EMERGENCY RESPONSE PLAN

FOR

MULTIDISCIPLINARY INCIDENT PREPAREDNESS

AND OPERATIONAL MANAGEMENT

.....

PRINCIPLES AND GUIDELINES

AT THE

SCENE OF A RAIL OCCURRENCE

TRANSNET FREIGHT RAIL

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SUMMARY VERSION CONTROL

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Note: Only latest amendments and/or additions are reflected in italics in the body of the document

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1. PURPOSE

To ensure that Transnet Freight Rail Fire Safety requirements are integrated and defined to protect against the possibility of hazmat, rescue and fire occurrence in an effort to mitigate, prepare, respond and recover from emergency related situations with a unified objective and to minimize the damage should such an incident occur.

2. APPLICABILITY

This procedure is applicable to Transnet Freight Rail.

2.1. **Distribution**

- Managers Operations
- Infrastructure / Perway /Signals/Overhead
- TNPA and TPT Manager
- PRASA (Metrorail)
- Local and Provincial Authorities, (Disaster Management)
- Transnet Engineering (Wagons and Traction)
- PRASA / Luxrail
- Rail Safety Regulator
- Security
- NCC
- Corporate Safety Office & Risk Management

3. REFERENCE DOCUMENTS

NAME	REFERENCE NUMBER	RELEVANT CLAUSE/SECTION
Asset management	ISO 55000:2015	Clause 8.3
Business Continuity Management Procedure	TRN-IMS-GRP-PROC-016	All Clauses
Competency, Awareness and Training	TRN-IMS-GRP-PROC-008	All Clauses
Compliance Obligation Procedure	TRN-IMS-GRP-PROC-005	All Clauses
Continual Improvement Procedure	TRN-IMS-GRP-PROC-018	All Clauses
Disaster Management Act	Act no. 57 of 2002	All Clauses
Emergency Management - Requirements for Incident Response	ISO 22320:2011	All Clauses

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NAME	REFERENCE NUMBER	RELEVANT CLAUSE/SECTION
Fire Brigades Services Act,	Act no.99 of 1987	All Clauses
Hazardous Substances Act	Act 15 of 1973	All Clauses
Human Factors Management Standard	SANS 3000-4: 2011	All Clauses
Human Factors Management Procedure	TRN-IMS-GRP-PROC-017	All Clauses
Integrated Assurance Procedure	TRN-IMS-GRP-PROC-015	All Clauses
Identification and classification of dangerous goods for transport by road and rail modes	SANS 10228: 2012	All Clauses
Occupational Health and Safety Management System	BS OHSAS 18001: 2007	Clauses 4.1.4, 4.3.1, 4.3.3, 4.4.1, 4.4.3, 4.4.5, 4.4.6, 4.4.7, 4.5.1 & 4.5.3
Occurrence and Non-Conformance Management Procedure	TRN-IMS-GRP-PROC-013	All Clauses
Major Hazard Installation Regulations	30 July 2018 R. No 692	All Clauses
National Environmental Management Act	Act 107 of 1998	All Clauses
National Fire Protection Association	NFPA 600	All Clauses
Protection of communities against Fires	SANS 10090:2003	All Clauses
Railway Safety Management Standard	SANS 3000-1: 2016	Clauses 4.5.3.1, 4.5.5.3 (b), 4.5.6, 4.8.1,
Railway Safety Regulator Determination of Safety Management System and Safety Management Report	Section 28 National Railway Safety Regulator Act 16	Clause 8.2.2, 10.2.2, 10.2.5, 10.3.5,
Operational Risk Management Procedure	TRN-IMS-GRP-PROC-004	All Clauses
Stakeholder Management Procedure	TRN-IMS-GRP-PROC-007	All Clauses
Quality Management Systems Standard	ISO 9001: 2015	Clause 4.4, 7.1.4, 7.5.1, 8.3.2, 8.4.3, 8.7, 9.1.3 and 10.2
Product Life- cycle Management Procedure	TRN-IMS-GRP-PROC-011	All Clauses
Interface Management Procedure	TRN-IMS-GRP-PROC-012	All Clauses
Integrated Assurance Procedure	TRN-IMS-GRP-PROC-015	All Clauses

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NAME	REFERENCE NUMBER	RELEVANT CLAUSE/SECTION
Human Factor Management Procedure	TRN-IMS-GRP-PROC-017	All Clauses
Continual Improvement Procedure	TRN-IMS-GRP-PROC-018	All Clauses
Business Continuity Management Procedure	TRN-IMS-GRP-PROC-016	All Clauses

4. DEFINITIONS AND ABBREVIATIONS

4.1. Definitions

Asset

Means all property of Transnet, including buildings (Fire Stations), contents, equipment, machinery, fire engines, motor vehicle (owned and leased) control of Transnet.

Annexure

Documents, templates and forms, not necessarily as per prescribed format, which may be attached and referred to within a document, e.g. Appointment Letter templates, Likelihood Rating Table templates, Checklists, etc.

Business associates

Any organization or person working in association with or providing services to Transnet or *vice versa*. Business associates will include but not limited to the following, Network operators**;** Train operators**;** Station operators**;** Tenants**;** Terminal operators**;** Port users**;** Surrounding landowners**;** Local municipalities, clients, etc.

Competent

Having the qualifications, knowledge, skills, attitudes, and capabilities required to function successfully in a given job

Emergency Response Planning

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This is a forward planning process, in a state of uncertainty, in which scenarios and objectives are agreed managerial and technical actions defined, and potential response systems are put in place to prevent, or better respond to, an emergency situation.

Contractors

An employer (organization) or a person who performs any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the suppliers, vendors, consultants, service providers or contractors performing construction work.

NB: *A Contractor is an employer in his/her own right.*

Crisis

An unexpected occurrence, developing at an ever-increasing rate of destruction that would rapidly destroy an Organisation if left unmanaged.

Disaster

Disaster Management Act 57 of 2002:

A progressive or sudden, widespread or localized, natural or human-caused occurrence which causes or threatens to cause death, injury or disease, damage to property, infrastructure or the environment or disruption of the life of a community and is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources.

Emergency

A sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences.

Employer

Any person who employs or provides work for any person and remunerates that person.

Fire Management

Fire management is the system that provides for fire safety and prevention at a site/depot by determining the fire risk profile, fire prevention plans, human and capital fire

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management, resource management, operational emergency response capability as well as the training and awareness regarding fires or other emergencies.

Fire Team

An organized group of employees at a site / depot who are knowledgeable, trained, and skilled in at least in Hazmat, rescue and fire-fighting operations, and whose full-time occupation might or might not be the provision of emergency response duties, fire suppression and related activities for Transnet Freight Rail.

Fire Team member

An employee signed onto site/depot Fire Team on voluntary bases to the provision of emergency response duties, fire suppression and related activities for Transnet Freight Rail in accordance with TFR Fire Safety Norms and Standards Procedure.

Fire Team Leader / Emergency Coordinator

An employee appointed and assigned onto site/depot Fire Team on voluntary bases responsible for overseeing the performance of the Fire Team and activity of emergency response duties, fire suppression and related activities for Transnet Freight Rail in accordance with TFR Fire Safety Norms and Standards Procedure.

First responder/Designated person

A person from Transnet and/or responding unit/emergency service to arrive at the scene of an occurrence and who could correctly identify the goods and hazards, and communicate relevant information to other emergency services either directly or indirect means.

Interface

An area, point, or location, either physical or organizational, where the activities or assets of Transnet and other operators/organisations meet, and where the activities or assets or both interact or have the potential to affect one another, Examples include service level agreement, Access Agreement, Lease Agreement, Memorandum of Understanding and etc.

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Interface Agreement

A written agreement for managing risks in relation to interfaces between Transnet and business associates.

Mitigation

Mitigation is preventing occurrences relating to fire and emergency risks or taking steps to lessen the impact of unavoidable occurrences or disasters.

Occurrence

An undesired, unplanned or unexpected work-related safety, health, environment, security, railway, property, asset damage, non-conformance and near misses, that involve Transnet employees, learners, visitors, contractors and members of the public on Transnet premises and anywhere else where employees are engaged in the organizational activities and services. It is managed by an employer / operator in accordance with his/her integrated management system.

Operating Division (OD)

Means any business area of Transnet designated as such within Transnet's internal structures from time to time.

Transnet Fire and Emergency Services Forum (TFESF)

A forum made up of the senior members of Fire and Emergency Services representing all Transnet Operating Divisions responsible for fire service and emergency services management.

4.2. Abbreviations

BCM	Business Continuity Management
CE	Chief Executive
ECC	Emergency Control Centre
ECCOM	Emergency Control Committee
EMP	Environmental Management Plan

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ERG	Emergency Response Guidebook
FBSA	Fire Brigade Services Act
HFES	Hazmat Fire and Emergency Services
IC	Incident Commander
JOC	Joint Operation Committee
ME	Managing Executive
MOU	Memorandum of Understanding
MHI	Major Hazardous Installation
NCC	National Command Centre
NFPA	National Fire Protection Association
OD	Operating Division
PRASA	Passenger Rail Agency of South Africa
RSR	Railway Safety Regulator
SHERQ	Safety Health, Environment Risk and Quality
SANS	South African National Standard
SDS	Safety Data Sheet
SLA	Service Level Agreement
RIC	Rail Incident Commander
RIO	Rail Incident Officer
RIR	Rail Incident Representatives
TE	Transnet Engineering
TIA	Transnet Integrated Assurance
TFESF	Transnet Fire and Emergency Services Forum
TNPA	Transnet National Ports Authority
TPL	Transnet Pipe Line

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5. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY

Top Management	• Set the tone with regards to effective management of Rail Occurrences. • Appointed as Safety Administrator (Transnet Freight Rail) by the (Group Chief Executive) (Transnet) in accordance with Transnet instructions: WMB C.1 (Occupational Health and Safety Act 1993 (Act 85 / 1993) (Section 16). • Oversees the implementation of the Occurrence and Non-Conformance Management and Business Continuity Management Procedure read with this Emergency Response Plan for Multidisciplinary Incident Preparedness and Operational Management - Principles and Guidelines at the scene of the Rail Occurrences. • Formally declare a Transnet Freight Rail disaster • Ensures that the appropriate processes are in place to monitor the implementation of this Emergency Response Plan throughout the organisation; • Provide resources to develop and support the implementation of Emergency Response Plan for Multidisciplinary Incident Preparedness and Operational Management - Principles and Guidelines at the scene of the Rail Occurrences.
Executive Safety and Security	• Duly appointed as Safety Administrator (Safety & Security) by the Chief Executive (Transnet Freight Rail) in accordance with Transnet Instructions: WMB C.1 (Occupational Health and Safety Act, Act 85, 1993) Section 8, 2 (i). • Responsible for integrated Emergency Response Planning for rail operations (accountability lies with the ME's) • Responsible for integrated Emergency Response Planning for rail operations.
Managing Executives	• Duly appointed as Safety Administrator (Safety & Compliance) by the Chief Executive (Transnet Freight Rail) in accordance with Transnet Instructions: WMB C.1 (Occupational Health and Safety Act, Act 85, 1993) Section 8, 2 (i).

	• Responsible for integrated Emergency Response Planning for rail operations (responsibility lies with the Managing Executive Operations). • Responsible to execute the Transnet Freight Rail Emergency Response Plan for rail operations.
Senior Management	• Take ownership and control of operational cluster Emergency Response Plan. • Maintain and implement Emergency Response Plan. • Responsible to inform and train departments on the content of the Emergency Response Plan. • Oversees Interface Management performance. • Ensures implementation, maintenance and the review of the Interface Management processes and procedures. • Ensures the implementation of statutory and regulatory requirements relating to Interface Management activities. • Shall ensure that a site/ depot specific fire management procedure have developed and approved. • Shall ensure that a site/ depot specific fire written plans developed and approved. • Shall ensure that Line Managers take responsibility for implementation of Fire Plan • Shall ensure availability of resources to effectively implement the Fire safety Programmes, establishment, and maintenance of fire teams.
Senior Manager Maintenance	• Take ownership and control of the Emergency Response Plan for the region. • Maintain and implement the Emergency Response Plan. • Responsible to inform the depots about the contents of the Emergency Response Plan.
Operational Managers/ Area Managers (Decentralised)	• Take ownership and control of Area Emergency Response Plan. • Maintain and respond to Local Rail accidents. • Liaise with external service providers. • Integrate with neighbouring areas Emergency Response Plan.

