance-of-Way Access Point: A location equipped with facilities for rail-to-road, road-to-rail or on-foot access to mainline trackways.

Maintenance Radio Network: A radio network operating at 43.78 MHz for systemwide above-ground maintenance communications. The base consoles are located at the Power & Way Coordinator's position within the OCC, the Oakland Shop, and the Toll Test Board.

Management Section: The Command Section is made up of the following positions: EOC Manager, Emergency Services Coordinator, Policy Decision Group, Legal Officer, Public Information Officer and Technical Specialist, as needed.

Management Staff: The Command Staff is made up of the following persons:
EOC Manager: (General Manager) AGM-Operations
Emergency Services Coordinator: (Manager, System Safety)
Policy Decision Group: (AGM-Operations, Exec. Mgr, Business & Budget Management Operations/Coordination Officer, Planning/Analysis Officer, Logistics/Resources Officer, Finance Officer and Technical Specialist, as required).
Legal Officer (General Counsel)
Media & Public Information Officer (Mgr, Public Affairs).

Manual Orders: Authorization issued by a OCC for non-automatic rail vehicle movement or work on track or tracks under that OCC jurisdiction.

Metropolitan Transportation Commission (MTC): Transportation Planning and Finance Agency for the nine Bay Area Counties.

Milepost: A marker at the side of the track indicating the distance in miles from the Oakland Wye.

MNL: Management Notification List

Monitor Mode: A state of the Central Computer System that holds trains at station platforms.

Nuclear/Biological/Chemical (NBC): Nuclear: Solid, liquid, or gas whose radioactive properties produce lethal, injurious, or irritant effects, Biological: Viruses, any certain classifications of microorganisms and toxic substance derived from living organisms used to produce death or disease in man, animals and growing plants.

Chemical: Solid, liquid or gas whose chemical properties produce lethal, injurious, or irritant effects; a screening or colored smoke, or incendiary agent. (War gases, smokes, and incendiaries are the three main groups).

Oakland Wye: That track configuration, resembling the letter "Y", where three main track lines are joined by switches and connecting tracks in such a manner that a train entering from the main track of any line can exit via either of the other lines. The underground location is in Oakland where the Fremont, Concord, Richmond and San Francisco lines meet.

Operations Control Center (OCC): OCC is located at BART Headquarters (Lake Merritt Station) where operations supervision is performed and monitored.

Operations Control Center (OCC) Manager: An employee at the OCC who oversees all day-to-day operations of the system and the activities of OCC employees. Supervises, monitors and coordinates all BART emergency situations affecting operations.

Office of Emergency Services (OES): City, County or State offices which provide the source of additional resources in the event of a declared local emergency.

Operations Coordination Officer: The Operations/Coordination Officer reports directly to the EOC Manager. This Officer receives information from the IC(s) in the field and is responsible for the strategic management of all operations directly applicable to the emergency. The Operations/Coordination Officer assists in the development and execution of the EOC ACTION PLAN.

Passenger Loads: Light - cars with some vacant seats. Seated - Cars with all seats occupied. Heavy - Cars with standing patrons.

Personnel: This function is under the direction of the Logistics/Resources Officer and provides direction and control by filling the needs of the Operations/Coordination Section for workers. The Personnel unit provides necessary things related to personnel, working closely with the Care & Shelter unit and other units in the Logistics/Resources Section.

Planning/Analysis Officer: This Officer is responsible to collect, evaluate, disseminate, forecast and formulate information relative to the emergency for the purpose of assisting the EOC Manager and the Policy Decision Group in the development of an EOC ACTION PLAN.

Policy Decision Group: The Policy Decision Group is made up of the Assistant General Manager - Operations, Executive Manager, Business & Budget

Management the Command Staff and Officers. This group works together to determine policy for the emergency.

Power & Way Coordinator: A Power & Way Division employee within the OCC who coordinates maintenance work to be performed on the mainline and when required, dispatches the necessary crews/personnel.

Power Off: An indication at the BART OCC of de-energization of 1,000 VDC and/or 34.5 KVAC systems. This indication provides no assurance of safety.

Power/Support Controller: An employee at the OCC who monitors and controls mainline electrification and support systems.

Public Address: A communication system from the Train Operator or OCC to passengers on trains, and from the OCC and Station Agents to persons in stations.

Public Information Officer: This function is usually filled by the Manager of Media & Public Affairs or other qualified members of that department. This Officer acts as a source of information to the public and news media.

Radio Code: (10-33) - Emergency traffic at "location." (10-43) - Traffic tie-up at "location."

Resources: All personnel and major items of equipment available for assignment to an incident.

Resource Status: This function receives information from Damage Assessment and various other sources. Once this information is gathered, it will post and keep current all information on the status boards and maps in the EOC.

Revenue Service: Transportation of fare-paying passengers on main line routes.

Right-of-Way (ROW): The land area of other space upon which a guideway (including stations and terminals) is placed, including zones for safe, efficient operation of the system.

Rolling Stock: This function provides mainline technicians, mechanics and equipment needs not addressed by Maintenance & Engineering.

Route: A specified succession of contiguous zones over which trains operate between two controlled gates that are capable of stopping the train under automatic operation.

RTCC - Regional Transit Coordinating Council: A Committee at the Metropolitan Transportation Commission (MTC) made up of the General Manager's of all transit agencies in the region.

Safety Officer: A function under field command responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for insuring personnel safety.

Section Officers: Top Level management personnel in the EOC. Section Officers are in charge of Operations/Coordination, Planning/Analysis, Logistics/Resources and Finance. They report to the EOC Manager.

Shop Foreworker: An employee at the Shops who has jurisdiction over maintenance activities and vehicle movement within local control.

Situation Analysis: This functions primary role is to collect and process all information and intelligence, evaluate and disseminate information, supervise emergency mapping and to record operations.

Spar Team (SPECIAL PROBLEMS AND RESCUE): BART Police Officers who are trained to control armed suspects and rescue trapped persons.

Staging: This function provides and maintains a master check-in list of resources from outside agencies which reflects the current status and location of resources for the emergency.

Standardized Emergency Management System (SEMS): California State Law mandating how a major incident will be organized and managed when multiple jurisdictions are involved.

Substation: A facility used to reduce 34.5 KVAC to 1,000 VDC for distribution to the third rail.

Subway: Underground passageways for rapid transit trains.

Supply: The supply function provides all tangible products that may be required during an emergency. Some examples would be shovels, rain gear, food, etc.

Technical Specialist: A Technical Specialist may act as an advisory resource person to the IC or EOC Manager. This function provides special technical information which may be used in development of the EOC ACTION PLAN to assist in mitigation of the emergency.

Telephone "Hot Line": A communication network which connects the OCC with Terminal Zones and Yards.

Telephone, Maintenance (MT): A BART party-line phone circuit which terminates at the Power & Way Switchboard located at the BART OCC. The MT circuit emanates from each passenger station in both directions to midpoint between stations. Connection between stations is made by the Power & Way Switchboard. There are wayside phone jacks located at each maintainable piece of equipment systemwide. In addition, MT jacks are located at Blue Light Stations, Passengers Station platforms and Station Agent booths.

Terminal Zone: A length of track within which the automatic prescribed running direction can be reversed while it is occupied by a train.

