



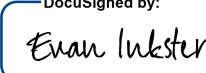
King County

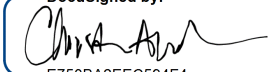
**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 1 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

DocuSigned by:

 Approved: _____ Date: 3/17/2023
 2687EBA0DE1746B...
 Division Director, Rail Division

DocuSigned by:

 Approved: _____ Date: 3/16/2023
 E750BA2EEC594E4
 Section Manager, Streetcar Section

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to describe the Streetcar employee requirements for accident response and scene management in order to ensure safety and prevent future occurrences, preserve evidence, develop a preliminary sequence of events, obtain preliminary statements and contact information from witnesses, and fulfill state and federal reporting requirements.

2.0 DEFINITIONS

Accident: Any event involving loss of life, a report of serious injury to a person, a collision involving a rail transit vehicle, a runaway train, an evacuation for life safety reasons, or any derailment of a rail transit vehicle at any location at any time whatever the cause.

Collision: An event in which a streetcar comes into physical contact with one or more vehicles, objects, or persons, regardless of damage to the transit vehicle.

Incident Command: The King County representative responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, and application of resources as well as responsibility for all persons involved.

LCC: Link Control Center



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 2 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

3.0 REQUIREMENTS

3.1 Reporting Requirements

All employees involved in or responding to a Streetcar accident or collision shall submit a written report. The Supervisor On-Duty shall report the event to the LCC and the on-call Transit Safety Administrator. The LCC will notify the appropriate regulatory authorities of a reportable accident or collision as required.

3.2 Other Requirements

- 3.2.1 Streetcar Operators are required to have a *Streetcar Accident Report Kit* with them at all times.
- 3.2.2 Supervisors will have with them on the scene a copy of the *Streetcar Accident Response Checklist*, and a copy of the *FTA Post-Accident Drug and Alcohol Test Checklist* (Form 250).

4.0 PROCEDURES

4.1 Operator Procedures

Operators shall follow the procedures below in case of an accident:

- 4.1.1 Secure the streetcar in a safe manner.
- 4.1.2 Notify the Supervisor On-Duty. Provide the exact location that the accident occurred, whether any part of the OCS or track is involved, and if there are any injuries involving passengers or pedestrians.
- 4.1.3 Check the degree of injuries to passengers, pedestrians, or occupants of any other vehicle.



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 3 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

- 4.1.4 Render assistance to the injured.
- 4.1.5 Pass out white *Incident Courtesy Cards* to all passengers and any other people who may have seen the accident. Place completed cards in the *Accident Report Kit* envelope for safekeeping.
- 4.1.6 Complete the back of the *Accident Report Kit* envelope in order to have all necessary information for filling out a detailed accident report.
- 4.1.7 Cooperate with law enforcement if they have been called or if they arrive on the scene. Do not leave the scene until released by them.
 - 4.1.7.1 Operators will show their Rail Card in lieu of a Driver's License to other parties involved in a collision with a streetcar, including police personnel. Operators should also show their Driver's License to police personnel if asked. Operators should use the King Street Center address: 201 S. Jackson St. Seattle, WA 98104.
 - 4.1.7.2 Make no statements concerning fault and do not make any statements about the accident to anyone except police and Metro supervisory personnel. Simply state that a complete report will be provided to the Streetcar supervisor.
- 4.1.8 The decision to evacuate passengers shall be made on a case-by-case basis by the Incident Commander and follow procedures outlined in Streetcar SOP 500.06 Streetcar Evacuations.
- 4.1.9 Notify the Supervisor On-Duty when clear and proceed as instructed.
- 4.1.10 Complete an Accident Report before the end of the shift. If extenuating circumstances prevent completing the accident report before the end of the shift, the Supervisor On-Duty must document the reason, such



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 4 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

as an injury requiring medical attention. This documentation should be in the form of an email to the Operations Chief(s) and Superintendent.