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	• Standby lists to be relayed on time and correctly on predetermined periods to the person concerned (NCC).
Safety Managers/Safety Specialist	• Designated contact person of this Emergency Response Plan. • Responsible for updating national activating telephone list on a monthly basis. • Responsible for updating National Emergency Response Plan concerned on a regular basis. (BI-annually). • Responsible for all internal Rail and Terminal departments having an updated Emergency Response Plan. • Audit area plans annually.
Senior Manager Maintenance	• Take ownership and control of the Emergency Response Plan for the region. • Maintain and implement the Emergency Response Plan. • Responsible to inform the depots about the contents of the Emergency Response Plan.
Head of Operations	• Take ownership and control of operational cluster Emergency Response Plan. • Maintain and implement Emergency Response Plan. • Responsible to inform and train departments on the content of the Emergency Response Plan.
Depot Engineers	• Takes ownership and control of the Emergency Response Plan for his depot. • Maintain and implement the Emergency Response Plan. • Responsible to inform all his staff about the contents of the Emergency Response Plan. • To have an up-to-date copy of the plan available at the depot. • To update the plan and especially the call out lists as and when changes occur. • To notify the Infrastructure Representative in the NCC of changes in standby, etc.
Safety Specialist	• Responsible for development / updating of region concerned Emergency Response Plan.

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	• Responsible for all operational areas having updated Emergency Response Plans. • Audit Operational Emergency Response Plans Annually.
Operations	• The Appointed RIC shall resume the accountability and responsibilities of the Rail Incident Commander (for the total command of the rail occurrence site within their areas of jurisdiction).
Transnet Engineering (Traction)	• Transnet Engineering (Traction) is responsible for the clearing of the wrecked vehicles on site. To determine the position of controls or valves etc. and to submit inspection report regarding the road worthiness of locomotives to RIC (and will be known as the Rail Incident Officer).
Transnet Engineering (Wagons)	• Transnet Engineering (Wagons) is responsible for executing the brake tests (leakage tests) on all the non-derailed vehicles and to give instructions to Traction with regard to the handling of wrecked wagons. Submit the inspection report loading profile and maintenance history of all relevant vehicles to the Rail Incident Commander (RIC).
Transnet Freight Rail Infrastructure (Signals, Electrical and Perway)	• Infrastructure is responsible for the repair of all track, overhead and signal equipment at the rail incident site and for the testing of all train control equipment such lever frames / control panels / console / conditions of the relays / communication / computer systems and all relevant track side indicators and the conditions and demarcations thereof. Infrastructure representative shall submit a report to RIC on completion at the site of occurrence. (Infrastructure representative shall also be referred to as the Rail Incident Officer).
All Departments (Emergency Control Committee)	• To ensure that the site is rehabilitated to its original state after all the derailed vehicles have been removed. This shall include the repair of fences, farm roads, removal of scrap (wreckage) and the rehabilitation of the ground and / or water polluted during the spillage of hazardous substances (where required). Emergency Control Committee must communicate with NCC and the Tribunal depending on the coding of the occurrence.
External Stakeholders	Disaster Declaration - See section 6.6

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	Responsibility Diagram – See Section 6.8.3.

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6. STANDARD OPERATING PROCEDURE

6.1. Strategic Intent

Comprehensive Emergency Response Plans are primarily concerned with the prevention of incidents from happening and to mitigate the consequences of incidents, which happened. Well-executed Emergency Response Plans may even turn a disaster into an opportunity.

The Strategy document will also support and enable Operations to deal with the following critical issues:

- To plan the **resources** necessary to effectively execute the Emergency Response Plan.
- To build **capacity** within the organisation to deal with disastrous events.
- To **prevent** incidents escalating from minor to major business interruptions.
- To **minimise** the losses associated with major incidents.
- To enable Transnet Freight Rail to **survive** the impact of major operational incidents and to manage the consequences thereof.
- To provide efficiency/productivity and **responsiveness** within Operations both in the internal and the external environment during crisis situation.
- To provide for effective and responsive **communications** during crisis situations.
- To improve employee **understanding** and to establish a basis for **effective decision** making through training in emergency preparedness.
- To improve the **capability** of Transnet Freight Rail to monitor the effectiveness of current plans.
- Cost effective **business recovery** and timeous business resumption.
- Positive **business image** and credibility with clients and affected stakeholders.

6.2. *Emergency Response Plan – Scope*

The Emergency Response Plan addresses Transnet Freight Rail's response to any rail occurrence, whether it is major or catastrophic emergency, crisis or disaster, which affects the viability and survival of Transnet Freight Rail operations and to protect life, property and Environment. It provides an operational structure to address the various problems created by such an emergency. It also integrates Transnet Freight Rail operations, normal functional plans with, others OD's, Stakeholders, Local, Provincial and

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National Government authorities for dealing with emergencies and especially to ensure the following:

Primary:

- To provide for swift Communication procedures when Rail Occurrences occur.
- Prompt Emergency response to a Rail Occurrence.
- Efficient Emergency Control Co-ordination for all responders.
- Effective Business Recovery Planning.
- Support Business Continuity.

Secondary:

- Safe working procedures on site.
- Effective off site co-ordination and support.
- Environmental clean-up and rehabilitation.
- Occurrence investigation procedure (onsite).
- Legal and social compliance.

6.3. *Emergency Response Plan – Objectives*

Without derogating from the strategic intent and the scope of this document, the Transnet Freight Rail Emergency Response Plan strives to optimise the following objectives:

Main Objectives:

- Preserving and saving lives.
- Prompt opening of the Railway line (Service recovery)
- Minimising environmental damage.
- Limiting damage to property and equipment.
- Determine the cause of occurrence (Prevent for future occurrence(s).

Secondary Objectives:

- To provide for alternative arrangements for the transport of goods.
- Customer notification.
- Protection and/or safeguarding of private property.
- Rehabilitation of environment.
- Salvage of products.

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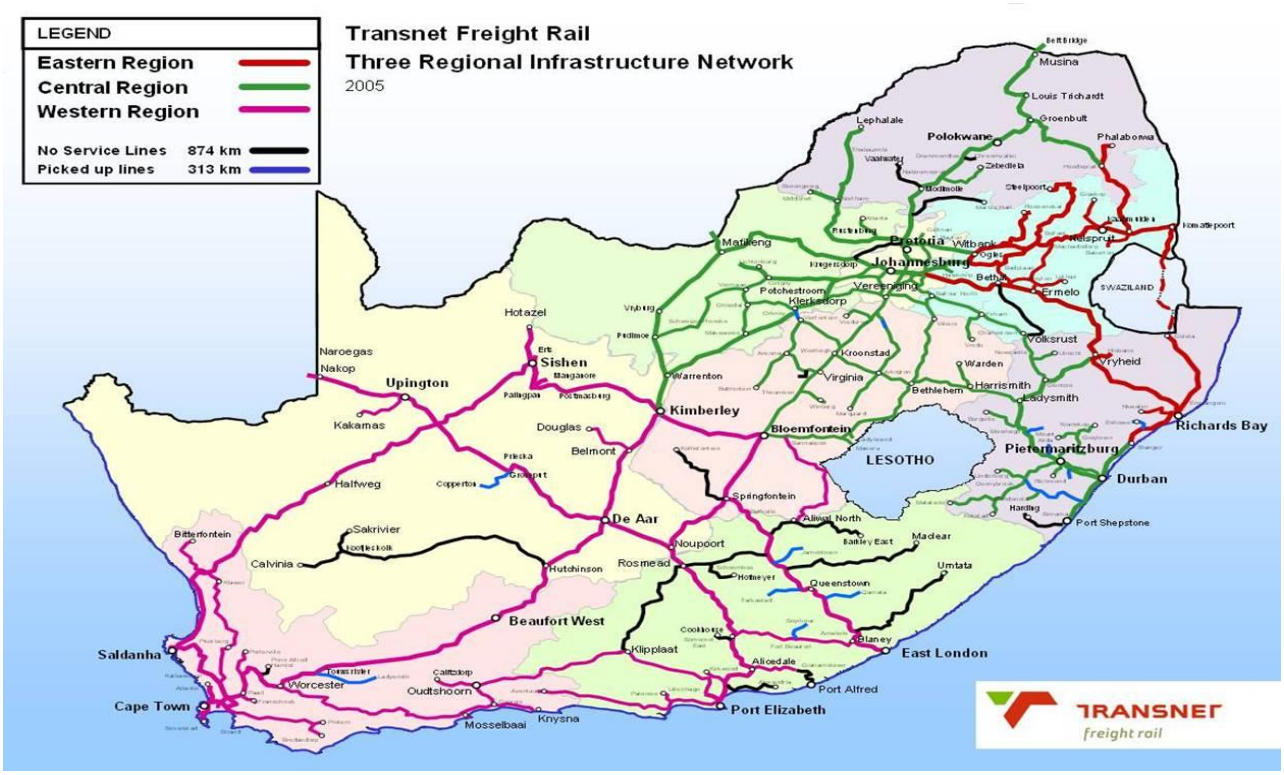
6.4. Classification of Railway Occurrence For Emergency Response Plan Activation

CLASSIFICATION	TYPE	PAGE
Level 3 - (Code Red)	**Disaster** Disaster for Transnet Freight Rail, Public and Environment	22 – 23
Level 2 - (Code Orange)	**Major Accident** Disaster for Transnet Freight Rail No disaster for Public / Environment	22 – 23
Level 1 - (Code Green)	**Minor Accident** No disaster for Transnet Freight Rail / Public /Environment	22 – 23

6.5. Operations Scope

6.5.1. Map

(Central, Eastern and Western Region)



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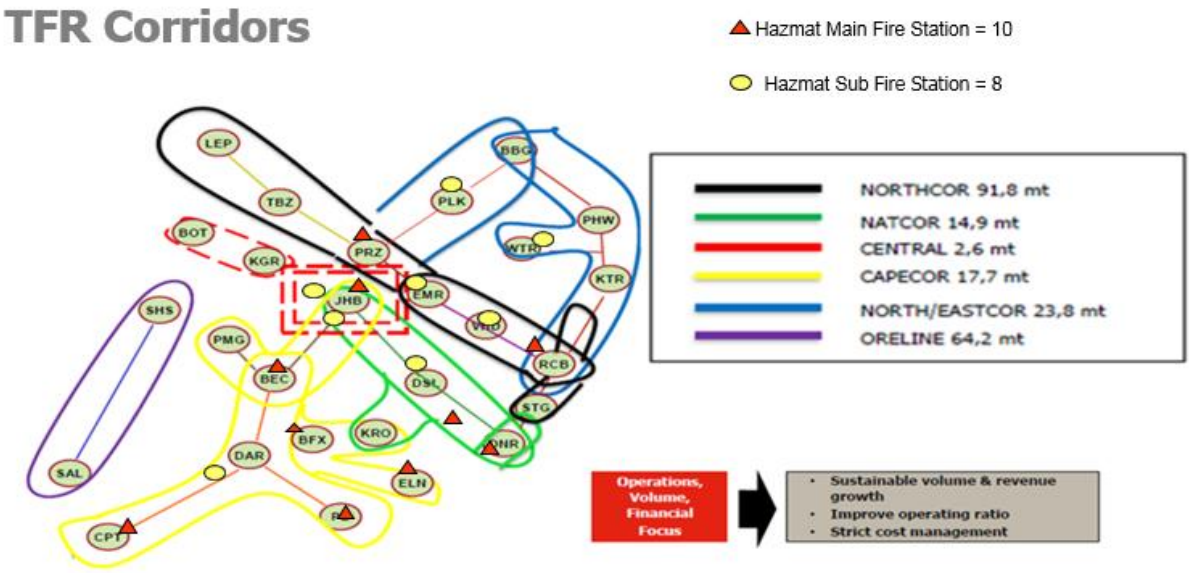
6.5.2. Corridor Depiction Map



TFR CORRIDORS & VOLUME ALLOCATION

6.5.3. Transnet Freight Rail Operational Corridors

***Container* Corridor** - (Durban, allocation to APM) - Durban (Containers, Movement & Yards) - Pietermaritzburg - Ladysmith - Sentrarand (Production, Yards and Movement) - Natalspruit - Isando Heidelberg - Ladysmith - Durban	**North Corridor** - Ogies - Rustenburg - Nelspruit - Witbank - Ermelo (Coal line) - Richards Bay - Vryheid	***North* East Corridor** - Polokwane - Newcastle - Nelspruit - Ermelo - Vryheid - Empangeni
Central Corridor - Krugersdorp - Isando - Krugersdorp - Vereeniging - Klerksdorp - Kroonstad - Koedoespoort	***Cape Corridor*** - Kimberley - Bloemfontein - Port Elizabeth - Bellville	***Ore Corridor*** - Sishen - Halfweg - Saldanha

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6.6. **Disaster Declaration**

For any major incident with a potential to be declared a Disaster or might require to be managed in terms of Disaster Management Principles shall be in accordance to Business Continuity Management Procedure TRN-IMS-GRP-PROC-016 TIMS element.