Terminal Zone Supervisor: A Foreworker who is in charge of personnel and train operations at the terminal zones located at ends of lines.

Third Rail: A rail positioned alongside the running rails and maintained at an electrical potential for the purpose of supplying electrical power for the propulsion of trains at 1000 volts direct current.

Tower Supervisor: An employee at Yard Control who has jurisdiction and control over clearance and/or movement within the specific yard. This includes the operation of an interlocking control console to establish routes for movement of vehicles in the yard and transfer area.

TPA: Train Public Address

Track Designation: An alpha-numeric identification of BART tracks and lines. In the numeric portion the odd number designates tracks where the trains normally operate away from the Oakland Wye, and the even numbers where they operate toward the Oakland Wye. The alpha portion designates the line over which the tracks run except for downtown Oakland where the C-Line tracks extend to the Wye. A-Line: Wye to Fremont. C-Line: Wye to Pittsburg/Baypoint. L-Line: Bayfair to Dublin/Pleasanton. R-Line: MacArthur to Richmond. M-Line: Wye to Daly City. W-Line: Daly City to Colma.

Trackway: That portion of the BART system within protective fencing, tunnels, tubes, subways, stations or aerial structures wherein trains operate.

Train: Three or more cars coupled together with a cab unit at each end.

Train Radio: A radio system that established communications between the trains

and the OCC.

Train Controller: An employee at the OCC who has jurisdiction and control over all movements entering and operating on mainline. This includes the dispatching of trains, monitoring train operations and intervening in the event of schedule disruptions or when any change in service or routing is required.

Train Operator: An employee who operates trains in both the manual and automatic modes and performs related duties.

Transbay Tube: The 3.6 mile underwater tube between the vent structures in Oakland and San Francisco. It consists of two trackways, an upper exhaust gallery and a lower utility gallery between the trackways.

Transportation Supervisor: A BART Supervisor in charge of yard or line operations.

Transportation: This function provides coordination of all on-rail events in the field. Transportation will assume the role of IC when the Fire Department or BPD are not acting in that role. They will act as BART Liaison when unified command is in place.

Trouble Desk Clerk: An employee at the OCC who maintains the status of trains/cars within the system, reports and records train/car malfunctions occurring on mainline, screens telephone calls and implements the telephone notification list when an emergency situation occurs.

Unified Command: A method in a multiagency/jurisdictional incident of establishing a common set of objectives and strategy without losing agency authority, responsibility or accountability.

Vehicle Desk Supervisor: An employee at the OCC who monitors operation of trains, dispatches Vehicle Technicians to malfunctioning trains on the mainline, provides technical advice to the Train Controller and OCC Manager.

Ventilation: The operation of a fan, or combination of fans, so that air moves in a prescribed direction in subway areas.

Wayside: That area of the trackway immediately adjacent to the running rails, including the third rail, ballast and the ATO equipment located there.

Yard: A system of tracks used to dispatch vehicles to mainline, accept vehicles from mainline, build or alter train consists and distribute cars for storage or repairs.

Yard Control: A facility in each yard from which yard operations and remotely controlled systems are monitored and controlled.

APPENDIX II
EOC CHECKLISTS

EOC MANAGER

PRIMARY: Assistant General Manager - Operations

ALTERNATE: Deputy General Manager or designee

SUPERVISOR: General Manager

GENERAL DUTIES:

1. Serves as Manager in charge of strategic management of the Emergency.
2. Makes executive decisions.
3. Makes rules, regulations, and orders.
4. Manages, controls and directs the Emergency Organization.
5. Develops a strategy and an EOC ACTION PLAN.
6. Coordinates regional transit decisions with Regional Transit Coordinating Council (RTCC) at Metropolitan Transportation Commission (MTC) at General Managers' direction.

YOUR RESPONSIBILITY:

Overall strategic command of BART's Emergency Response effort.

ACTION CHECKLIST

1. Identify yourself as the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from Management Staff.
4. Determine if all key personnel or alternates are in the EOC or have been notified.
5. Appoint and brief Section Officers as required.
 - a) Operations Coordination Officer
(CTO - Police Chief - Chief Engineer.)

- b) Planning/Analysis Officer
Manager, Planning Research & Development.
 - c) Logistics/Resources Officer
Manager, Operations Technical Services
 - d) Finance Officer (Controller/Treasurer).
6. Assess the situation.
 7. Define the problems.
 8. Establish priorities.
 9. Estimate the incident duration.
 10. Establish the frequency of briefing sessions.
 11. Develop overall strategy with the Management Staff and Section Officers.
 12. Designate a liaison to the General Manager.
 13. Develop an EOC ACTION PLAN with the assistance of the Management Staff and Section Officers.
 14. Execute the EOC ACTION PLAN.
 15. Establish periodic briefing sessions with the entire Management Staff to update the overall situation.
 16. Notify City or County Office of Emergency Services about service and/or to request additional resources as deemed necessary.
 17. Review and approve all requests for outside resources and Mutual Aid.
 18. Establish communications as required.
 19. Coordinate EOC functions with City, County, State and Federal Emergency Organizations.
 20. Coordinate regional transit decisions with the RTCC at MTC at the direction of the General Manager.

21. If there is little or no damage to BART, be prepared to provide Mutual Aid to other jurisdictions if the emergency is region wide.
22. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

PUBLIC INFORMATION OFFICER

PRIMARY: Manager, Media & Public Affairs

ALTERNATE: Public Information Officer

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Prepare and disseminate Emergency Public Information.
2. Keep the public informed on a timely basis during a threatened or actual emergency through the use of the media or other available means.
3. Maintain a relationship with the media representatives and hold periodic press conferences as required.
4. Provide rumor control.
5. Provide information to the EOC Manager and members of the Management Staff.

YOUR RESPONSIBILITY:

Formulate and release information about the Emergency to the news media and other appropriate agencies.

ACTION CHECKLIST

1. Identify yourself as the Public Information Officer to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing from the Management Staff.
4. Assess the situation.
5. Prepare an initial information summary as soon as possible after arrival.
6. Observe constraints on the release of information imposed by the

Management Staff.

7. Obtain approval for the release of all information from the EOC Manager or designated representative.
8. Establish necessary contacts with the media (newspapers, radio, television) and provide whatever assistance is required.
9. Establish an information center for the news media to use.
10. Prepare and disseminate instructions and announcements regarding revenue service to the public.
11. Arrange for necessary work space and staffing for the News Media.
12. Provide approved information for release to the News Media.
13. Release news and information to the News Media and post the information in the EOC, News Media Center and OCC.
14. Issue News Bulletins.
15. Arrange the set up of a telephone system for the News Media.
16. Arrange for an escort service to the Media and VIP's.
17. Attend all meetings with the Management Staff to update News Bulletins and Media News Releases.
18. Arrange meetings about the Emergency situation or status of the Emergency between the Media, Emergency personnel and/or members of the Board of Directors as appropriate.
19. Monitor television and radio transmissions.
20. Issue warnings about unsafe areas, structures and/or facilities.
21. Insure that the MTC receives all approved releases and service information.
22. Respond to special requests for information.
23. Establish and assign staff to operate a rumor control hotline if necessary.

