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of Transportation
**Federal Transit
Administration**

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REGION 10 BULLETIN NO: 2012-25

Subject: Emergency Management Procedures - Real Time Notification Process

Program Area: Safety and Security

Date: May 3, 2012

This order establishes a process for the Federal Transit Administration (FTA) Regional Offices to immediately notify the FTA Headquarters Emergency Coordinators (EC) and for the EC to immediately notify the Office of the Secretary of Transportation (OST) Crisis Management Center (CMC) and the FTA Administrator, Deputy Administrator, and Executive Management Team (EMT) of transit emergencies and other events having local, regional, or national significance to FTA programs, and to provide follow-up reports, as requested.

Real-time event notification supports FTA's internal informational needs as well as the requirement to provide information to the Department of Transportation (DOT) Office of Intelligence, Security and Emergency Response (S-60) CMC. FTA Order (O) 1910.2A "FTA Emergency Management Procedures," dated March 14, 2011, contains the policy requirements for continuity of communications between the DOT and public transportation systems nationwide.

Statutes and Regulations

- a. Federal Railroad Administration (FRA), 49 Code of Federal Regulations (CFR) Part 225, Railroad Accidents/Incidents: Reports, Classification, and Investigations.
- b. FTA, 49 CFR Part 659, Fixed Rail Guideway Systems; State Safety Oversight (SSO).
- c. National Transportation Safety Board (NTSB), 49 CFR Part 840, Rules Pertaining to Notification of Railroad Accidents.
- d. Transportation Security Administration (TSA), 49 CFR Part 1580, Rail Transportation Security.

This order applies to FTA's regional staff, who immediately notifies the EC, and to the EC, who immediately notifies the CMC and the FTA Administrator, Deputy Administrator, and EMT, of transit emergencies and other events having local, regional, or national significance to FTA programs.

Regional Administrators (RA) shall ensure that Regional Emergency Coordinators (REC) notify the EC of transit emergencies and other events having local, regional, or national significance to FTA programs and provide follow-up information, as appropriate. The EC shall notify the OST's CMC and the FTA Administrator, Deputy Administrator, and EMT. Unless exigent circumstances exist, the REC shall notify the EC as soon as possible after an event that requires notification. After an initial notification to the EC, the REC shall continue to monitor the event for new developments and respond to EC requests for follow-up information.

Events Requiring Notification

Notification applies to all modes of public transportation, including bus transit, rail transit, paratransit, commuter rail, and passenger ferry.

Notification shall occur when an emergency or other event: 1) meets one of the definitions below and 2) meets or exceeds at least one of the associated event notification criteria:

Accident

Definition: A collision, derailment, fire, hazardous material spill, or other safety occurrence not otherwise classified.

Notification criteria:

- a. Evacuation of transit vehicles or facilities (e.g., stations, maintenance or administrative/headquarters buildings) due to life safety reasons;
- b. A fatality or serious injury to two or more individuals at the scene;
- c. Property damage to transit revenue vehicles (buses, railcars, paratransit & rideshare vans, passenger ferries) and transit non-revenue vehicles (maintenance & construction vehicles, supervisor vans, staff cars), non-transit vehicles, other transit property or facilities, and non-transit property that exceeds \$25,000;
- d. A collision at a grade crossing;
- e. A main-line derailment; and
- f. A collision between a transit vehicle and an individual.

Security Incident

Definition: An occurrence of a significant security threat (e.g., suspicious package, bomb threat) or event (e.g., hijacking, sabotage, cyber-attack, vandalism, fare evasion, trespassing, civil disturbance, suicide, attempted suicide); or a Part I offense from the Federal Bureau of Investigation Uniform Crime Reporting, including criminal homicide, forcible rape, robbery, aggravated assault, burglary (breaking and entering), larceny-theft (except motor vehicle theft), motor vehicle theft, and arson.

Notification criteria:

- a. Evacuation of transit vehicles or facilities (e.g., stations; maintenance, administrative, headquarters buildings) due to life threatening reasons;
- b. A fatality or serious injury to one or more individuals at the scene;

- c. Property damage to transit revenue and non-revenue vehicles non-transit vehicles, other transit property or facilities, and non-transit property that exceeds \$25,000;
- d. Theft of public transportation funds or property that exceeds \$25,000; and
- e. Significant cyber security event (e.g., denial of service that requires shutdown or removal of internet access).