6.6.1. Disaster Declarations: Roles and Responsibilities

a. National / Provincial / Local Government

i. National Government

- Promulgating Disaster Management Legislation.
- President responsible to declare a National Disaster under extra-ordinary circumstances.

ii. Provincial Government

- Provincial Premier responsible to declare a provincial disaster.
- Provincial Premier may declare a State of Disaster as provided in the Disaster Regulations as amended.
- Maintain and Implement Disaster Management Plan of the Province, in conjunction with National Disaster Management Centre.

iii. Local Government

- Maintain and respond to local emergencies.
- Declaration of a major incident (Disaster) by the Municipal Mayor or his/her designated delegate.
- Integrated plan with the Provincial Government Disaster Management plans.

b. Exercise

Practical simulation exercise to test and maintain above-mentioned procedure will occur periodically as agreed upon by the Chief Executive, Chief Operational Officer, General Manager Business Unit and Local Authorities/Provincial Authorities concerned.

6.7. **Exemptions (Article 24 of Act 85 of 1993)**

6.7.1. **General Administrative Regulations 9(3):**

"*In the event of an incident in which a person died, or was injured to such an extent that he is likely to die, or suffered the loss of a limb or part of a limb, no person shall disturb the site at which the incident occurred or remove any article involved in the incident before the arrival of an inspector, or without his consent: provided that such action may be taken as may be necessary to prevent further incident, to remove the injured or dead, or to rescue persons from danger.*"

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6.7.2. **Transnet Exemption Standard**

Transnet has negotiated and obtained an exemption from the Department of Labour regarding compliance to aforementioned General Administrative Regulations. (See Transnet WMB Instruction B2/4: Permission to disturb and clear up the scene at a rail-operating incident).

Note:

In cases where a person has died or has been injured as a result of an accident or incident arising out of Transnet Freight Rail's activities, the accident/incident scene including all evidence thereon should not be interfered with in any way whatsoever.

In terms of Transnet Freight Rail's internal processes for reporting accidents or incidents, the South African Police Services will be called to the scene for investigation to collect all relevant information and undertake all the relevant steps/processes that they are required to take in terms of legislation and the common law in the execution of their duties. This will include collecting evidence/information for the post mortem and cause of death.

The South African Police Services should not be interfered with in their investigations at the scene under any circumstances.

Should there be any misunderstanding or doubt regarding the conduct of the police at the scene then the person in doubt should contact TFR Legal Services.

The TFR Emergency Response / Emergency Response Plan states that when accidents/incidents happen where there are injuries/fatalities, Transnet is not allowed to start with any clearing up operations until after the medical teams and fire and rescue activities have been completed their functions and the South African Police Services have completed their investigation at the accident/incident scene.

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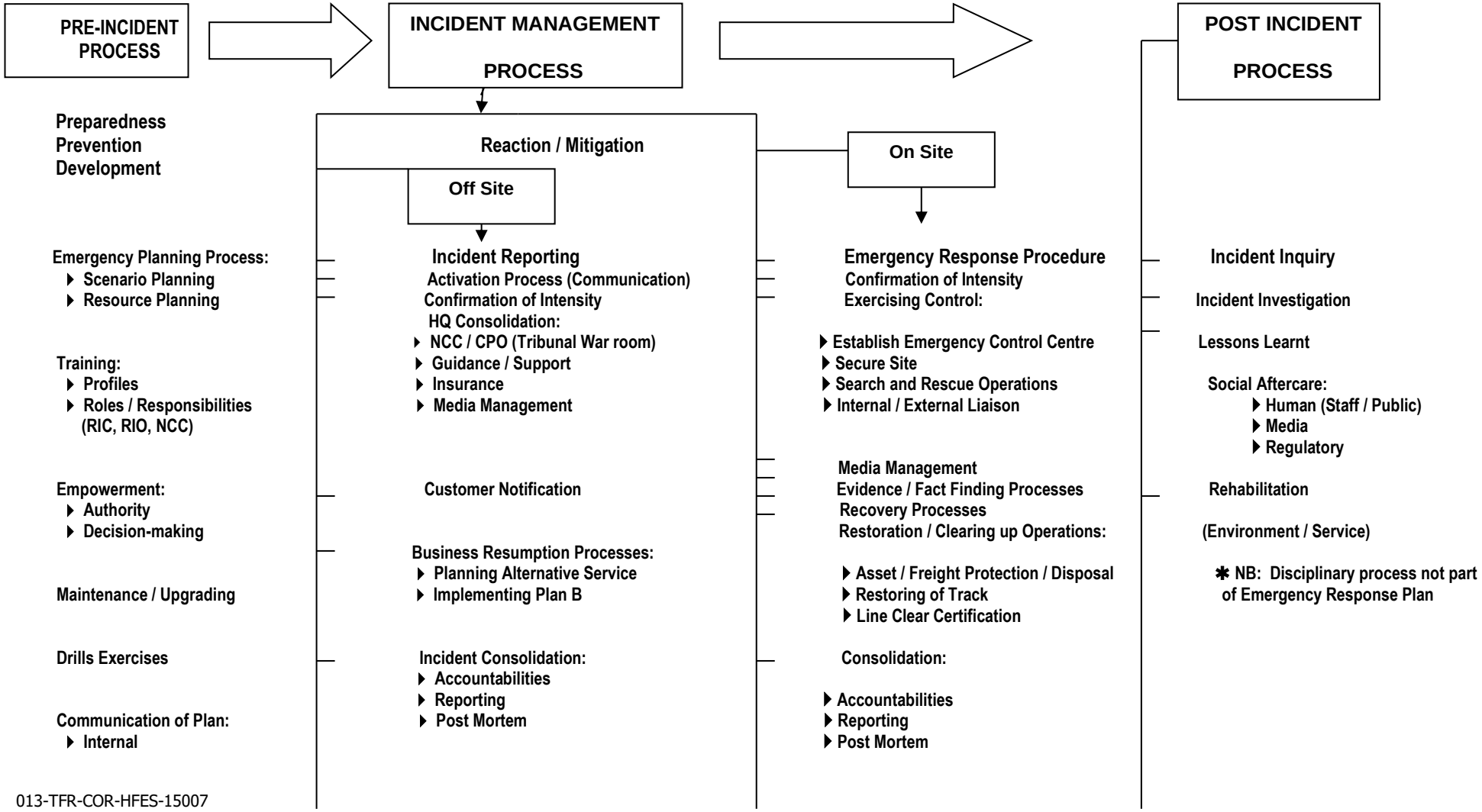
6.8. **Emergency Response Planning Processes - (Pre-Occurrence Processes)**

6.8.1. Integrated Emergency Response Plan Framework



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6.8.2. Transnet Freight Rail Emergency Response Planning & scenario Planning

(Types of Occurrences)

SCENARIO A	**A1**	**A2**	**A3**	**A4**	**A5**
	HAZMAT	**HAZMAT**	**HAZMAT**	**HAZMAT**	
HAZMAT	Localised incident with specific handling procedures ➢ Broken seals, leaking valves ➢ Controlled releases ➢ No exposure to employees / public Code : Green	Consider evacuation of people ➢ Derailment/collision / sabotage ➢ Uncontrolled valve leakage ➢ Visible damage to tanker ➢ Potential exposure to employees / public ➢ No casualties Code : Red	Casualties ➢ Collision/derailment / sabotage ➢ Uncontrolled release Code: Red Tribunal	Environmental Pollution ➢ Collision / derailment/ sabotage ➢ Uncontrolled release Code: Red Tribunal	
SCENARIO B	**B1**	**B2**	**B3**	**B4**	**B5**
COLLISIONS	COLLISIONS Marshalling Yard/Station ➢ Arrival/Departure yards	COLLISIONS Level Crossing ➢ Road motor vehicles/busses ➢ Casualties	COLLISIONS Running Line: Goods Train ➢ Approaching Trains	COLLISIONS Running Lines : Passenger Trains ➢ Approaching trains ➢ Sabotage	COLLISIONS Hazmat Train See Scenario A2-4

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	➢ Shunting incident ➢ Structural damage ➢ Loss of cargo/containment ➢ Code : Green	➢ Structural damage ➢ Negative public image (Press) Code : Orange	➢ Structural damage ➢ Loss of cargo / containment Code: Green. Orange/Red	➢ Casualties/Evacuations ➢ Transport/reroute of passengers Code : Red Tribunal	
SCENARIO C	**C1**	**C2**	**C3**	**C4**	**C5**
DERAILMENTS	DERAILMENTS Hazardous Materials *See Scenario A1-4 ➢ Pollution ➢ Evacuation ➢ Casualties ➢ Localised Incidents	DERAILMENTS Consider evacuation of people Marshalling Yard – B1 Level Crossing – See B2	DERAILMENTS Service is still possible but with long delays ➢ Structural damage ➢ One or two zone affected Code: Orange	DERAILMENTS Total disruption of service ➢ All zones affected Code : Red	

SCENARIO D	**D1**	**D2**	**D3**	**D4**	**D5**
SERVICE INTERRUPTIONS	POWER FAILURE (INTERNAL)	POWER FAILURE (EXTERNAL) ➢ Eskom failure ➢ Civil unrest ➢ Sabotage ➢ Vandalism ➢ Theft	WASHAWAYS ➢ Minor ➢ Per Location ➢ Limited structural damage	WASHAWAYS ➢ Serious ➢ Widespread (Demoina) ➢ Loss of infrastructure	WASHAWAYS

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	Code : Green	Code : Orange	➢ Possible rerouting of traffic Code : Green	➢ No rerouting of traffic possible Code : Red	
SCENARIO E	**E1**	**E2**	**E3**	**E4**	**E5**
FIRE/BOMB SCARE AND HIJACKING OF TRAINS	FIRE Fire allowing no or limited rail traffic ➢ Tunnel ➢ Station ➢ Adjacent to track ➢ Train Code : Orange	BOMB SCARE Stationary (stations/yards/trains) ➢ On train in station ➢ At stations ➢ At yards, office ➢ Private sidings Code : Red	BOMB SCARE In Transit (Trains) ➢ Goods train ➢ Passenger Train Code : Red Tribunal	HIJACKING ➢ Trains ➢ Loco's Code : Red	ABDUCTIONS ➢ Management Code : Red

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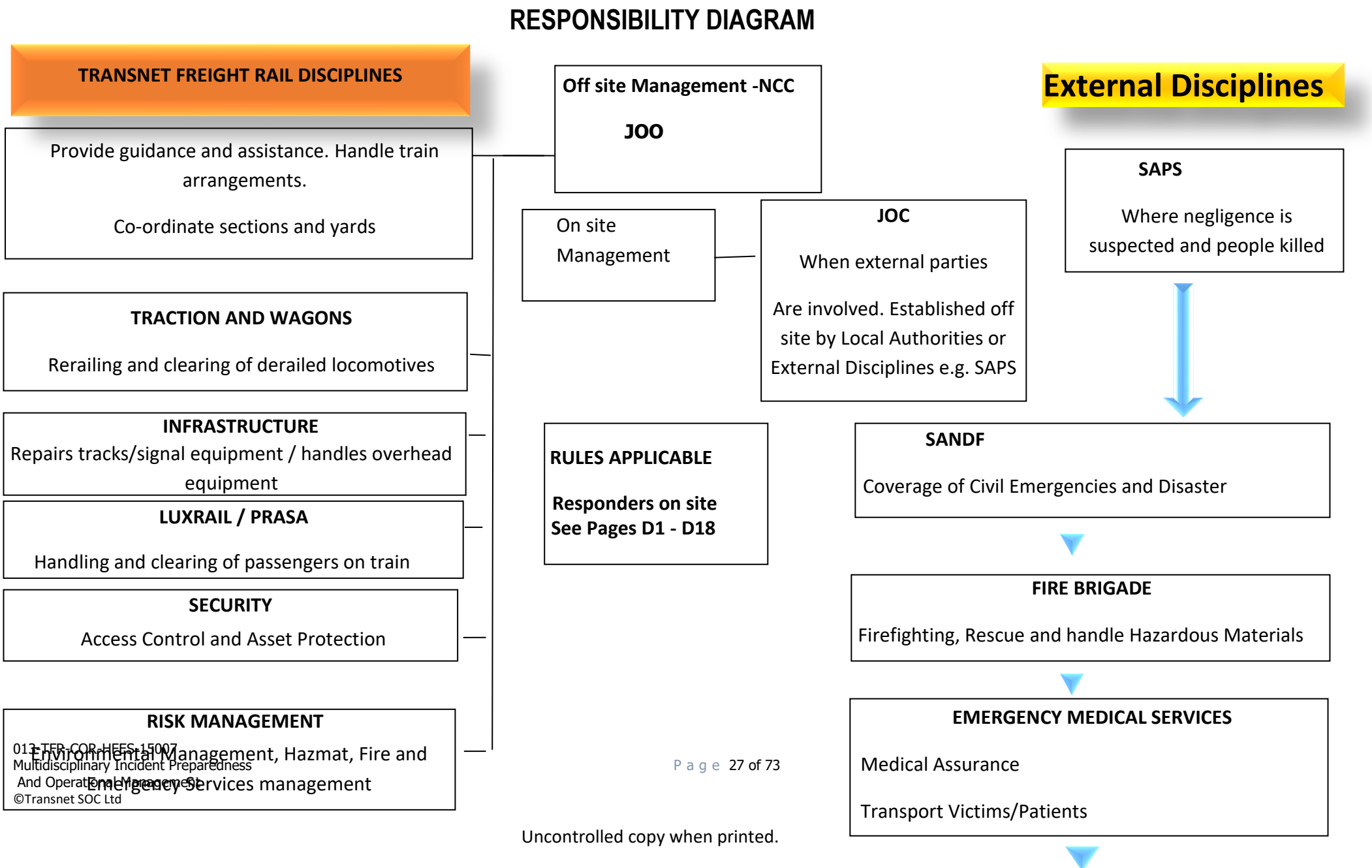
6.8.3. Responsibility Diagram