24. Insure that announcements and information are translated for special populations.
25. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

POLICY DECISION GROUP

PRIMARY: Executive Manager, Budget & Business Management
EOC Section Managers
Chief of Police

ALTERNATE: Designee as assigned

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Provide special technical expertise to the EOC Manager.
2. Working as a team, formulate the strategy and EOC ACTION PLAN.
3. Act as a resource and provide possible mitigation plans to the EOC Manager.

YOUR RESPONSIBILITY:

Working as a team, assess the incident and provide assistance in the development of a strategy and an EOC ACTION PLAN.

ACTION CHECKLIST

1. Read the entire Action Checklist.
2. Obtain a briefing on the extent of the Emergency from the Management Staff.
3. Assess and assign available personnel to assist you.
4. Confirm the assignment of a representative from the Engineering or Transportation Department to rendezvous with a helicopter to survey the System and Facilities from the air, to maintain information for Situation Analysis, Policy Decision Group, and Operations. Report all information to the Damage Assessment unit.
5. Request Logistics to initiate call back procedure until all positions are filled.
6. Working with the EOC Manager and the Management Staff, develop an overall strategy and an EOC ACTION PLAN.
 - a) Assess the situation.

- b) Define the problem.
- c) Establish priorities.
- d) Estimate the incident duration.
- e) Attend all meetings called by the EOC Manager.
- f) Assist in the implementation of the EOC ACTION PLAN.
- g) Advise the EOC Manager as required of the need for mutual aid.
- h) Advise the EOC Manager as required of the need for additional resources.
- i) In the event of a sustained emergency:
 - 1) Insure that all positions are filled in the EOC.
 - 2) Provide a scheduled change of personnel to the EOC.
- j) If there is little or no damage to BART, be prepared to provide mutual aid to other jurisdictions if the Emergency is region wide.
- k) Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - 1) Document messages received.
 - 2) Action taken.
 - 3) Requests filled.
 - 4) EOC personnel and time on duty.

EMERGENCY SERVICES COORDINATOR

PRIMARY: Manager, System Safety

ALTERNATE: Manager, Operations Safety

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Serve as advisor to the EOC Manager and Management Staff.
2. Assign Office of Emergency Services (OES) Liaison Officers to respond to appropriate City, County or Governor's Office of Emergency Services - Coastal Region EOC.
3. Serve as advisor to and act on behalf of the EOC Manager to the OES Liaison Officer(s) in all matters that require a management decision.
4. Provide information, answer questions, give direction and coordination to members of the Management Staff and Section Officers.
5. May be temporarily assigned to serve in any of the Management Section positions assigned by the EOC Manager.

YOUR RESPONSIBILITY:

Provide assistance to the EOC Manager in all areas of the emergency. Maintain contact with the OES Liaison Officer(s) and provide direction in all matters that require a management decision from the EOC Manager. In addition, act in any of the Management Section positions as required.

ACTION CHECKLIST

1. Identify yourself as the Emergency Services Coordinator to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the emergency from the Management Staff.

4. Assess the emergency and provide advice to the EOC Manager.
5. Assist the EOC Manager in filling needed personnel requirements.
6. Provide assistance and information to Section Officers as required.
7. Working with the Management Staff, assist the EOC Manager in the development of an overall strategy.
 - a) Assess the situation.
 - b) Define the problem.
 - c) Establish priorities.
 - d) Estimate the incident duration.
 - e) Assist in the formulation of the EOC ACTION PLAN.
 - f) Working with members of the Management Staff, assist in the development of an EOC ACTION PLAN.
 - g) Assist in the execution of the EOC ACTION PLAN.
 - h) Facilitate and attend periodic briefing sessions conducted by the EOC Manager.
 - i) Check to insure that all necessary communications have been established with the OES liaisons.
 - j) Coordinate all EOC functions with neighboring jurisdictions, City, County, State and Federal Emergency and Support Organizations.
 - k) Coordinate any debriefings or counseling needs for affected employees in EOC and the field after life safety issues have been addressed.
8. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.

- c) Requests filled.
- d) EOC personnel and time on duty.

LEGAL OFFICER

PRIMARY: General Counsel

ALTERNATE: Assistant General Counsel

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Advise the EOC Manager on legal requirements of BART during an Emergency.
2. Prepare legal documents and provide legal services as required.
3. Maintain legal information, records and reports relative to the Emergency.
4. May fill assignments within the Management Staff as required by the EOC Manager.

YOUR RESPONSIBILITY:

Advise the EOC Manager on the legal requirements of BART during the Emergency.

ACTION CHECKLIST

1. Identify yourself as the Legal Officer to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a situation briefing on the extent of the Emergency from the EOC Manager.
4. Establish areas of legal responsibility and/or potential liabilities.
5. Appoint and brief staff, as necessary.
6. Prepare legal documents as required by the Board of Directors and the EOC Manager.
7. Advise the Board of Directors, EOC Manager and the Management Staff on

the legality and/or legal implications of contemplated emergency actions and policies.

8. Develop the rules and regulations and laws required for acquisition and/or control of critical resources.
9. Prepare documents relative to the demolition of hazardous structures or conditions.
10. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action Taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

OPERATIONS COORDINATION OFFICER

PRIMARY: Chief Transportation Officer, Chief of Police or
Chief Engineer

ALTERNATE: Transportation Supervisor
BART Police Commander
Maintenance & Engineering Manager

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Implements the EOC ACTION PLAN.
2. Manages the Operations Section information from the Field.
3. Receives information from IC(s) in the field and evaluates all facts from an overall strategic viewpoint.
4. Evaluates and acts on operational information.
5. Establishes a priority of actions that must be taken.

YOUR RESPONSIBILITY:

Coordinate emergency operation functions of the Operations Coordination Section, with the IC, BART Police, Transportation, Power & Way, Communications, Rolling Stock and Engineering.

ACTION CHECKLIST

1. Identify yourself as the Operations Coordination Officer to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing from the Management Staff.
4. Evaluate the field conditions associated with the Emergency. Determine the resources committed and coordinate with Situation Analysis. Develop a briefing with the EOC Manager.

5. Evaluate information received from the field IC for inclusion in the EOC ACTION PLAN.
6. Working with the Management Staff, Planning Section and Situation Analysis develop an EOC ACTION PLAN .
7. Assign and brief operations personnel on the EOC ACTION PLAN.
8. Keep the Management Staff advised and briefed.
9. Coordinate the activities of all departments and agencies involved in the operation.
10. Assign specific work tasks to various units of the Operations Section as required.
11. Ascertain what resources are committed. Coordinate requests for food and further needs with the Logistics Resources Officer.
12. Receive, evaluate and disseminate emergency operational information.
13. Determine the need for additional resources. Make a recommendation to the EOC Manager.
14. Establish field communications with affected areas.
15. Assign specific work tasks to various functions of the Operations Section as required.
16. Receive, evaluate, and disseminate information relative to the operation of the Emergency.
17. Provide all relative emergency information to the Public Information Officer.
18. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.

d) EOC personnel and time on duty.

DAMAGE ASSESSMENT

PRIMARY: Supervisor, Maintenance & Engineering

ALTERNATE: Engineer

SUPERVISOR: Chief Engineer, Operations Coordination Officer

GENERAL DUTIES:

1. Provide for an initial inspection of all the structures and facilities in the entire System if Emergency is an earthquake.
2. Prepare Damage Assessment Reports.
3. Collect and report information to the Planning/Analysis Officer.
4. Provide Damage Assessment Teams as required.