Natural disaster

Definition: A significant/severe threat or occurrence of a tornado, hurricane, storm, high water, earthquake, wind-driven water, tidal wave, tsunami, volcanic eruption, landslide, mudslide, wildfire, snowstorm, drought, or other natural event.

Notification criteria:

- a. Evacuation of transit vehicles or facilities (e.g., stations, maintenance or administrative/headquarters buildings) due to life safety reasons;
- b. A fatality or serious injury to two or more individuals;
- c. Property damage to transit revenue and non-revenue vehicles or other transit property and facilities that exceeds \$25,000; and
- d. Activation of emergency operations procedures, including suspending or canceling regularly scheduled transit service and re-deploying transit vehicles to provide regional evacuation services.

Other event

Definition: Any event not listed above that has the potential to significantly reduce or cancel the delivery of regularly scheduled transit service, or any international accident, security incident, or natural disaster that may significantly impact U.S. public transportation.

Notification criteria:

- a. Labor relations based work stoppage (i.e., strike);
- b. Major non-transit accident or security incident that directly impacts transit service (e.g., large fire in a major city);
- c. Major non-transit event of unknown cause that directly impacts transit service (e.g., prolonged regional power outage);
- d. Any event involving a transit agency that has the potential to attract significant media coverage or that generates substantial local, state, or national political attention (e.g., travel on a transit system by a major elected official); and
- e. Major international emergency or other event that has the potential to significantly impact U.S. public transportation.

Process for Notification

The REC shall directly notify the EC, and the EC shall directly notify the CMC and the FTA Administrator, Deputy Administrator, and the EMT.

Regional Responsibilities - FTA regional personnel becoming aware of a transit emergency or other event having local, regional, or national significance to FTA programs shall provide

information immediately to the REC, who shall notify the EC without delay. The REC shall also keep the RA and other appropriate regional staff apprised of emergencies and other events that significantly impact FTA programs. The REC shall establish and maintain communication with regional transit agencies to assure that notifications are made without delay.

EC Responsibilities - The EC shall, as appropriate, keep the CMC and the FTA Administrator, Deputy Administrator, and EMT apprised of emergencies and other events that significantly impact FTA programs. The EC shall request follow-up information from the REC, as needed.

Required Event Information

The REC and EC shall include the following information, as available, in the event notification:

- a. Name of affected transit agency;
- b. Brief description of the event;
- c. Event type (i.e., accident, security incident, natural disaster, other);
- d. Event location, including route, intersection, rail line, as appropriate;
- e. Event date and time;
- f. Weather conditions;
- g. Vehicles involved, if any, and vehicle damage description;
- h. Fatalities and serious injuries, if any;
- i. Hazardous material (HAZMAT) involved, if any;
- j. Description of any property damage, other than vehicles involved;
- k. Facilities closed, if any, and estimated time normal operations will restart; and
- l. Name, office address, and contact information for the reporting person and/or point of contact (POC), including cell phone, email/Blackberry where POC can be reached.

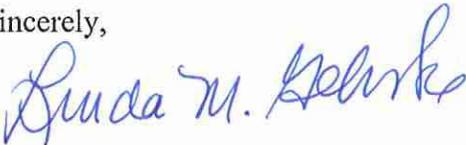
The REC and EC may notify the CMC, the FTA Administrator, the Deputy Administrator and EMT by forwarding state safety oversight (SSO) incident notifications, as available and appropriate.

Follow-up Inquiries

The EC shall contact the REC to request needed follow-up information. The REC shall respond as soon as possible to all EC requests for follow-up. Upon receipt of follow-up information, the EC shall forward the information to the CMC and FTA's Administrator, Deputy Administrator, and EMT, as appropriate. As needed under time sensitive situations, the EC may also contact affected transit agencies directly for follow-up information.

For further information about this order, contact Region 10's Susan Fletcher at 206-220-7514 or email susan.fletcher@dot.gov.

Sincerely,



R.F. Krochalis
Regional Administrator