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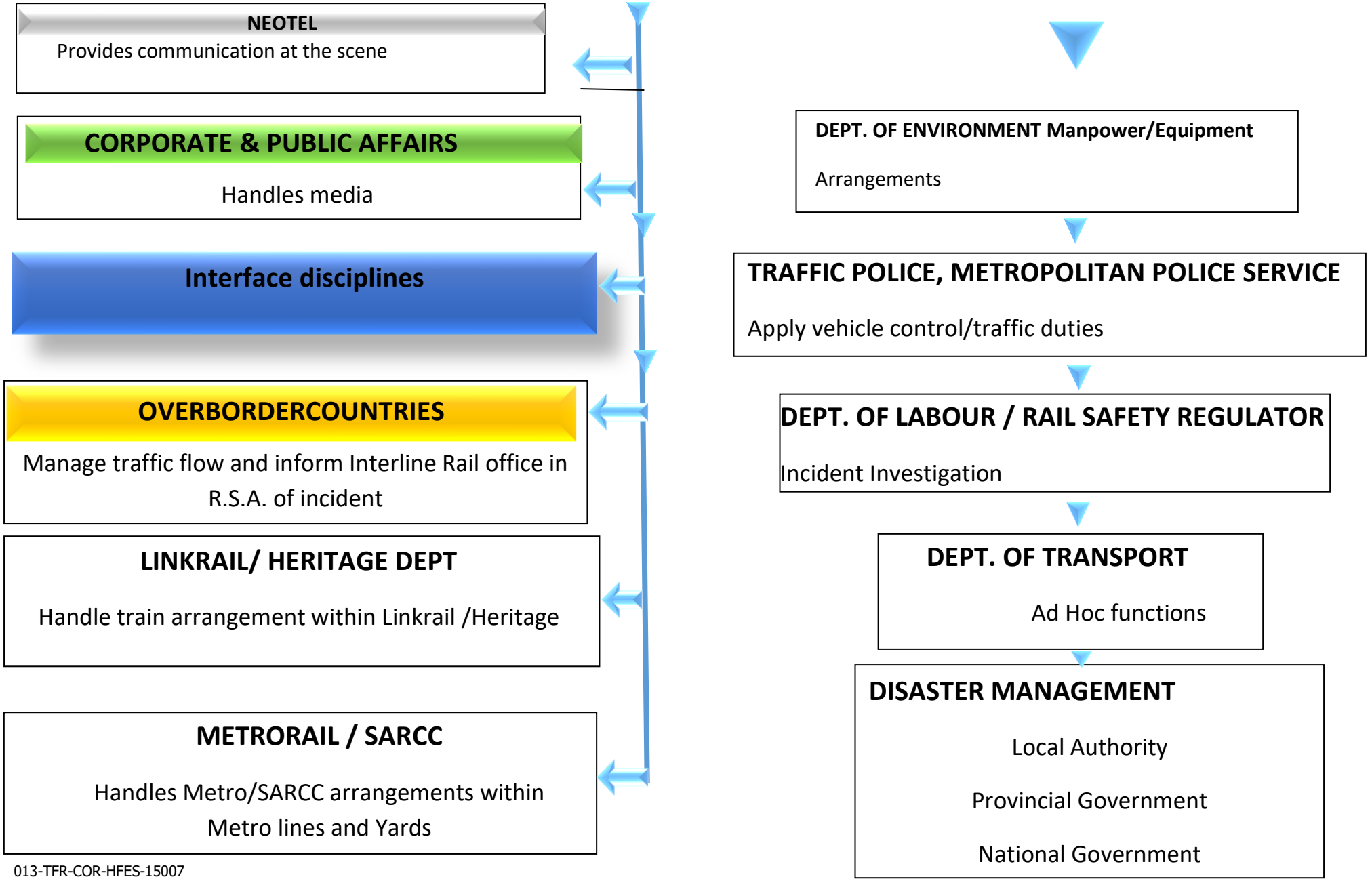

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6.9. **RESOURCE PLANNING**

a. Equipment (Identification of needs and placement)
b. Staffing (selection and training of first responders).
   Void
c. Service level agreements with external suppliers and First responders.
   Void

6.10. **COMMUNICATION OF EMERGENCY RESPONSE PLAN**

a. This plan serves as the master plan for Transnet Freight Rail and Corridor Operating Executives should compile their Corridor specific plans.
b. The Corridor plans should be communicated with relevant internal and external parties during emergency planning sessions to ensure integration with all stakeholders.

6.11. **MAINTENANCE AND UPDATING**

a. Desktop exercises should be conducted six monthly per Corridor.
b. Simulation exercises should be conducted at least annually per Corridor.

Plans must be reviewed annually or when major changes deem it necessary, where a Major Hazardous Installations (MHI) has been declared, follow the AIA recommendation read with MHI regulations.

6.12. **DRILLS AND EXERCISES**

a. Practical simulations to be initiated and managed by the Operations Manager for all internal and external parties.
b. An exercise program should be consistent with the objectives of the organisation and the regulatory regimes to which it is subject.
c. Exercises may include tests which anticipate a predetermined outcome, desktops, simulations, and full operational exercises.
d. Exercises should be based on realistic scenarios that are carefully planned and agreed with stakeholders, so that there is minimum risk of disruption to operational processes.
e. Every exercise should have clearly defined aims and objectives and a post exercise report that contains recommendations.
f. This report should be formalised and used to improve on short comings identified in a timely manner.
g. Identify the key participants who must be trained.
h. Identify by title the person in each group responsible for training.
i. Describe annual training programs.
j. Describe the training available to first responders in the use of protective equipment.
k. Describe how the plan is tested periodically.
l. Describe frequency and extent of communication's test.

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m. Describe frequency and extent of public notification tests, and evaluation of its effectiveness

6.13. Emergency Response Occurrence Management Processes

Emergency response to occurrences and management processes thereof shall be in accordance with Occurrence and Non-Conformance Management Procedure TRN-IMS-GRP-PROC-013

AREA	CLASSIFICATION		
	Red 3	Orange 2	Green 1
Main Lines	Ops. Man (Dec) (RIC) Train Crew Manager(Movement) (RIO)	Ops. Man (RIC) Manager(Train crew) (RIO)	Any competent person from Operation in that specific area.
Branch Lines / Yards	Ops. Man (Dec (RIC) Asst. Man (Train crew) (RIO)	Ops. Man (RIC) Asst. Man (Train crew) Asst. Man. (Yards)(RIO)	Any competent person from Operation in that specific area.

Senior Manager will form part of the tribunal at the NCC.

Any of the above-mentioned managers who are on stand-by and who arrive at the scene first will take charge as Rail Incident Commander / Officer (RIC/RIO) until the designated RIC arrives at the scene.

Operational Managers will assume a responsibility of RIC in respect of Code Red (3), Orange (2) incidents.

6.13.1. Transnet (Transnet Freight Rail and Transnet Engineering) Representatives

At a pre-determined period, every department involved that has a function on the scene, must appoint specific representatives according to stand-by lists and relay it to the NCC /Local Planning Office to assume the duties of Rail Incident Representatives at the Emergency Control Centre at the scene of the accident.

6.14. Emergency Control Centre (ECC: On-Site)

The first appointed RIC arriving at the scene of a rail occurrence will set up an Emergency Control Centre (ECC), which he/she will hand over to the most senior Rail Incident Commander when he/she arrives. The Emergency Control Centre will be established in a safe place (buildings, vehicle, tent, etc) as close as possible to the scene where it is clearly visible, but not nearer than 500m *or as guided by ERG* when HAZMAT products are involved. The Rail

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Incident Commander will take charge of the Emergency Control Centre and will control the Operations from this point.

6.14.1. General:

- Safe access to and from the site must be provided and identified to all personnel.
- The area should be secured to prevent unauthorised access to what may still be a HAZARDOUS area, and to protect property and equipment.
- Secure as necessary any dangerous substances remaining on site. Check the soundness of the containers and that the substances have not been adversely affected by heat, water or mixing during the emergency.
- Examine the buildings and equipment for structural damage, and inaugurate preliminary repairs pending a more detailed examination.
- Check the electrical process supply lines and other services in the area. If supplies have been isolated, check switch and valve positions before reconnection. Ensure that machinery, which may have been running before the emergency, is isolated before reconnection of power supply.

6.14.2. Equipment:

The following equipment must, where possible, be available in the Emergency Control Centre during an emergency: (An emergency vehicle is ideally suited to accommodate the equipment).

- Sufficient telephones, Transport Telecoms, Neotel as well as Telkom.
- Telephone directories (latest editions)
- Radio equipment
- An emergency planning manual/instructions
- A wall clock
- Camera and video camera, if available, and extra films/video cassettes
- Loudhailer and spare batteries
- Aerial photographs of the area
- Stationery
- List of key personnel and emergency services with addresses and telephone numbers. (These lists must be revised at least every six months)
- List of emergency and rescue equipment, recovery equipment and supplies of such equipment
- Torches and emergency lighting
- Duplicates of master keys, which provide access to premises
- White board

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- Red Alert Tape (cordon off site)
- Bulletin board

6.14.3. The Transnet Freight Rail Incident Commander is in charge of the Emergency Control Centre (ECC) on-site:

- The Rail Incident Commander wears a neon green jacket with the words "Transnet Freight Rail - Rail Incident Commander (RIC)" for identification.
- Rail Incident Officers report at the Transnet Freight Rail Emergency Control Centre (ECC).
- Every discipline has a radio/telephone link to the Emergency Control Centre.(ECC)
- All disciplines that have a duty at the scene, including specialist groups, report to the Emergency Control Centre (ECC) first.
- Every Rail Incident Representative (RIR) takes care of the needs of his own discipline.
- Problems and needs that develop are discussed and solved jointly within the Emergency Control Centre (ECC) by the various Rail Incident Officers (RIO).
- Policy matters are channelled to and from the NCC.
- The RIC and TRIBUNAL arrange additional manpower, specialists and equipment as and when required.
- The RIC, Tribunal and the NCC office must determine priorities.
- The RIC grants personnel access to the scene.

6.15. ON-SITE MANAGEMENT

6.15.1. <u>ON-SITE MANAGEMENT</u>

Whenever this Emergency Response Plan is activated, a duly appointed Rail Incident Commander (RIC) will take control of the On-Site emergency operations, and manage and control the activities from the Emergency Control Centre (ECC).

The RIC, in conjunction with the NCC, is responsible for determining the overall on site clearance plan for the management of the rail activities associated with the occurrence.

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The following guidelines will apply as to the duties of the Rail Incident Commander:

6.15.2. Duties of Rail Incident Commander (On-Site)

- The RIC is responsible for total site management at the scene of the occurrence.
- The Rail Incident Commander is the convenor of the Transnet Freight Rail Emergency Control Centre and is responsible for co-ordinating all the arrangements in conjunction with all Rail Incident Officers.
- The RIC is responsible for determining priorities in conjunction with Rail Incident Officers and ensure that co-operation between disciplines takes place smoothly.
- Arrange for switching off the overhead equipment and to declare the scene safe for emergency operations to start.
- Ensure safe working procedures at the rail occurrence scene and adherence to Occupational Health & Safety (Act 85 of 1993) and Railway Safety Regulator (Act 16 of 2002).
- Set up an Emergency Control Centre and arrange to have the Emergency Control Centre marked with a red flag during the day and a green flashing/rotating light at night. Arrange for directing boards that will indicate the shortest route to the scene.
- Collate the various Rail Incident Officers, their activities and progress reports and co-ordinate the various completion times at regular pre-determined intervals, at least every two hours or when the siren/hooter sounds.
- When local Emergency Services are involved, Transnet Freight Rail's Rail Incident Commander (RIC) will be the Transnet Freight Rail's representative at the local Satellite Operating Centre (SOC).
- Obtain information of RIO and evaluate the situation after careful examination of the facts.
- Arrange/control of the issuing of walkie-talkies' telephones or radios for communication with Rail Incident Officer in conjunction with Transport Telecoms.
- Determine priorities in conjunction with Rail Incident Officers and ensure that co-operation between disciplines takes place smoothly.
- Where chemicals/hazardous materials are involved, the RIC is assisted by Hazmat, Fire & Emergency for declaring the area safe before any other personnel can enter site **(See Hazmat Fire & Emergency Service Response Plan) - Annexure 1.**
- Ensure that the track is open promptly.
- Act as a contact person in respect of external parties/authorities liaison except the media.
- Furnish correct information in respect of the occurrence to Transnet Freight Rail Corporate & Public Affairs, who are responsible for press release.
- Co-ordinate salvage and recovery operations in conjunction with Transnet Freight Rail Sales & Marketing. No work may be performed without the prior knowledge

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of the RIC. He/She must therefore always be kept informed about what must be done or is required at the scene.