YOUR RESPONSIBILITY:

The collection, evaluation, dissemination and use of information relative to Damage Assessment in the System.

ACTION CHECKLIST

1. Identify yourself as the Damage Assessment Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Planning/Analysis Officer.
4. Recall inspectors as required.
5. Prepare to receive information from Police or Transportation representatives conducting an aerial survey of the System.
6. Provide for an initial inspection of the entire System and report locations of damaged structures and facilities to Situation Analysis.
7. Prepare the initial damage estimate of the System.

8. Collect, record and total the type and estimated value of damage.
9. Alert and activate ALL structural inspection personnel, through the EOC at Metro if necessary.
10. Initiate request for mutual aid structural engineers through the Logistics/Resources Officer, if necessary.
11. Work with the Construction and Engineering EOC to prepare a plan for utilization of Inspectors to insure proper deployment as well as a comprehensive coverage of the damaged area.
12. Maintain required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

TECHNICAL SPECIALIST

PRIMARY: Technical Specialist

ALTERNATE: Technical Specialist

SUPERVISOR: Chief Engineer, Operations Coordination Officer

GENERAL DUTIES:

1. Provide technical expertise to the Planning Section and others as required.
2. Advise the Planning Section of the intensity and projected duration of the Emergency.
3. Provide information to the Management Staff that would have an impact on BART.

YOUR RESPONSIBILITY:

Act as a resource to members of the EOC Staff in matters relative to your technical specialty.

ACTION CHECKLIST

1. Identify yourself as the Technical Specialist to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Operations Coordination Officer.
4. Assess the current emergency and provide necessary information to the Planning Coordination Officer relative to projected duration and intensity of the Emergency.
5. Provide information to the Logistics/Resources Officer relative to special equipment needs.
6. Advise the Operations Coordination Officer if evacuation is required.
7. Request any special publications from the EOC, Facilities Manager.

8. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

COMMUNICATIONS / UTILITIES

PRIMARY: Manager, Power & Mechanical Maintenance, or Designee

ALTERNATE: Manager, Communications & Component Repair, or Designee

SUPERVISOR: Chief Engineer, Operations Coordination Officer

GENERAL DUTIES:

1. Provide the ongoing condition of all electrical power and communications to Damage Assessment and Resource Status.
2. Under the supervision of the EOC Manager, identify the order in which areas of the District are to be restored.
3. Assist EOC Staff with ongoing field information.

YOUR RESPONSIBILITY:

Provide information on the status of electrical power and communications throughout the District.

ACTION CHECKLIST

1. Identify yourself as the Communications/Utility Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Logistics/Resources Officer.
4. Establish communications with Pacific Gas & Electric, if necessary.
5. Establish communication with Pacific Bell, if necessary.
6. Establish communications with field units checking on power and communications.
7. Assign personnel as required to adequately staff the Communications/Utilities Unit.

8. Report to the Chief Engineer of Operations Coordination Officer any information or condition that will affect emergency operations.
9. Advise the Logistics/Resources Officer on communication and power capabilities and/or limitations.
10. Contact Communication and Component Repair for supplies, service and/or replacement of equipment as identified in the field.
11. Contact Power & Mechanical for supplies, repair, service and/or replacement of equipment as identified in the field.
12. Provide technical information regarding adequacy and/or capability of power and communications equipment.
13. Supervise Communication/Utilities Unit activities.
14. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

FIELD INCIDENT COMMANDER

PRIMARY: Transportation Supervisor, BART Police, Maintenance & Engineering Supervisor, or Outside Agency

ALTERNATE: Transportation Supervisor, BART Police, Maintenance & Engineering Supervisor, or Outside Agency

SUPERVISOR: Operations Coordination Officer (EOC)

GENERAL DUTIES:

1. Conduct rescue operations when heavy rescue is required.
2. Provide necessary access to incident.
3. Update and brief Operations Coordination Officer in the EOC.
4. Support emergency medical treatment as required.
5. Isolate and control releases of hazardous materials.
6. Communicate through a BART Liaison if unified command is in effect.

YOUR RESPONSIBILITY:

To coordinate all field forces, identify needs and to provide necessary resources.

ACTION CHECKLIST

1. Identify yourself as IC and communicate with the OCC or BART Liaison.
2. Read this entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Operations Coordination Officer in the EOC.
4. Check telephones and radios.
5. Confirm the assignment of a BART representative to rendezvous with a helicopter to survey BART from the air to maintain information for Situation Analysis, Policy Decision Group, Operations Section in the EOC if required. Report to EOC Operations Coordination Officer.

6. Locate and have available for use all personnel lists and work schedules.
7. Determine if all key personnel have been notified.
8. Notify EOC Operations Coordination Officer to begin recall of BART personnel to fill required and anticipated staffing levels if required.
9. Check with the other Operations Section Units for a briefing on the status of the Emergency.
10. Coordinate all activities with the other units of the Operations Section and the EOC Operations Coordination Officer.
11. Assess the impact of the Emergency on train operations.
12. Advise the EOC Operations Coordination Officer of the current situation as required.
13. Set up a Field Command Post. Set up appropriate staging areas for responding personnel. Notify the EOC Operations Coordination Officer of command post and staging location.
14. Check to insure that a Safety Officer has been assigned to monitor and observe personnel safety and to relay personnel casualty information to the EOC Operations Coordination Officer as soon as possible after any injuries or death.
15. Advise field Division Supervisors of the EOC ACTION PLAN. Advise what limitations or restrictions exist.
16. Insure that the flow of information to the field Division Supervisors and EOC Operations Coordination Officer is ongoing.
17. Arrange for the feeding of personnel through the EOC Operations Coordination Officer.
18. Get updated weather information through the EOC Operations Coordination Officer, if applicable.
19. Determine if current and forecasted weather conditions will affect current incident(s) and/or other potential problems.
20. Maintain all required records and documentation to support the history of the

Emergency, i.e.:

- a) Document messages received
- b) Action taken
- c) Request filled
- d) EOC personnel and time on duty

TRANSPORTATION

PRIMARY: Transportation Supervisor

ALTERNATE: Transportation Supervisor

SUPERVISOR: IC

GENERAL DUTIES:

1. Brief and update the IC, as required.
2. Coordinate all activities with the IC, as required.
3. Supervise the Transportation Division of the Operations Section.

YOUR RESPONSIBILITY:

To coordinate all transportation activities in the field.

ACTION CHECKLIST

1. Identify yourself as Transportation to the IC if not assumed by you.
2. Read the entire Action Checklist.
3. Obtain a briefing on the event to develop complete information for Situation Analysis in the EOC.
4. Check telephones and radios to insure proper operation.
5. Confirm all key personnel have been notified.
6. Assess the impact of the emergency on the operations of the system.
7. Advise the IC on priorities, plans and resources.
8. Coordinate all on-rail activities with the IC.

9. Maintain all required records and documentation to support the history of the Emergency, i.e.:
- a) Document messages received
 - b) Action taken
 - c) Request filled
 - d) EOC personnel and time on duty

BART POLICE

PRIMARY: Police Officer

ALTERNATE: Police Officer

SUPERVISOR: IC

GENERAL DUTIES:

1. Coordinate and communicate with BART and outside agency personnel.
2. Direct evacuation of passengers.
3. Enforce laws and rules, and controls traffic.
4. Provide crowd control and security of incident scene.
5. Assist the Coroner's Office in the location of remains and the operation of a temporary morgue.