4.1.11 Write up a Defect card on the streetcar involved.

4.1.12 Turn in the used *Accident Report Kit* at the streetcar facilities dispatch window and request a new one.

4.1.13 If a student operator was operating the streetcar, both the student and the instructing operator must complete separate accident reports.

4.1.14 If damage exceeds \$1000 to either vehicle involved in a transit collision, or if anyone is injured, and there is no police investigation, a *Washington State Accident Report* must be completed at the Streetcar base or at Metro's Transit Safety Office within four (4) working days of the accident. This form may be submitted electronically on the Washington State Patrol web site. Note that Seattle Police may submit this report on behalf of Seattle Streetcar.

4.2 O&M Supervisor Procedures

The O&M Supervisor shall follow the procedures below when an accident is reported to them:

4.2.1 Call 911 to request medical aid if there are injuries. Request police assistance if needed.

4.2.2 Notify the LCC by any means practicable in order that required notifications can be made. Provide the exact location where the accident occurred, whether any part of the OCS or track is involved, and if there are any injuries involving passengers or pedestrians. Provide regular updates to LCC throughout the on-site response.



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 5 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

- 4.2.3 Notify the on-call Transit Safety Administrator so that they can respond appropriately as soon as possible.
- 4.2.4 Respond to the scene. Upon arrival, assume the role of Incident Commander and take responsibility for scene management and collecting information.
 - 4.2.4.1 Assess the situation and request backup help if needed. Assign duties to subsequent responders.
- 4.2.5 Ensure that injured persons are attended to immediately.
- 4.2.6 Direct passenger evacuations when necessary, per SOP 500.06: Passenger Evacuations.
- 4.2.7 Protect the incident scene to preserve evidence and avoid further injury or property damage.
- 4.2.8 Complete the *Streetcar Supervisor Accident Response Checklist* and collect necessary information.
 - 4.2.8.1 Ascertain the identification of all persons involved.
 - 4.2.8.2 Isolate and gather information from the operator.
 - 4.2.8.3 Take witness statements, including from observers and individuals involved in the incident.
 - 4.2.8.4 Document all vehicle(s) involved, including license plate numbers, make, model, color, and year of vehicle(s).
- 4.2.9 Develop a photo documentation record, including the following:



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 6 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

- 4.2.9.1 Condition of the operator controls, i.e., position of master controller, red emergency brake mushroom, by-pass switches, and reverser position.
- 4.2.9.2 Position of any affected track switches and related signals.
- 4.2.9.3 Vehicle body condition and damage to all and any vehicle involved, including the streetcar.
- 4.2.10 Ascertain Point-of-Contact (POC) and Point-of-Rest (POR).
- 4.2.11 Document injury information. Ensure any employee injuries are documented in accordance with on-the-job (OJI) procedures and an SIF-2 form is completed if needed.
- 4.2.12 Assist the Safety Unit staff on scene, as needed.
- 4.2.13 Manage streetcar movement and mitigate service delays. Submit service delay notifications.
- 4.2.14 Complete the *FTA Post-Accident Drug and Alcohol Test Checklist* (250 form). Call the Drug and Alcohol on-call staff if there are questions and follow their instructions.
- 4.2.15 Arrange for transport of the operator for post-accident drug and alcohol test if necessary.
- 4.2.16 Complete a Supervisor accident report and submit it via SSaM before the end of the shift. Include all photographs, the completed *FTA Post-Accident Drug and Alcohol Test Checklist* (250 form), and any other relevant documents as attachments to the Supervisor accident report.



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 7 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

4.2.17 Submit a request for video and event data download. All video and event data recording information will be downloaded or transferred by the appropriate means and made available to incident investigators or police agencies upon request, per SOP 500.07 - Preservation of Evidence.

4.3 Chain of Custody

All information and findings by Streetcar staff gathered during the investigation shall be secured and made available to the Metro Transit Safety, Metro Transit Police, King County Office of Risk Management, and local police agencies upon request.

4.4 Sequestering vehicles

Metro Safety staff may sequester any transit vehicles. Sequestered vehicles will be removed from revenue service and no work will be permitted to the vehicle until the vehicle has been released.