- Keep records by means of tape recorder and/or minute book of all decisions, instructions and recommendations that have been made. Therefore it can be useful to appoint a scribe at the occurrence scene.
- Appoint a representative from Security to enforce access/vehicle control where SAPS is not present.
- Set up communication network in conjunction with Transport Telecoms and other responders e.g. SAPS, SANDF etc. Liaise with NCC to keep management abreast of progress.
- Supply information regarding progress made on a regular basis to NCC.
- Arrange that all freight, baggage and personal property is safely guarded and stored until the recovery process is initiated and completed. (Security personnel should be made available for this aspect).
- Monitor and check train arrangements and liaise with NCC.
- Gather factual information with preliminary investigation procedure. Gather evidence and ensure the safe keeping of e.g. black boxes as well as video recorder data from locomotives, pieces of broken rails, trains documents, etc. Arrange for thorough technical tests of the operation e.g. locomotive/wagons/signals by senior personnel and obtain their reports.
- Ensure that all discipline representatives (RIO's) who have completed their tasks for the occurrence sign off from the RIC register.
- Obtain full particulars of all injured and/or deceased.
- Liaise with Tribunal (off-site) concerning all aspects of legal and insurance policy matters.
- If Rail Incident Commander leaves the post temporarily or for a long period, a competent deputy must immediately be appointed.
- The Rail Incident Commander can only exercise authority at the scene of the occurrence and determine priorities in conjunction with all other Rail Incident Officers.
- The Rail Incident Commander is responsible to ensure that a notice board / white board with names and grades/ranks of all departments is available. The names must be recorded when they take over duties.
- Officially sign off the rail occurrence and declare the scene safe and fit for train operations.

6.15.3. **Duties of Rail Incident Officer (RIO)**

- A Rail Incident Officer is the most senior and competent person in control of the actions of a specific department at the scene of a rail occurrence.
- He must report to the Rail Incident Commander and keep record of activities on-site.
- Be well informed of functional tasks that must be performed and control activities of own Department.
- Gather information and convey it at predetermined times to Transnet Freight Rail's Rail Incident Commander for further conveyance to the SAPS Incident Officer (where passengers/deceased are involved).

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- Ensure safe working procedures at the rail accident (on-site) and adherence to Occupational Health & Safety (Act 85 of 1993) and Railway Safety Regulator (Act 16 of 2002) requirements.
- Responsible for activation of own Department's Emergency Response Plan
- Gather factual evidence and safeguard it for preliminary investigation.

6.15.4. Duties of the Rail Incident Representative (RIR)

- Primary responsible to fulfil such duties at the scene of the occurrence as determined

  by the Rail Incident Officer.
- Report directly to the applicable Rail Incident Officer.
- Ensure safe working Procedures and adherence to Occupational Health & Safety (Act 85 of 1993) and Railway Safety Regulator (Act 16 of 2002) requirements.

6.15.5. Duties of other Disciplines Concerned at the Scene of a Rail Occurrence

- An occurrence on Transnet Freight Rail premises is co-ordinated by Transnet Freight Rail unless the circumstances dictate otherwise and involves external intervention.

a) South African Police Services

- Participate in the external **Joint Operational Command (JOC)** if the situation warrants.
- Co-ordinate inner circles and safeguards the area of the occurrence.
- Exercise crowd control and access control.
- Close (cordon) off the outer circle.
- Remove all persons who do not belong at the scene.
- Perform other police tasks as and when required.
- SAPS will be in-charge where occurrence involves deceased persons.
- Responsible for removal of deceased and investigation where foul play is suspected or evident.
- Releasing of names of all deceased persons.

b) South African National Defence Force

The SANDF will only intervene/assist in the following instances:

- Disaster declared by National/Provincial/Local Government.
- Special circumstances at a Rail occurrence necessitate the support of the SANDF.
- Humanitarian aid: social workers; tents; food; air support; beds.
- Assistance with Hazmat spills if requested.
- Transportation of patients if requested.

Cognisance should be taken that the SANDF will act according to their own command structures and procedures.

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c) Fire and Emergency Services

- See Annexure 1 (Hazmat sensitising document)
- Activate the Emergency Response Plan of own Department and execute Standard Operating Procedures (SOP's).
- Senior Fire Officer reports at ECC.
- Performs normal fire brigade duties, e.g. where dangerous substances such as chemicals and hazardous materials are involved.
- Stabilisation of the occurrence scene.

d) Emergency Medical Services

- Senior officer reports to Emergency Control Centre
- Set up emergency medical post
- Trained persons remove all injured persons to the emergency medical post. The action of removal of the injured and dead must take place swiftly. The minimum number of persons must be used for this. Concentrate medical equipment and trained manpower at the emergency medical post.
- Doctors to report at the Emergency Control Centre and wear appropriate identification.

e) Traffic Department

- Senior Officer reports at Emergency Control Centre.
- Close off area (3rd cordon)
- Keep the main area clear and access routes open for free movement of emergency vehicles.
- Take control of vehicle movements in and out around vehicle park(s) and outside cordoned off area.
- Perform other normal traffic tasks.
- In rural areas the Provincial authorities will provide traffic-related services.

f) Disaster Management (Local and Provincial Government)

- Form JOC.
- Declare a disaster.
- Assists with all other resources if required e.g. Emergency; Traffic; Fire and Emergency Services.
- On-site and Off-site assistance and co-ordination.
- Co-ordinate disaster management activities.
- Evacuation of residents, if required.
- Provide forward communication
- Resources management.

g) Fire Brigade Services

- Occurrence stabilisation (Fire ,spills and collision)

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- Search and rescue operations.
- Removing of deceased/ injured from wreckage's
- Decontamination.

h) Risk and Environmental Management

All the Risk Management specialist functions shall report to the ECC on arrival at the scene of the occurrence.

- Risk Insurance
- To arrange for storage/clearance of damaged goods in conjunction with RIC
- To give permission for the sale of damaged goods in conjunction with RIC and Business Manager.

- Environmental Management (refer to Environmental Response and Site Rehabilitation procedure/Annexure 5).
  - Evaluate on site situation and initiates actions for mitigation and rehabilitation.
  - Initiate action for long term rehabilitation.
  - Report the incident to the regulatory authorities (DWAF & DEAT)
  - Liaise with external departments and contractors.
  - Give regular feedback to RIC in respect of actions taken and impact analysis.

i) Corporate Safety Office

- Provide guidance in respect of compliance with the specific requirements of the Act 85/16 (on-site).
- Arrange for first aid for working units on-site.
- Arrange the chemical toilets for on-site.

j) Corporate & Public Affairs

- Report at the Emergency Control Centre (ECC) to the Rail Incident Commander.
- Activate crisis communication strategy.
- Handle all communication and inquiries by the news media in conjunction with NCC.
- Form an integral part of the ECC.

k) Transnet Engineering (Wagons & Traction)

- Designated Rail Incident Officer Reports at Emergency Control Centre.
- Responsible for the re-railing / repair of rolling stock.
- Responsible for executing brake tests (leakage test) on all the non-derailed vehicles and to give instructions with regard to the handling of wrecked vehicles.
- Report facts and findings at regular intervals to RIC as and when required to do so.

l) Rail Network Telecoms

- Designated Rail Incident Officer Reports at Emergency Control Centre.
- Responsible for repair of communication system and the provision of emergency communication as needed from time to time.

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- Reports facts and findings at regular intervals to Rail Incident Commander.

m) Security

- Designated Rail Incident Officer Report at Emergency Control Centre.
- Responsible for the protection of personnel, products of clients and Transnet assets at the Rail occurrence scene.
- Responsible for safeguarding of area (unrest area)
- Responsible for traffic/access control and removal of unauthorised persons from the scene.
- Liaise with SAPS if and when required.
- Report facts and findings at regular intervals as and when required to do so by Rail Incident Commander.

n) Infrastructure – Signals/Perway/Overhead

- Designated Rail Incident Officer report at Emergency Control Centre
- Responsible for repairing or replacement of the following:

  - Signalling System
  - Overhead track equipment
  - Railway lines / Permanent way
  - Track warrant system
  - Radio train order system

- Designated Rail Incident officer form integral part of Emergency Control Centre.
- Reports facts and findings to Rail Incident Commander at regular intervals and when required.

o) **Logistics Integrator**

- Responsible to collect black boxes as well as video recorder data from locomotives. The instructions for the handling of video recordings from train cameras, including dissemination to line investigations, inquiries, disciplinary and legal proceedings must be followed. (LDVR Incident Recording Retrieval and Handover Process – Technology Management Guideline BBG 8627).
  FOR RIC

6.16. SPADS Information Report

6.16.1. Offsite Management

a) Management (Transnet Freight Rail)

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- To be activated by the NCC (if deemed necessary by immediate prevailing circumstances).
- Integrate with Tribunal if required.
- Assemble in NCC (War Room).
- Have an information session and compile action plans.
- Provide guidance/assistance to parties at the scene (on site ECC).

b) The Tribunal

The tribunal will not be a structure, but will be a gathering of expertise to decide on how to manage these differing and varying factors influencing Transnet Freight Rail's legal position, image and other aspects.

c) The Tribunal will:

i. Depending on the situation, either be telephonically contacted or called together (for instance: Legal advisors, Environmental Specialists, Communication and Media, representatives from operating and technical departments etc.)

ii. Receive information from the scene and also the question /queries from all involved parties and decide on the line of action, the information to be made available to the media and inform Top Management on developments. Always convene at the off-site Emergency Control Centre Johannesburg.

The Tribunal will decide on issues, which have the potential of claims against the company:
- Freight losses
- Third party assets
- Serious damage to Transnet Freight Rail / TNPA / Metro Rail's own assets- Insured assets- Uninsured assets – (will depend on the different policies and the clauses of exclusion/inclusion).

Situation where the SAPS Services deems action necessary
- E.g.- Criminal charges-
- Arrest of an employee

It should be clear that the "minds that must think together" (The Tribunal) about the best ways of dealing with each situation will differ depending on the nature of the occurrence. The life cycle of the Tribunal will be:

- NCC receives information and decides on the seriousness of the occurrence, the nature and the projected impact.

- NCC decide to deal with matter within own resources ("Duty Manager" make decisions) or to telephonically confer with the people on the list of "standby's" or to call a physical get together.

- NCC ("Duty Manager") makes decisions first on who will be contacted / called.

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- If the Tribunal convenes it will integrate with the NCC, gather information and make appropriate decisions.

- The Tribunal disbands only after the situation has returned to "normal.

- The Tribunal must log its experience in order to facilitate the process of "lessons learnt" and must enable this information to be fed to Transnet Freight Rail / Metro Rail/ PRASA and Luxrail.

d) Operations Management

- Responsible for monitoring of Transnet Freight Rail Emergency Response Plan and recovery process.
- Responsible for investigation process in conjunction with relevant management.
- Responsible for Service Recovery and Service Resumption plans.

e) Duties of the National Command Centre (NCC)

- Secondary alert and activation of Emergency Response Plan.
- Check listing of alert and activation processes.
- Support Rail Incident Commander on-site.
- Recommend the Activation of Tribunal.
- Form part of the Tribunal.
- Co-ordinate, provide and activate revised master train plan.

4.5	On Site and Off Site Management	
	On Site	Off Site
	• Emergency Response Procedure	• Incident Reporting
	• Confirmation of Intensity	• Activation Process (Communication)
	• Exercising Control:	• Confirmation of Intensity
	• Establish Emergency Control Centre	• HQ Consolidation:
	• Secure Site	• NCC / (Tribunal War room)
	• Search and Rescue Operations	• Guidance / Support
	• Internal / External Liaison	• Insurance
	• Media Management	• Media Management
	• Evidence / Fact Finding Processes	• Customer Notification
	• Recovery Processes	• Business Resumption Processes:
	• Restoration / Clearing up Operations:	• Planning Alternative Service

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	• Asset / Freight Protection / Disposal	• Implementing Plan B
	• Restoring of Track	• Incident Consolidation:
	• Line Clear Certification	• Accountabilities
	• Consolidation:	• Reporting
	• Accountabilities	• Guidance / Support
	• Reporting	• Post Mortem
	• Post Mortem	

6.17. General Safety Rules And Guidelines At The Scene Of A Rail Occurrence

6.17.1. Safety Rules And Guidelines

a) General

- All responders to move safely to the scene of accident in own time and with own transport or with transport provided. Transnet Freight Rail officials are cautioned not to violate traffic laws whilst on route to or from the scene of a rail accident.
- Service Execution must, where possible, arrange for road indicator boards depicting the shortest route to the scene, especially where such route traverse private property and arrange for gates and fences to be opened/removed to provide easy access for emergency vehicles.
- The saving and preservation of lives always remain the first priority.
- Do not endanger lives of others.
- Limiting the damage to assets, environment and equipment must be the primary objective.
- When a train disaster occurs, the onsite ECC is in control.
- Because the action at a scene is a joint action, it is the task of all the persons concerned to co-operate fully with RIC and other disciplines.

b) Safety Guidelines

- Overhead track equipment - electricity DC + AC consider it still under current.
- Dangerous materials - Chemicals / explosives don't touch or handle.
- Train movements - Be alert of trains passing by.
- Stay clear of derailed Wagon and Traction until mopping up operations are executed
- Potential falling structures – Electrical masts.

c) Hazmat: Handling of "Hazardous Materials"

- Fire Department to handle incidents where "Hazardous Materials" are involved.
- All containers or contents of vehicles that cannot be identified must be handled as HAZMAT.
- The area must be cordoned off.