YOUR RESPONSIBILITY:

Protect lives and property, enforce laws and proclaimed orders, control traffic, assist the coroner, and if necessary conduct criminal investigations.

ACTION CHECKLIST

1. If first on scene, establish yourself as IC until relieved.
2. Identify yourself as BART Police to the IC if not assumed by you.
3. Read the entire Action Checklist.
4. Obtain a briefing on the extent of the emergency from the IC.
5. Assess the situation relative to Law Enforcement needs.
6. Coordinate all Law Enforcement activities with the other branches in the Operations Section. Consult with other Operations branches to assess the situation.
7. Check personnel scheduled and assess needs for the Emergency.

8. Alert Law Enforcement personnel and initiate call out procedure as required.
9. Determine if all key Law Enforcement personnel or their alternates are available or have been notified, if applicable.
10. Assess the impact of the Emergency on the Law Enforcement operational capability.
11. Keep the IC advised as to what resources are presently committed and what resources are still available.
12. Move emergency vehicles to open areas in case of Earthquake or after shocks, if applicable.
13. Appoint "Division Supervisors", if applicable.
14. Assign Emergency safety officer to observe personnel safety and to relay all personnel casualty information to the IC as soon as possible after an injury or death.
15. Confirm that the flow of information to the IC is ongoing.
16. Order an immediate general survey of the disaster area by field units. Particular attention will be given to assess the extent of the area involved and reporting this information to the Planning Section, through the Operations Coordination Officer.
17. Check facilities that contain hazardous materials.
18. Prepare to evacuate areas that have suffered severe damage or life threatening hazards.
19. Request barricades and/or other needed supplies through the IC as required.
20. Cordon off or otherwise secure areas as required by the Emergency.
21. Coordinate removal and relocation of deceased persons under the direction and liaison of the County Coroner.
22. Confirm that Law Enforcement personnel needs such as feeding and sheltering are satisfied through the IC.
23. If there is little or no damage to BART, be prepared to provide mutual aid

assistance to other jurisdictions.

24. Maintain all required records and documentation to support the history of the Emergency, i.e.:

- a) Document messages received
- b) Action taken
- c) Request filled
- d) EOC personnel and time on duty

MAINTENANCE & ENGINEERING

PRIMARY: Track and Structures Supervisor or Train Control Supervisor or Power/Mechanical Maintenance Supervisor

ALTERNATE: Track and Structures Supervisor or Train Control Supervisor or Power/Mechanical Maintenance Supervisor

SUPERVISOR: IC

GENERAL DUTIES:

1. Brief and update the IC, as required.
2. Coordinate all activities with the IC.
3. Supervise the Maintenance & Engineering Divisions Division of the Operations Section.

YOUR RESPONSIBILITY:

Coordinate all Maintenance & Engineering activities in the field.

ACTION CHECKLIST

1. Identify yourself as Power & Way to the IC.
2. Read the entire Action Checklist.
3. Obtain a briefing on the event to develop complete information for Situation Analysis in the EOC.
4. Check telephones and radios to insure proper operation.
5. Confirm all key personnel have been notified.
6. Assess the impact of the disaster on the track, structures, train control and power of the system in the event area.
7. Advise the IC on priorities, plans and resources.
8. Coordinate all Maintenance & Engineering Divisions activities with the IC.

9. **Maintain all required records and documentation to support the history of the Emergency, i.e.:**
 - a) **Document messages received**
 - b) **Action taken**
 - c) **Requests filled**
 - d) **EOC personnel and time on duty**

C O M M U N I C A T I O N S

PRIMARY: Supervisor, System Maintenance

ALTERNATE: Supervisor, System Maintenance

SUPERVISOR: IC

GENERAL DUTIES:

1. Brief and update the IC, as required.
2. Coordinate all activities with the IC.
3. Supervise the Communications Division in the field of the Operations Section.

YOUR RESPONSIBILITY:

Coordinate all Communications activities in the field.

ACTION CHECKLIST

1. Identify yourself as Communications to the IC.
2. Read the entire Action Checklist.
3. Obtain a briefing on the event to develop complete information for Situation Analysis in the EOC.
4. Check telephones and radios to insure proper operation.
5. Confirm all key personnel have been notified.
6. Assess the impact of the emergency on the communications of the system in the event area.
7. Advise the IC on priorities, plans and resources.
8. Coordinate all communication repair activities with the IC.
9. Maintain all required records and documentation to support the history of the Emergency, i.e.:

- a) Document messages received
- b) Actions taken
- c) Requests filled
- d) EOC personnel and time on duty

ROLLING STOCK

PRIMARY: Rolling Stock & Shops Supervisor

ALTERNATE: Rolling Stock & Shops Supervisor

SUPERVISOR: IC

GENERAL DUTIES:

1. Brief and update the IC, as required.
2. Coordinate all activities with the IC.
3. Supervise the Rolling Stock Division of the Operations Section.

YOUR RESPONSIBILITY:

Coordinate all Rolling Stock activities in the field.

ACTION CHECKLIST

1. Identify yourself as Rolling Stock to the IC.
2. Read the entire Action Checklist.
3. Obtain a briefing on the event to develop complete information for Situation Analysis in the EOC.
4. Check telephones and radios to insure proper operation.
5. Confirm all key personnel have been notified.
6. Assess the impact of the Emergency on the Rolling Stock in the event area.
7. Advise the IC on priorities, plans and resources.
8. Coordinate all Rolling Stock activities with the IC.
9. Maintain all required records and documentation to support the history of the Emergency, i.e.:

- a) Document messages received
- b) Actions taken
- c) Requests filled
- d) EOC personnel and time on duty

MAINTENANCE & ENGINEERING

PRIMARY: Design & Construction

ALTERNATE: Engineering & Construction Supervisor

SUPERVISOR: IC

GENERAL DUTIES:

1. Brief and update the IC, as required.
2. Coordinate all activities with the IC.
3. Supervise the Maintenance & Engineering Division of the Operations Section.

YOUR RESPONSIBILITY:

Coordinate all Engineering activities in the field.

ACTION CHECKLIST

1. Identify yourself as Maintenance & Engineering to the IC.
2. Read the entire Action Checklist.
3. Obtain a briefing on the event to develop complete information for Situation Analysis in the EOC.
4. Check telephone and radios to insure proper operation.
5. Confirm all key personnel have been notified.
6. Assess the impact of the emergency on the system and its facilities.
7. Advise the IC on priorities plans and resources.
8. Coordinate all Maintenance & Engineering activities with the IC.
9. Coordinate use of field units with the Chief Engineer in EOC.
10. Maintain all required records and documentation to support the history of the

Emergency, i.e.:

- a) Document messages received
- b) Action taken
- c) Requests filled
- d) EOC personnel and time on duty

PLANNING/ANALYSIS OFFICER

PRIMARY: Manager, Planning, Research & Development

ALTERNATE: Manager, Planning or Operations Support and Review

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Manage the Planning/Analysis Section in the EOC.
2. Predict and manage information about the Emergency.
3. Brief and update the Management Staff on the impact of the Emergency on BART including Damage Assessment.