For events involving a transit vehicle collision with a pedestrian, bicyclist, or motorcyclist, the transit vehicle will be sequestered and removed from revenue service. The vehicle will remain sequestered until released by KCM Safety.

All vehicles will be sequestered in accordance with King County Metro Safety policies. King County Safety policies are available online at <https://kc1.sharepoint.com/sites/DOT/transit/safety/Pages/index.aspx>.



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 8 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

5.0 RESPONSIBILITIES

5.1 Operator Responsibilities

The operator is responsible for:

- 5.1.1 Securing the streetcar.
- 5.1.2 Notifying the Supervisor On-Duty and relaying information.
- 5.1.3 Checking for injuries and rendering assistance as needed.
- 5.1.4 Collecting information from passengers and others.
- 5.1.5 Cooperating with authorities and completing all required reports.

5.2 Supervisor On-Duty Responsibilities

The Supervisor On-Duty is responsible for:

- 5.2.1 Notifying the LCC and the on-call Transit Safety Administrator.
- 5.2.2 Responding to the scene or sending another supervisor to the scene.
- 5.2.3 Managing streetcar movement, mitigating service delays, and submitting service delay notifications.
- 5.2.4 Ensuring that all reports are completed and submitted within the time requirements.
- 5.2.5 Submitting a request for video and event recorder download.
- 5.2.6 Complying with any requests from the on-call Transit Safety Administrator to sequester vehicles.



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 9 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

5.2.7 Ensuring on scene responsibilities are completed.

5.3 On Scene Supervisor Responsibilities

The Supervisor On-Duty is ultimately responsible for all Supervisor procedures, however, if another Supervisor is available that Supervisor may be sent to the accident scene. The Supervisor responding to the scene, whether that is the Supervisor On-Duty or another Supervisor, is responsible for:

5.3.1 Requesting back-up help, if needed.

5.3.2 Attending to injured persons, if needed.

5.3.3 Directing passenger evacuations, if needed.

5.3.4 Protecting the scene.

5.3.5 Completing the *Streetcar Supervisor Accident Response Checklist* and collecting information.

5.3.6 Collecting photo documentation.

5.3.7 Assisting Safety staff, if needed.

5.3.8 Completing the *FTA Post-Accident Drug and Alcohol Test Checklist* (Form 250). Arranging for drug and alcohol testing.

5.3.9 Completing all required reports.



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 10 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

5.4 Streetcar Technical Trainer(s) and Streetcar Operations Chief(s)

The Streetcar Technical Trainer(s) and Streetcar Operations Chief(s) are responsible for ensuring that all Streetcar employees are trained in streetcar accident response and scene management procedures.

5.5 Streetcar Employees

All Streetcar employees are responsible for having full knowledge and understanding of this SOP and for adhering to its provisions.

6.0 APPENDICES

6.1 *Streetcar Supervisor Accident Response Checklist*

6.2 *FTA Post-Accident Drug and Alcohol Test Checklist (Form 250)*

7.0 SUMMARY OF CHANGES

Revision H 09/04/2015

- Definitions: "Incident Commander" added.
- Procedures: References to Incident Commander, passenger evacuation and service mitigation added.

Revision I 03/31/2023

- Updated SOP title
- Updated definitions:
 - Revised definition of "accident"
 - Added definitions for "collision" and "LCC"



King County

**Metro Transit Department
Rail Division
Streetcar Section**



SEATTLE STREETCAR

Standard Operating Procedure	SOP 500.01	Page 11 of 11
	Date of Issue: 03/31/2023	Revision: I
ACCIDENT RESPONSE AND SCENE MANAGEMENT		

- Removed definitions for “incident”, “investigation authority”, “minor injury” and “serious injury”
- Updated procedures:
 - Updated radio communication procedures
 - Updated information collection procedures
 - Added reference to *Streetcar Supervisor Accident Response Checklist*
 - Updated requirements for report submittal
 - Updated sequestering process
- Added appendices