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- If suspicion exists, or if it is identified that vehicles contain dangerous materials everyone must be kept away from the scene until specialists involved declare the area safe.
- When chemicals / Hazmat were involved no person may leave the scene before that person has been examined by Metro Emergency Services.
- The Emergency Control Centre must not be set up within 500 meters from the scene where chemicals are involved taken the wind into consideration, ***Always*** *consider the guidance of the ERG*

d) Cordon off the Scene

- The area where the incident has occurs (Inner circle) is closed off with chevron tape if necessary.
- The general scene is closed off by means of a cordon (Outer circle). (Radius of approximately 250 to 400 meters)
- The Traffic Police form the third cordon, to block off traffic.
- No vehicles may enter or leave the cordoned off area without authority.
- Any person, who does not have a specific task at the scene, must leave the area immediately.

e) Access to the Scene of a Rail Accident

- Operations must, where possible, arrange for indicators depicting the shortest route to the scene especially where such route traverse through private property and arrange for gates and fences to be opened or removed to provide easy access for emergency vehicles.

- Members of the public and personnel of any discipline who do not have a specific task in regarding with the rescue / clearance / examination action must leave the vicinity of the incident and if necessary be removed.

- Access to the inner circle must be limited to the disciplines involved to enable those primary tasks that enjoy higher priority to be completed first.
  - e.g. Extinguishing fires and neutralising chemicals
  - Safeguarding of property
  - Switching off of electric current
  - Examination in accordance with Act 85 of 1993 (Section 14)
  - Priorities are determined by ECC.

f) Establish a Vehicle Park

- Plan for a vehicle park.
- A vehicle park(s) is set up and guarded at a safe and convenient place as decided by the Emergency Control Centre. All official vehicles are parked in this vehicle park.
- Emergency vehicles (e.g. ambulances and fire engines) must be parked separately in the Vehicle Park and will be allocated priority for admittance to the accident scene.

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- If necessary, street blocks/roads must be closed off for ordinary traffic for the purpose of a vehicle park. In this respect the traffic authority will take charge.
- Sets up access and exit routes (one road in and one road out).

g) Establish an Emergency Medical Post for Injured and Deceased Persons and the Administration of Medical Care

- An emergency medical post is established in a safe, convenient place as decided by the Emergency Control Centre.
- All injured persons are removed to the emergency medical post if necessary.
- All injuries and fatalities are registered and given to the Rail Incident Commander. In the case of passenger train injuries and fatalities such registration is to be done at the scene.
- Ensure that the remains of the deceased are not removed before the necessary photos have been taken of their positions and injuries.
- The Emergency Medical Services informs the co-ordinating hospital in whose area of responsibility the incident has occurred of the incident and supplies the necessary information of injured persons to the hospital.
- Transnet Freight Rail has to ensure that prior service level agreements and terms of payment have been negotiated with hospitals and medical institutions.

h) Documentation and Administration of Injured Persons

- Where possible, all injured persons must be furnished with a Triage certificate.
- Where possible the position of all injured persons must be marked on the ground and the number appearing on the Triage certificate must be recorded on the ground.
- Record (document) through camera film or video the exact position from where the injured or deceased are removed.

The patient triage color categories for pre hospital admission are as follows:

- **Red** **:** **Priority 1** *immediate priority (resuscitation cases)*
- **Yellow** **:** **Priority 2** *urgent priority (significant pathology)*
- **Green** **:** **Priority 3** *delayed priority (minor injuries / illness)*
- **Blue/Black** : **Deceased.**

i) Establish a Media Post

- Transnet Freight Rail Corporate & Public Affairs establish and man a media post where all media representatives can report as required per crisis communication strategy.
- The handling of the news media during the interim phase is very important.
- Keep media away until appointed media RIO could handle the media.
- Only the representative of Corporate & Public Affairs or the Transnet Freight Rail RIC, if Corporate & Public Affairs are not available, may release information to the media.

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- The representative of Corporate & Public Affairs forms a part of the Emergency Control Command.
- The place where information is periodically announced to the press must be clearly announced or marked.

j) Preliminary Accident Investigation (On-site)

- Investigation team: The investigation team will be appointed on site and be represented by the Rail Incident Commander, Rail Incident Officer, Traction, Wagons, and other departments involved.
- The preliminary investigation as to the cause of the rail accident is very important and all members of the Emergency Control Centre should take special precautions not to overlook/destroy/ remove evidence. Every member of the Emergency Control Centre has the task to individually investigate possible causes of the accident within the ambit of his jurisdiction. All facts and findings will be reported to the Rail Incident Officer at regular intervals or when requested to do so by Rail Incident Commander.
- The following guidelines will apply at the preliminary on-site investigations:

  - Gather factual information with regard to the incident.
  - Arrange for photos, sketches, marking of exhibits or classification thereof for Act 85 and see to it that the act is complied with in respect of the investigation procedures.
  - The RIC will provide assistance to the inspector of Labour at the scene of the accident.
  - Refer matters concerning legal advice / insurance to the off-site Emergency Control Centre.
  - The Rail Incident Commander compiles the various individual reports and submits a complete accident report to the relevant accident office.

k) Protective Clothing and Identification Marks

To facilitate identification the distinctive clothing will be as follows:

SAPS	:	Service Uniform / Identification vest
Fire Brigade/ Rescue	:	Service Uniform / Protective Clothing
Metro Emergency Services	:	Service Uniform / Clothes
Traffic Police	:	Service Uniform / Clothes
Disaster Management	:	Appropriate identification
Doctor	:	White coat / Doctor

l) Transnet Freight Rail Personnel

Personnel of the following Transnet Freight Rail disciplines will be identified with symbols as illustrated section 6.18.

- These symbols will be affixed to the personnel's hard hats and armbands.

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Protective Clothing

NB: Transnet Freight Rail personnel performing work at the scene of a rail incident must wear a hard hat at all times. Where external assistance is required, hard hats will be issued.

m) Equipment Necessary On-site

- The following equipment is kept in the Service Emergency Vehicles.
- Red flag for command post.
- Roll chevron tape.
- Fully equipped first aid box.
- Hard hats with issuing register
- White doctor's jacket.
- Neon Green Jacket With Wording "Transnet Freight Rail S.E" on for the Rail Incident Officer (RIO).
- Special torch with spare batteries (Intrinsic Safe Torch)
- Tape recorder with spare cassettes and batteries or any other realisable electronic recording device.
- A set of 5 Walkie-talkies with batteries (Intrinsic Safe)
- Camera with flashes and spare films/memory card
- Green rotating /-flashing light.
- Radio for link with trains Arrangements/Planning Office.
- Two cordless telephones.
- A hand held loudspeaker system.
- A portable 220 volt, single phase generator and 3 searchlights on stands.
- Gas heated cooking facilities and sufficient water bottles.
- 2 x Fire extinguishers (4.5 Kg DCP).
- 5 x Glass fibre directory boards.
- Hazmat data sheet / Laptop
- SCBA Tally Board.
- Incident Command Equipment R

When the above mentioned equipment is withdrawn for an incident or repairs, the person who draws it must sign for it in an appropriate register provided for this purpose. It is the duty of the person who has manned the emergency vehicle during an incident to see to it that all equipment that has been used is replaced as soon as possible (e.g. first-aid equipment, film, batteries, etc.).

n) Maps

- Emergency Centres of Disaster management have maps that indicate the emergency numbers of Local Authority's.
- Map indicating the national railway line.

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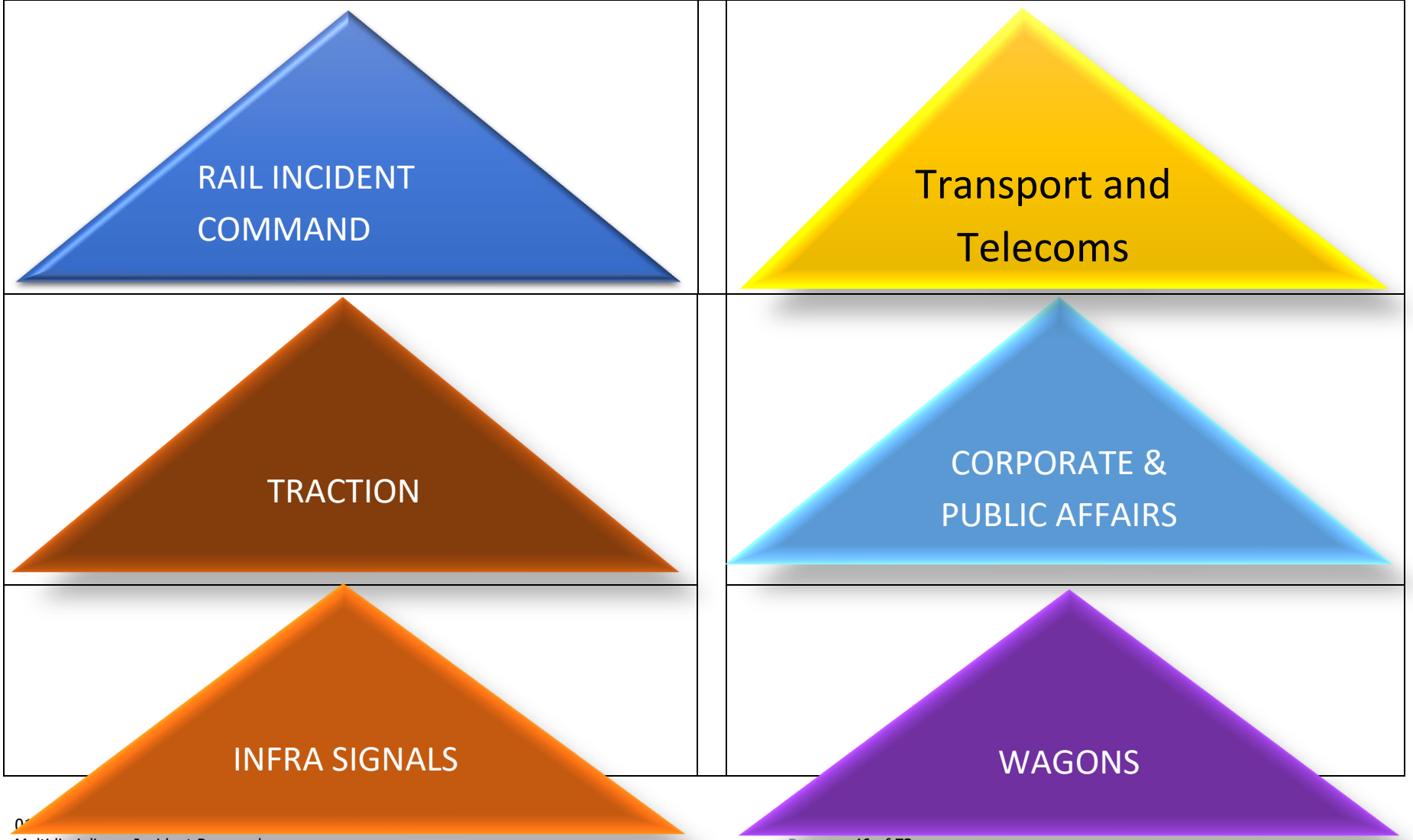
6.18. **ON-SITE IDENTIFICATION**