YOUR RESPONSIBILITIES:

Collection, evaluation, forecasting, formulation, dissemination, and use of information about the development of the Emergency and the status of resources.

ACTION CHECKLIST

1. Identify yourself as the Planning/Analysis Officer to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Management Staff.
4. Prepare to receive information from an aerial survey for Situation Analysis and Damage Assessment.
5. Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the Emergency.

6. Organize and assign Planning Section Units as required for:
 - a) Situation Analysis.
 - b) Resource Status.
 - c) Documentation.
7. Develop situation analysis information on the impact of the Emergency.
8. Assess the impact of the Emergency on BART including the initial damage assessment by Maintenance and Engineering and other field units.
9. Keep in contact with the Chief Engineer for damage assessment results.
10. Keep the Management Staff advised and briefed.
11. Prepare an EOC ACTION PLAN by priorities and objectives with the EOC Manager, Policy Group, and the Operations Section.
12. Review intelligence information, determine the credibility and predict the influence on the Emergency.
13. Assemble information on alternative strategies.
14. Identify the need for use of special resources.
15. Provide periodic predictions on the potential of the Emergency.
16. Prepare and distribute EOC Manager and Management Section orders for additional resources.
17. Confirm that Resource Status compiles and displays emergency status and summary information.
18. Prepare summary situation reports of the Emergency for transmission to the County EOC affected, if applicable.
19. Prepare summary damage reports of the Emergency for transmission to the MTC, to include:
 - a) Location of Incidents.

- b) Routes open.
 - c) Routes closed.
 - d) Status of passengers.
 - e) Status of tunnels, structures.
 - f) If immediate assistance is required.
20. Begin planning for recovery in the Emergency area(s).
21. Maintain all required records and documentation to support the history of the Emergency, i.e.:
- a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

SITUATION ANALYSIS

PRIMARY: Manager, Research & Development

ALTERNATE: Supervisor Operations Support & Review or Senior Planner

SUPERVISOR: Planning/Analysis Officer

GENERAL DUTIES:

1. Collect and process all information and intelligence.
2. Evaluate and disseminate information in the Planning Section.
3. Prepare predictions at periodic intervals or upon request, and make recommendations to the Planning/Analysis Officer.
4. Supervise the display of the situation map and status boards.

YOUR RESPONSIBILITY:

Collect and organize emergency situation and status information. Provide the supervision for display of information in the EOC.

ACTION CHECKLIST

1. Identify yourself as the Situation Analysis Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Planning/Analysis Officer.
4. Collect data on the Emergency to assure State and/or Federal Government reimbursement, i.e.:
 - a) Location and the nature of the Emergency.
 - b) Special hazards.
 - c) Number of injured persons.
 - d) Structural property damage (Estimate a dollar value).

- e) BART resources committed to the Emergency.
 - f) BART resources available.
 - g) Assistance provided by outside agencies and resources committed.
5. Maintain an inventory of available personnel, equipment, vehicles, etc.
 6. Develop sources of information and assist the Planning/Analysis Officer in collecting and organizing data the EOC ACTION PLAN from the following: Management Staff, Operations Section, Logistics Section and Finance Section.
 7. Establish a check system for information sources to insure follow up contacts.
 8. Determine weather conditions, current and upcoming National Weather Service (510) 562-8573. Keep up to date weather information posted, if applicable.
 9. Determine the condition of all roadways and have all closures displayed, if applicable.
 10. Prepare situation reports and updates at timely intervals or when important changes occur. Attend Planning/Analysis meetings as required.
 11. Advise the Planning/Analysis Officer regarding intensity, stabilization, or demobilization as required.
 12. Situation Summary Reports will be requested from county EOC's. Confirm the following information when submitting these reports:
 - a) Date and time.
 - b) Location and type of emergency.
 - c) Summary of the current situation.
 - d) Qualitative analysis (overview).
 - e) Critical events and problems.
 - f) People dead and injured (all affected areas).

- g) Estimated Damage totals (all affected areas).

Be prepared to provide an additional summary of the current response.

- 13. Situation Summary Reports will be required to be provided to the MTC for the RTCC. Submit a like report to the MTC as outlined above to Counties and State.
- 14. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

RESOURCE STATUS

PRIMARY: Manager, Planning

ALTERNATE: Operations Support and Review Personnel or Supervisor,
Extensions Planning

SUPERVISOR: Planning/Analysis Officer

GENERAL DUTIES:

1. Post and update all information on the status display boards in the EOC.
2. Establish a line of communications with Transportation, BART Police, Maintenance & Engineering, System Maintenance and Rolling Stock & Shops to keep the best up to date information.

YOUR RESPONSIBILITY:

Post and update all pertinent information on the Status display Boards in the EOC.

ACTION CHECKLIST

1. Identify yourself as the Resource Status Unit to the EOC Manager.
2. Read the entire Action checklist.
3. Obtain a briefing on the extent of the Emergency from the Planning Section Officer.
4. Display situational and operational information in the EOC using the display boards, maps and other visual aids.
5. Establish a situation map.
6. Receive all information from Situation Analysis.
7. Forward all messages to the Documentation Unit after posting.
8. Insure that all posted information is current and correct.
9. Insure that all posted information is clear and concise. Legibility is essential.

10. **Maintain all required records and documentation to support the history of the Emergency, i.e.:**
 - a) **Document messages received.**
 - b) **Action Taken.**
 - c) **Requests filled.**
 - d) **EOC personnel and time on duty.**

DOCUMENTATION

PRIMARY: Manager, Capital Development & Control

ALTERNATE: Supervisor, Capital Development & Control

SUPERVISOR: Planning/Analysis Officer

GENERAL DUTIES:

1. Maintain and file a copy of all EOC messages.
2. File, maintain and store all documents relative to the Emergency.
3. Maintain the official history of the Emergency.
4. Provide guidance and assistance to personnel in the documentation process.
5. Provide duplication services as required.

YOUR RESPONSIBILITY:

Maintain complete documentation of the Emergency and provide duplication as required.

ACTION CHECKLIST

1. Identify yourself as the Documentation Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Planning/Analysis Officer.
4. Establish incident files relative to the Emergency.
5. Check the accuracy and completeness of records submitted for file.
6. Maintain a file on all EOC messages.
7. Establish duplication services and provide as required (Duplicate Official Forms, etc.).

8. Correct any errors by checking with the appropriate EOC personnel.
9. File, store and maintain files for legal, analytical and historical purposes.
10. Coordinate with the units of the Planning Section:
 - a) Situation Analysis.
 - b) Resource Status.
11. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Request filled.
 - d) EOC personnel and time on duty.

LOGISTICS/RESOURCES OFFICER

PRIMARY: Manager, Operations Technical Services

ALTERNATE: Manager, Operation Technical Services Support & Review

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Procure and provide personnel, materials, and facilities.
2. Brief and update the EOC Manager.
3. Manage the Logistics Section.

YOUR RESPONSIBILITIES:

Manage logistical support such as EOC Facilities Manager, Personnel, Supply, Vehicles/Equipment, Care and Shelter, and Staging.

ACTION CHECKLIST

1. Identify yourself as the Logistics/Resources Officer to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Management Staff.
4. Check on personnel schedules and rosters.
5. Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the Emergency.
6. Organize and manage the Logistics Section in the EOC. Assign and brief the following:
 - a) EOC Facilities Manager.
 - b) Personnel.