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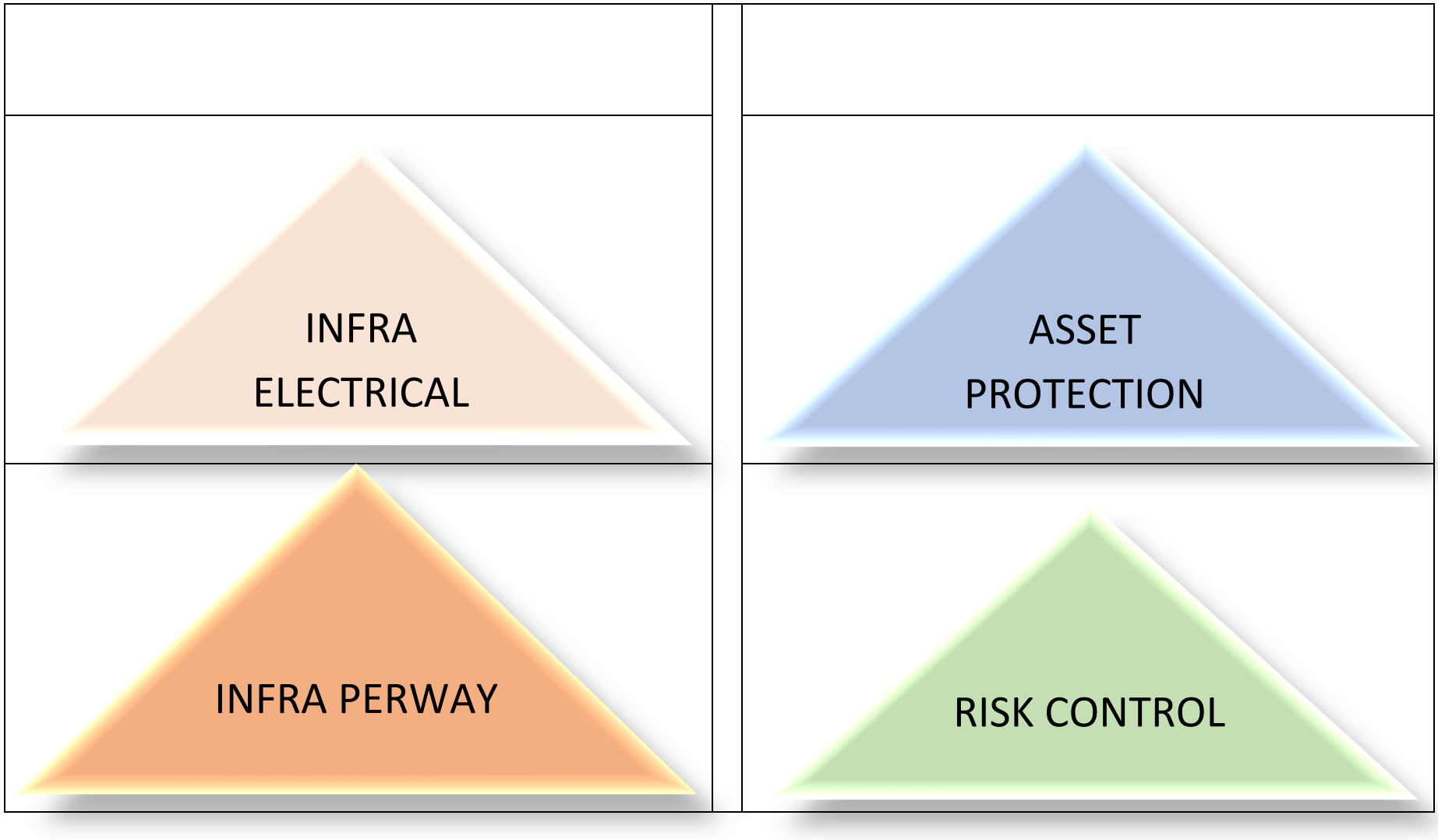

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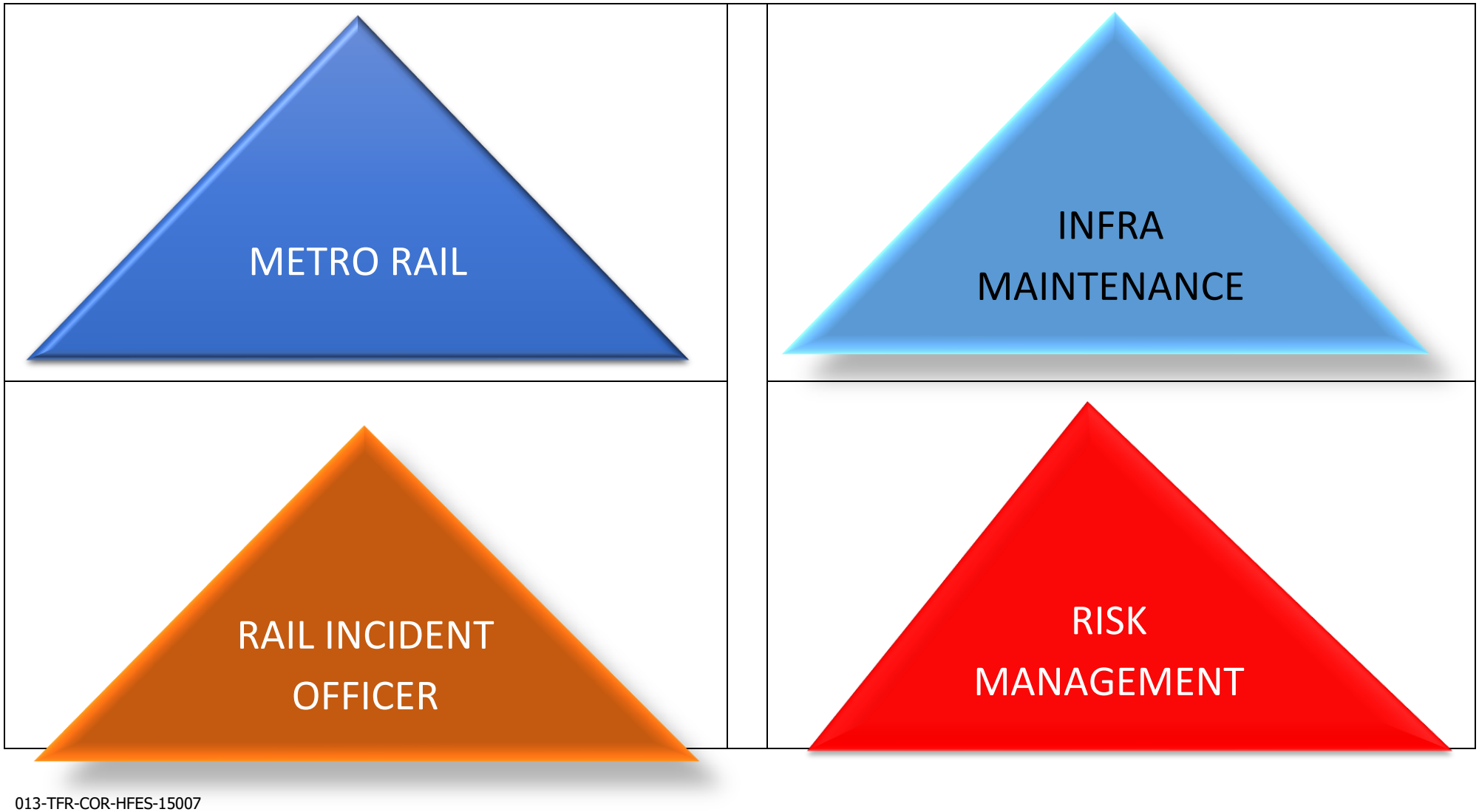

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6.19. INTERFACE MANAGEMENT

Interface shall be in accordance with the Interface Management Procedure (TRN-IMS-GRP-PROC-012)

6.19.1. PRASA (METRO RAIL)

a) Derailment on (SA Rail Commuter Corporation Assets)

- Metro Rail responsible to activate its own Emergency Response Plan.
- Metro Rail responsible to inform Transnet Freight Rail through NCC.
- Transnet Freight Rail representative to assist in respect of investigation / clearing up procedures when required
- Metro Rail representative to give regular feedback to NCC regarding progress of clearing up / damage.
- Transnet Freight Rail representative (on-site) must not take action unless agreed upon and approved by Metro Rail Incident Commander.

b) Derailment on Transnet Freight Rail Assets

- NCC to notify Metrorail Operational Office for representative.
- Transnet Freight Rail to activate own Emergency Response Plan.
- Metrorail responsible for the safety of passengers including injuries and personal belongings.
- Metrorail co-ordinates the removal of fatalities.
- Metrorail to arrange for busses to transport passengers safely.
- Metrorail to give permission to Transnet Freight Rail for clearing up operations i.r.o. Motor coaches and trailers.
- No actions to be taken by Metrorail unless agreed upon and approved by Transnet Freight Rail's
  RIC.
- Transnet Freight Rail representative to give regular feedback to NCC/Emergency Control Centre regarding progress of clearing up / damage.

6.19.2. PRASA – OLD SHOSHOLOZA MEYL

- Main Operational Contact number is 0115449031 situated at NCC.
- Designated Rail Incident Officer (RIO) reports at Emergency Control Centre.
- Activate own Emergency Response Plan in conjunction with all other role players.
- Responsible to set up reception table to process passengers and enquiries.
- All busses to park at the Vehicle Park.
- Responsible to tally all passengers with passenger list.
- Responsible to ensure that deceased person is clearly identified according to train plan and physical coach. (Notification to SAPS on all fatalities)
- Responsible to arrange for alternative transport for passengers.
- Arrange for busses to transport passengers to safety.

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- Give permission to Transnet Freight Rail for the re-railing/clearing of passenger coaches.

6.19.3. **TNPA**

6.19.3.1. **Rail Incidents in the Port environment**

a) Port Operations:

- Transnet Freight Rail to activate own Emergency Response Plan.
- Transnet Freight Rail local activating office to activate relevant TNPA Central planning office for representative. (TNPA to do resultant activation in respect of internal disciplines and own staff, e.g. Berth Managers etc.)
- TNPA to do initial notification to Transnet Freight Rail Local Activation office if derailments are caused by TNPA equipment / staff.
- Transnet Freight Rail Incident Commander will co-ordinate activities on accident site for rail accidents.
- TNPA representative (Rail Incident Commander) to report to Transnet Freight Rail Emergency Control Centre.
- TNPA to notify agents.
- TNPA Risk Manager to be activated during environmental impact incidents (spillages etc.)
- Only Transnet Freight Rail to re-rail wagons when TNPA equipment derailed wagons.
- TNPA are not allowed to disturb the accident site or take any action unless agreed upon by Transnet Freight Rail.
- In case the occurrence has resulted in Hazmat, Fire and or Medical Emergency the TNPA Fire and Emergency services and other emergency services providers shall respond and handle such incident to is resolution, however TFR HFES shall provide backup as when required.

6.19.4. **Overborder Occurrences**

6.19.4.1. **Rail Incidents Occur Outside the Border of RSA**

- National Control Centre (NCC) to notify relevant Overborder country of which commodity and wagon are involved.
- Centralised Operations Centre (NCC) to notify client in R.S.A.
- Transnet Freight Rail to activate own Emergency Response Plan.

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- Centralised Operations Centre (NCC) in conjunction with the Centralised Operations Manager shall inform and divert traffic flow to the relevant Overborder country.
- Over border country to activate and implement own traffic flow strategy to and from the border.

6.19.4.1. **Rail Incident Occur in Overborder Country.**

- Over border country activate own Emergency Response Plan. If assistance is required then Transnet Freight Rail's Senior Manager (responsible for Overborder) must be contacted. The Senior Manager (responsible for Overborder) will then activate the Centralised Operations Centre.
- Over border country representative must give regular feedback to Transnet Freight Rail NCC and Operations in R.S.A. to activate and assist with the planning and execution of traffic flow strategy.
- Overborder country to notify client in Overborder country.

6.19.5. **POST OCCURRENCE PROCESSES**

The post occurrence process will entail the following:

- Incident debriefing.
- Lessons learned
- Incident investigation
- Incident Inquiry
- Social after care involving personnel and public, health and safety of persons in the affected area at the time of the incident (injury and death).
- Media
- Regulatory requirements
- Salvage and recovery
- Environmental rehabilitation

7. RECORDS

7.1. **Control Sheet for The Rail Incident Commander**

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Preliminary Investigation Sheet (48 Hour Report for Rail Incident Commander)

TRANSNET FREIGHT RAIL
OPERATIONS
(Operations & Ports)

PRELIMINARY INVESTIGATION REPORT (4.12B)

1. ON SITE INVESTIGATORS: (NAME OF RIC/RIO'S)

1.1. Activation Plan (Personnel involved):

Callout	Grade	Time	Arrival time

2. DESCRIPTION OF INCIDENT: (SHORT HISTORY):

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Type of wagons involved:

1.	2.	3.	4.	5.	6.
7.	8.	9.	10.	11.	12.
13.	14.	15.	16.	17.	18.

Loco no.:

3. PERSONNEL INFORMATION:

3.1 Personnel involved:

Name	Grade	SAP / Pension number
i.		
ii.		
iii.		
iv.		

3.2 Previous shift:

i. _____Rest period:_____
ii. _____Rest period:_____
iii. _____Rest period:_____
iv. _____Rest period:_____

3.3 Shift length:

i. _____
ii. _____
iii. _____
iv. _____

4. RISK PROFILE:

_____
_____
_____
_____

5. INJURIES: TRANSNET FREIGHT RAIL EMPLOYEE/S:

NAME	PENSION / SAP NUMBER	GRADE
ii.		