- c) Supply.
 - d) Vehicles/Equipment.
 - e) Staging.
 - f) Care & Shelter.
7. When all functions and units of the Logistics Section are activated, Logistics may be divided into two branches, Service and Support.
 8. Brief and update the EOC Manager of all resources and support concerns caused by the Emergency. Include all priorities and proposed plans.
 9. Attend all meetings to assist in the development of an EOC ACTION PLAN.
 10. Review the EOC ACTION PLAN and estimate section needs for the next operational period.
 11. Prepare service and support elements of the EOC ACTION PLAN.
 12. Estimate future service and support requirements.
 13. Coordinate support operations with the Operations Coordination Officer to provide facilities, services and materials in support of the Operations Section. Advise on the current services and support capabilities.
 14. Coordinate and process all requests for resources.
 15. Coordinate with Liaison personnel and System Maintenance to insure that these functions are being conducted properly.
 16. Coordinate with the EOC Facilities Manager to insure that the EOC is set up properly and all needs are addressed.
 17. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.

d) EOC personnel and time on duty.

EOC FACILITIES MANAGER

- PRIMARY:** Maintenance & Engineering
- ALTERNATE:** Senior Staff, Operations Support & Review
- SUPERVISOR:** Logistics/Resources Officer

GENERAL DUTIES:

1. Upon request, respond to the EOC and set up tables, chairs, and other related equipment to support EOC operations. (Maintenance & Engineering is responsible for initial organization of the EOC).
2. Provide food, water, and other necessary supplies to members of the EOC Staff.
3. Working with Care & Shelter, provide necessary shelter for EOC Staff.

YOUR RESPONSIBILITY:

Provide all necessary supplies, food, and water to members of the EOC Staff.

ACTION CHECKLIST

1. Identify yourself as the EOC Facilities Manager to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Logistics/Resources Officer.
4. Upon request, respond to the EOC with necessary tables, chairs, and other related equipment to support EOC operations.
5. Coordinate with Supply in the Logistics Section to provide food and drink for all EOC staff.
6. Coordinate with the Logistics/Resources Officer for identified needs of the EOC Staff.

7. Establish operational work periods for the EOC.
8. Record the time each worker enters the EOC.
9. Insure no worker is on duty for more than twelve hours.
10. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

P E R S O N N E L

PRIMARY: Manager, Human Resources

ALTERNATE: Senior Employee, Human Resources Staff

SUPERVISOR: Logistics/Resources Officer

GENERAL DUTIES:

1. Coordinate personnel assignments to the Emergency.
2. Document all personnel committed to the Emergency for recovery purposes.

YOUR RESPONSIBILITY:

Determine how personnel resources will be utilized and keep track of the personnel resources that are utilized.

ACTION CHECKLIST

1. Identify yourself as the Personnel Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing from the Logistics/Resources Officer.
4. Track and document the number and location of personnel assigned to field activities.
5. Determine the status of personnel in each department and request employees that can be utilized for more urgent assignments.
6. Develop a relief plan and coordinate with all Sections. If the Emergency is expected to continue for more than twelve hours, personnel should be assigned to twelve hours shifts whenever possible.
7. Identify the number of "On Duty" personnel available for assignment.
8. Maintain a Personnel resource pool.
9. Relocate personnel to requesting organization.

10. Forward all personnel time records and documentation to the Cost/Time Unit of the Finance Section.
11. Prepare a record of assignments to indicate deployment of personnel.
12. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

S U P P L Y

PRIMARY: Manager, Procurement

ALTERNATE: Senior Staff, Purchasing

SUPERVISOR: Logistics/Resources Officer

GENERAL DUTIES:

1. Order, receive, store, process and allocate all emergency resources and supplies.
2. Determine the supply needs from the Logistics/Resources Officer.
3. Determine the status of all personnel.

YOUR RESPONSIBILITY:

Order personnel, equipment, and supplies. Receive and store all supplies for the Emergency.

ACTION CHECKLIST

1. Identify yourself as the Supply Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Logistics Resources Officer.
4. Participate in the Logistics Section planning.
5. Assign personnel as required to adequately staff the Supply position.
6. Research the availability of resources in the District and be prepared to report to the Logistics/Resources Officer.
7. Order, receive, store, and process all disaster related resources and supplies.
8. Provide for the conservation, allocation and distribution of food stocks.

9. Procure, allocate, and dispatch supply personnel and resources as required.
10. Coordinate with the Finance Section for the administration of all financial matters pertaining to vendor contracts and open purchase orders.
11. Stockpile, maintain, deploy and reserve critical supplies and equipment.
12. Coordinate with other jurisdictions and private companies on sources of equipment and supply.
13. Plan and provide for feeding of mutual aid workers, field personnel and others, as required.
14. Alert supply personnel, mutual aid providers, contractors and emergency vendors of any possible needs.
15. Prepare and sign the necessary rental agreements.
16. Process all administrative paperwork associated with equipment rental and supply contracts. Forward all this information to the Finance Section.
17. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

VEHICLES / EQUIPMENT

PRIMARY: Manager, Non-Revenue Vehicle Maintenance

ALTERNATE: Staff, Non-Revenue Vehicle Maintenance

SUPERVISOR: Logistics Officer

GENERAL DUTIES:

1. Provide transportation for workers.
2. Provide transportation for affected employees or patrons as required.
3. Maintain a list of transportation resources.
4. Provide helicopter for the Operations Coordination Officer to conduct an aerial survey of the District.

YOUR RESPONSIBILITY:

Provide vehicles necessary to move BART employees for Emergency. Provide vehicles necessary for evacuation of personnel and/or patrons.

ACTION CHECKLIST

1. Identify yourself as the Vehicle/Equipment Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Logistics/Resources Officer.
4. Provide and maintain a resource list of vehicles, i.e.:
 - Heavy Equipment
 - Cars
 - Vans
 - Light Trucks
 - Heavy Trucks
 - Helicopters

5. Check fuel levels of unleaded and diesel fuel tanks.
6. Check fuel availability from bulk fuel vendors, if necessary.
7. Establish an assembly area for vehicles.
8. Establish communications with the assembly areas.
9. Coordinate with the Fleet Manager at the Shop as to the availability of fuel supplies and ordering of additional supplies.
10. Provide transportation as required for BART employees to and from the emergency scene(s).
11. Provide transportation for evacuation when requested.
12. Provide fuel for equipment at the scene of the Emergency for extended operations, if applicable.
13. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

STAGING

PRIMARY: Senior Staff, Operations Technical Services

ALTERNATE: Senior Staff, Operations Technical Services

SUPERVISOR: Logistics/Resources Officer

GENERAL DUTIES:

1. Maintain lists of resources being used from outside agencies.
2. Maintain status and location of resources.

YOUR RESPONSIBILITY:

Document status of resources.

ACTION CHECKLIST

1. Identify yourself as the Staging Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing from the Logistics/Resources Officer.
4. Maintain a list of resources requested and used from outside agencies.
5. Establish check-in procedures at staging area.
6. Record check-in and check-out times.
7. Maintain a list of resource status and location.
8. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.

d) EOC personnel and time on duty.

CARE & SHELTER

PRIMARY: Senior Human Resources Staff/System Safety

ALTERNATE: Senior Human Resources Staff/System Safety

SUPERVISOR: Logistics/Resources Officer

GENERAL DUTIES:

1. Provide for the food, clothing and shelter needs of employees affected by the emergency.
2. Provide assistance in providing shelter to displaced patrons, if necessary.

YOUR RESPONSIBILITY:

Provide temporary Red Cross approved shelter and feeding for emergency workers and affected employees and/or patrons.

ACTION CHECKLIST

1. Identify yourself as the Care & Shelter Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Logistics/Resources Officer.
4. Determine if mass care facilities will be needed and if they are functional.
5. Coordinate provision of these needs with the appropriate City or County Emergency Operations Center.
6. Coordinate all information relative to displaced person.
7. Maintain an updated list of victims and their locations.
8. Record and evaluate information regarding requests, activities, expenditures, damage and casualties.
9. Report all statistical information to Situation Analysis relative to:

- a) Number of dead.
 - b) Number of injured.
 - c) Displaced persons.
 - d) Shelter sites.
 - e) Location of shelter.
 - f) Number of people that can be accommodated.
10. Periodically update the Public Information Officer.
11. Coordinate with the Vehicle/Equipment Unit to transport employees or patrons to and from shelters.
12. Maintain all required records and documentation to support the history of the Emergency, i.e.:
- a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

**FINANCE SECTION
OFFICER**

PRIMARY: Controller/Treasurer

ALTERNATE: Designee

SUPERVISOR: EOC Manager

GENERAL DUTIES:

1. Manages the Finance Section.
2. Briefs and updates the EOC Manager.
3. Supervises all financial aspects of the Emergency.

YOUR RESPONSIBILITY:

Manage all financial and cost analysis aspects of the Emergency and supervise the members of the Finance Section.

ACTION CHECKLIST

1. Identify yourself as the Finance Officer to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Management Staff.
4. Attend all Management Staff Section planning meetings to gather information on overall strategy and assist in the development of an EOC ACTION PLAN.
5. Organize the Finance Section and brief all personnel regarding Cost/Time and Insurance Compensation and Claims.
6. Inform the EOC Manager when the Finance Section is fully operational.
7. Provide input in all plans for financial and cost analysis.
8. Make recommendations for cost savings to the Command Staff.
9. Supervise the preparation of and complete all financial obligation documents.

10. Make administrative and/or financial arrangements for any required outside experts.
11. Review and expedite invoices and claims of vendors.
12. Provide for a periodic cost analysis of the Emergency for the EOC Manager.
13. Provide a periodic update of all financial information to the Management Staff.
14. Prepare applications and claims for Federal and State claims and assistance.
15. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.
 - d) EOC personnel and time on duty.

C O S T / T I M E

PRIMARY: Asst. Treasure/Asst. Controller

ALTERNATE: Senior Government & Community Relations Staff

SUPERVISOR: Finance Officer

GENERAL DUTIES:

1. Keeps time records for all personnel working at the Emergency.
2. Establishes and maintains a file for all personnel working at the Emergency.
3. Obtains and records all cost data from the Emergency.
4. Performs cost effective analysis.
5. Provides cost estimates and cost saving recommendations.
6. Prepare applications and claims for financial assistance.

YOUR RESPONSIBILITY:

Keep track of the hours worked by BART personnel, contract labor, mutual aid, and all others working at the Emergency. Collect all cost data, performing cost effectiveness analysis. Provide cost estimates and cost savings.

ACTION CHECKLIST

1. Identify yourself as the Cost/Time Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Finance Officer.
4. Establish and maintain a file for employee time records for each person. It should include:
 - a) Correct identification.
 - b) Specific pay provisions.

- c) Hours worked.
 - d) Assignment to a specific incident (location by address when possible).
 - e) Travel.
 - f) Termination of involvement in the emergency.
5. Establish and maintain a file of time reports on equipment that either needs regular maintenance or is rented.
 6. Keep records on each shift (Twelve Hour Shifts are recommended).
 7. Close out personnel time reports before they leave the Emergency.
 8. Prepare necessary documentation and financial arrangements for any outside experts required for the emergency.
 9. Obtain and record all cost data.
 10. Maintain cumulative emergency cost records.
 11. Provide periodic cost summaries for the EOC Manager and maintain a fiscal record of all expenditures related to the Emergency.
 12. Insure all EOC Sections maintain proper supporting records and documentation to support claims.
 13. Make recommendations for cost savings to the Finance Officer.
 14. Prepare applications and claims for Federal and State claims and assistance.
 15. Maintain all required records and documentation to support the history of the Emergency, i.e.:
 - a) Document messages received.
 - b) Action taken.
 - c) Requests filled.

d) EOC personnel and time on duty.

INSURANCE COMPENSATION & CLAIMS

PRIMARY: Manager, Insurance

ALTERNATE: Senior Insurance Staff

SUPERVISOR: Finance Officer

GENERAL DUTIES:

1. Accept claims resulting from the Emergency as agent for BART.
2. Provide legal counsel in areas of claims for bodily injury and property damage compensation presented.

YOUR RESPONSIBILITY:

Manage investigation and compensation for physical injuries and property damage claims involving the District arising out of the emergency.

ACTION CHECKLIST

1. Identify yourself as the Compensation and Claims Unit to the EOC Manager.
2. Read the entire Action Checklist.
3. Obtain a briefing on the extent of the Emergency from the Finance Officer.
4. Establish contact with Personnel and Damage Assessment Units to let them know that you are operational.
5. Prepare claims relative to damage to District property and notify and file the claims as appropriate.
6. Make certain any injured personnel working at the Emergency have claims completed by the Personnel Unit.
7. Assign staff as needed.
8. Periodically review logs and forms by Unit to insure: Completeness, accuracy, timeliness, and compliance with procedures and policies.
9. Maintain all required records and documentation to support the history of the

Emergency, i.e.:

- a) Document messages received.
- b) Action taken.
- c) Requests filled.
- d) EOC personnel and time on duty.

APPENDIX III CONCLUSION OF EMERGENCY

EOC DEACTIVATION

The EOC will remain in operation until a centralized form of management is no longer necessary to effect a united response. The EOC Manager will determine the "end of the response period" and notify all Sections in writing of the closure of the EOC.

At the time of deactivation, it shall be the responsibility of each Section Officer to ensure each department has cleaned and secured their workstation. An inventory of supplies will be completed by each EOC department active at the EOC and a replenishment summary shall be submitted to ensure the EOC ability to function at full capacity at all times.

AFTER ACTION REPORT

Every disaster has unique components and demands. To facilitate the maintenance of an accurate and effective EOC operation, a review of what transpired during the response period is mandatory. Those departments involved in the response will be required to participate in interviews and submit in writing their encounters associated with the disaster. The EOC Manager will coordinate and publish the After Action Report within 120 days of the closure of the EOC.

DEBRIEFING

There are no personality traits that have immunity to the impact of exposure to traumatic events such as disasters. Early intervention following a critical incident has proven to significantly reduce the intensity and duration of traumatic stress symptoms. Therefore, BART will utilize the critical incident stress-debriefing model that has been developed in recent years to minimize negative affects on employees.

All BART personnel directly involved in the response effort to a major disaster will participate in an educational debriefing conducted by trained professionals and peers. Any other employees wishing to participate in this support process may volunteer to do so. This service shall be coordinated through employee services.