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iii.		
iv.		
v.		
vi.		

5.1 Injuries to Public:

6. DESCRIPTION OF DAMAGE:

Traction:

Wagons:

Rail Network:

Sleepers:
Overhead:
Signals:
Other:

7. INFRASTRUCTURE INFORMATION:

Gradient:
Radius:
Cant:
Speed restriction prior to incident:
Topography:
Other: Deviation on Infra structure:

8. COMMODITY INFORMATION:

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Type of wagon	Wagon no. derailed	Load capacity	Mass Transported	Unit loaded	Single loaded	Type of Commodity (steel coils, etc.)
i.						
ii.						
iii.						
iv.						
v.						
vi.						
vii.						
viii.						
ix.						
x.						
xi.						
xii.						
xiii.						
xiv.						
xv.						

9. WAGON INFORMATION:

Type of Wagon	Type of bearings	Type of buffers	Last lifting date
i.			
ii.			
iii.			
iv.			
v.			
vi.			

10. RIC / RIO FINDINGS:

11. PRO-ACTIVE ACTIONS:

Action	Responsibility	Time frame

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12. ANNEXURES:

	Yes	No	If NO: Supply Reason
Personnel reports			
Infra report			
Wagon report			
Train documents (Vehicle list/journal/train register, etc.)			
Qualifications			
Legal doc. – injuries			
Task Observation/s			
Safety talks			
Copies of tapes			

Remarks by Operational Manager:

_____

_____

_____

_____

_____

OPERATIONAL MANAGER

13. SIGNATURES

Signature of Rail Incident Commander / Officers confirming that the re-railing/cleaning up operation is completed *Rail Network (IO)*

_____ _____

Initials, Surname and Employee Number Signature and Date

Wagons (RIO)

_____ _____

Initials, Surname and Employee Number Signature and Date

Traction (RIO)

_____ _____

Initials, Surname and Employee Number Signature and Date

Operations

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Rail Incident Commander (RIC)

Rail Incident Commander (on-site) confirming that re-railing up is completed and area is safe for the continuing of train operations.

Initials, Surname and	Employee Number	Signature and Date

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7.2. ACTIVATION OF EMERGENCY RESPONSE PLAN

7.2.1. Hazmat Contact List

The attached list of contact persons and agencies of telephone numbers are available on a 24-hour basis for assistance pertaining HazMat incidents and hazardous materials data. Please report incidents to the Centralized Traffic Control (CTC), which will co-ordinate the response.

Organisation	Position	Contact person	Primary number	Alternative number(s)
Corporate Office Risk	Functional Head HFES	Roggers Mamaila	073 315 4191	060 830 4406
Corporate Office Risk	Specialist HFES	Vusi Mahlwane	083 700 9160	078 345 3855
National Command Centre	Duty Manager	NCC	011 544 9094	
Western Region	Manager Environment & Hazmat Fire	Sam Fiff	083 284 3619	
Western Region	MANAGER HAZMAT,FIRE	Johan Jansen	083 284 3616	
Port Elizabeth	Chief Fire Officer	Gary Nel	083 407 7913	083 428 6213
Kimberley	Fire Officer	Kagisho Moheta	0810330464	
Bloemfontein	Senior Fire Officer	Ndoyisile Mkhiwane	0832831988	

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Cape Town	Chief Fire Officer	Moegamat (Sakie) Arendse	083 277 2862	
Cape Town	Senior Fire Officer	Makute Mathe	081 033 0473	
East London	Act Senior Fire Officer			
East London	Chief Fire Officer	Jimmy Spogter	083 258 3289	
Eastern Region	Act Manager Environment & Hazmat Fire			
Eastern Region	Manager Hazmat & Fire	Simo Khanyi	083 459 8600	
Eastern Region Pretoria	Senior Fire Officer	Hansie Dippenaar	083 379 0284	
Empangeni	Chief Fire Officer	Philile Mahlase	0835645313	
Empangeni	Fire Officer	Rajendran Naidoo	083 331 7778	
Ermelo	Fire Fighter	Thabisile Nkambule	083 700 4024	
Central Region	Manager Environment & Hazmat Fire	Pumelela Mabeka	063 4074246	
Central Regions	Manager HFES	Benjamin Visagie	083 452 0302	
Johannesburg Sentra Rand	Acting Chief Fire Officer	Theunis Pottas	083 308 4725	

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Durban	Acting Chief Fire Officer	Alain Green	083 278 0079	

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7.3. **ACTIVATION CONTROL SHEET**

NCC TEL. NO. 011 544 9094

(Update list cancelled + reside with NCC)

DATE	DISCIPLINE ACTIVATED	NAME	TIME
	METRO EMERGENCY SERVICES		
	SAPS RADIO CONTROL		
	DISASTER MANAGEMENT		
	IRE DEPARTMENT		
	TRANSNET FREIGHT RAIL FIRE DEPARTMENT		
	RISK MANAGEMENT		
	AREA OPERATIONAL OFFICE		
	CHIEF OPERATIONAL OFFICER		
	GENERAL MANAGER: BUSINESS UNIT		
	EXECUTIVE MANAGER: OPERATIONS		
	APM		
	OPERATIONS MANAGER		
	DUTY MANAGER (NCC)		
	INSURANCE CLAIMS		

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	INFRA: DEPOT ENGINEER INFRA FAULT CONTROL INFRA NCC MANAGER		
	ENVIRONMENTAL: MANAGER		
	HAZMAT: MANAGER ASSISTANT MANAGER		
	SECURITY		
	TRANSNET ENGINEERING		
	RAIL NETWORK TELECOMS		
	CORPORATE & PUBLIC AFFAIRS		
	LOGISTICS INTEGRATOR (Black Box/Video Data)		
	PRASA / LUXRAIL		

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7.4. **Operational Area (Depot Level):**

DATE	DISCIPLINE ACTIVATED	NAME	TIME
	Yard planner or selector		
	NCC Duty Manager		
	Asst. Manager (Movement)		
	Asst. Manager Yards		
	Operations Manager		
	Section Manager		
	CTC Office		
	Yard Master		
	Client Coordinator		
	Security		
	SAPS		
	Rail Network (Perway, Electrical And Signals)		
	Risk Professional		
	Insurance Claims / RIMAS		
	Metro Rail Ops. Control		
	PRASA		
	Mainline Passenger Service		
	Metro Emergency Services		
	Transnet Freight Rail Environment, Hazmat, Fire and Emergency Services		
	Disaster Management		
	Environmental Management		
	Rail Network Telecoms		
	Transnet Engineering: Traction And Wagons		

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7.5. **EMERGENCY TEAMS**

PLACE	CRANE	LORRY	BULLDOZER	TRAIN
AREA 1				
Bellville	X	X	X	X
Worcester		X		
AREA 2				
Beaconsfield	X	X	X	X
De aar				
Klerksdorp		X		
Mafikeng		X	P&T	
Upington				
AREA 3				
Swartkops		X		
Voorbaai		X		
AREA 4				
Cambridge	X	X		
Queenstown		X		
AREA 5				
Kroonstad		X		
Bloemfontein	X	X		
AREA 6				
Danskraal		X		
Mason's mill		X		
Wentworth	X	X	X	X
AREA 7				

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Germiston TRE	X	X	X	X
Leeuhof		X	P&T	
Millsite (KGR)	X	X	X	X
Sentrarand		X P&T	P&T	
Springs				
Vooruitsig				*
Welgedag		X$	P&T	????
AREA 8				
Koedoespoort		X	X	
Lydenburg				
Nelspruit	X	X	X	X
Pietersburg		X		
Witbank		X	P&T	
AREA 9				
Ermelo	X	X	X	X
Richardsbaai	X	X	X	X
Vryheid	X	X	X	X
AREA 10				
Saldanha		X	X	X
Klawer		X		
Postmasburg		X	P&T	

X* PARTIAL TRAIN X$ PARTIAL LORRY

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7.6. **WAGONS MAINTENANCE DEPOTS**

# PRETORIA	# SENTRARAND	# DURBAN	# COLIGNY
Capital park	Sentrarand	Bayhead	Coligny
Pietersburg	Vandykdrift	Maydon wharf	Beaconsfield
Tzaneen	Saaiwater	Point	Postmasburg
Phalaborwa	Trichardt	Mason's mill	De aar
Messina	Minnaar	Danskraal	Lime acres
Rustenburg	Germiston	Glencoe	Upington
Thabazimbi	Waterval		Mafikeng
Witbank	Kaserne		Klerksdorp
Komatipoort	Welgedag		Slurry
Nelspruit	Springs		Lichtenburg
Belfast	Leeuhof		
	Sasolburg		
	Potchefstroom		
	Welverdiend		
# P ELIZABETH	**# NSESE**	**# BELLVILLE**	**#ERMELO**
East london	Nsese	Bellville	Airbrake yard
Midlandia	Mandini	Beaufort-wes	Vacuum yard
Burgersdorp	Golela	Klawer	
Queenstown		Caledon	

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7.7. **ACTIVATION CONTROL SHEET**

Operational Area (Depot Level):

DATE	DISCIPLINE ACTIVATED	NAME	TIME
	Yard planner or selector		
	NCC Duty Manager		
	Asst. Manager (Movement)		
	ASST. Manager Yards		
	Operations Manager		
	Section Manager		
	CTC Office		
	Yard Master		
	Client Coordinator		
	Security		
	SAPS		
	Rail Network (Perway, Electrical And Signals)		
	Risk Professional		
	Insurance Claims / RIMAS		
	Metro Rail OPS. CONTROL		
	PRASA		
	Mainline Passenger Service		
	Metro Emergency Services		
	Transnet Freight Rail Environment, HAZMAT, Fire And Emergency Services		
	Disaster Management		

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	Environmental Management		
	Rail Network Telecoms		
	Transnet Engineering: Traction And Wagons		

7.8. EMERGENCY TEAMS

PLACE	CRANE	LORRY	BULLDOZER	TRAIN
AREA 1				
Bellville	X	X	X	X
Worcester		X		
AREA 2				
Beaconsfield	X	X	X	X
De Aar				
Klerksdorp		X		
Mafikeng		X	P&T	
Upington				
AREA 3				
Swartkops		X		
Voorbaai		X		
AREA 4				
Cambridge	X	X		
Queenstown		X		
AREA 5				
Kroonstad		X		
Bloemfontein	X	X		
AREA 6				
Danskraal		X		

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Mason's mill		X		
Wentworth	X	X	X	X
AREA 7				
Germiston TRE	X	X	X	X
Leeuhof		X	P&T	
Millsite (KGR)	X	X	X	X
Sentrarand		X P&T	P&T	
Springs				
Vooruitsig				*
Welgedag		X$	P&T	????
AREA 8				
Koedoespoort		X	X	
Lydenburg				
Nelspruit	X	X	X	X
Pietersburg		X		
Witbank		X	P&T	
AREA 9				
Ermelo	X	X	X	X
Richardsbaai	X	X	X	X
Vryheid	X	X	X	X
AREA 10				
Saldanha		X	X	X
Klawer		X		
Postmasburg		X	P&T	

X* PARTIAL TRAIN X$ PARTIAL LORRY

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7.9. **WAGONS MAINTENANCE**

# PRETORIA	# SENTRARAND	# DURBAN	# COLIGNY
Capital park	Sentrarand	Bayhead	Coligny
Pietersburg	Vandykdrift	Maydon wharf	Beaconsfield
Tzaneen	Saaiwater	Point	Postmasburg
Phalaborwa	Trichardt	Mason's mill	De aar
Messina	Minnaar	Danskraal	Lime acres
Rustenburg	Germiston	Glencoe	Upington
Thabazimbi	Waterval		Mafikeng
Witbank	Kaserne		Klerksdorp
Komatipoort	Welgedag		Slurry
Nelspruit	Springs		Lichtenburg
Belfast	Leeuhof		
	Sasolburg		
	Potchefstroom		
	Welverdiend		
# P ELIZABETH	**# NSESE**	**# BELLVILLE**	**#ERMELO**
East london	Nsese	Bellville	Airbrake yard
Midlandia	Mandini	Beaufort-wes	Vacuum yard
Burgersdorp	Golela	Klawer	
Queenstown		Caledon	

 # CONTROLLING STATION

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8. ANNEXURES

8.1. REFERENCE DOCUMENTS
8.1.1. *HAZMAT: Sensitising document*
8.1.2. *A Hazardous Material Occurrence Document (S.O.A.R)*
8.1.3. *Communication and Media (Crisis Communication Strategy)*
8.1.4. *Environmental Response and Site Rehabilitation*
8.1.5. *RIC/ 48 Hour Report*
8.1.6. *Spad Report + 72 Past*
8.1.7. *PRASA Emergency Response Plan(Shosholoza Meyl)*
8.1.8. *PRASA Emergency Response Plan(Metro Rail)*
8.1.9. *Mbombela Consortium (Gautrain)*
8.1.10. *Incident Command System (ICS)*

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