

ImMUTUAL AID BOX ALARM SYSTEM -DIVISION XII

Policy – Practices – Guidelines Manual

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Approved By:	Douglas Halverson President 	

Scope: This plan outlines the roles and responsibilities of METRA Rail Personnel during the activation of an Immediate Stop and Evacuation Plan (ISEP) or a Station Stop Evacuation Plan (SSEP) for trains operating within our jurisdictions. It details the response actions for incidents involving passenger or freight trains that have come to an abrupt stop due to emergencies such as fire, derailment, collision, hazardous material release, or other threats to life safety.

This plan is designed to inform and assist all fire department personnel and collaborating agencies involved in responding to railway emergencies within the boundaries of MABAS Division 12.

Purpose: The purpose of this plan is to:

- Ensure a safe, efficient, and coordinated response to train-related emergencies requiring immediate evacuation.
- Define the roles and responsibilities of fire department personnel during such incidents.
- Support the safe evacuation and rescue of passengers and crew in coordination with railway staff.
- Provide guidelines for hazard assessment, including fire, electrical, mechanical, and hazardous materials risks.
- Establish interoperability with railway operators, law enforcement, EMS, and other emergency response agencies.
- Enhance responder and public safety, minimize property loss, and support effective incident resolution.

Responsibility: Accountability: Chief Officers and Company Officers will be responsible for ensuring compliance with the provisions of this policy.

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METRA ISEP/SSEP PROCEDURES

The Metra ISEP (Immediate Stop Evacuation Plan) or SSEP (Station Stop Evacuation Plan) will be initiated by any of the following three members of the Metra Security Committee (Executive Director & Chief Executive Officer Jim Derwinski, Metra Police Daniel O'Shea, Deputy Executive Director of Operations Kevin McCann, following receipt of information with regard to an explosion, confirmed bomb discovery*, chemical attack** or other terrorist activity.

Information forwarded to the train dispatcher by train crews or to the Metra Police by other personnel must be as complete and accurate as possible in order to prevent an unnecessary initiation of either plan.

* A **confirmed discovery** is defined as a package or bag which has been evaluated by trained law enforcement officers and explosive detection canine teams and determined to contain an explosive device.

** A **reported chemical attack** must include specific details to reasonably exclude common illness, food poisoning, etc., to be considered confirmed and initiate system evacuation.

When on board personnel are notified that an ISEP or SSEP is initiated, the following procedures must be followed.

Responsibilities of Train Dispatchers and/or Metra Police:

Upon receipt of information from train crews or local authorities, Train Dispatcher or Metra Police Control must contact a member of the Metra Security Committee, providing all available facts. Based on available information, a Security Committee member may implement either the Immediate Stop Evacuation Plan (ISEP) or Station Stop Evacuation Plan (SSEP), at which time notification must then be made to all trains, the Metra Police, Metra GPS, and all other rail lines and carriers.

IMMEDIATE STOP EVACUATION PLAN (ISEP)

If this plan is initiated, trains must stop and evacuate at the first safe location. Trains may unload on the right-of-way with proper safeguards for conflicting freight or passenger train movements.

- Passengers will be evacuated as far away as possible.
- Inbound trains will not enter downtown Chicago terminals. Passengers must be evacuated outside the terminals.

Conductors must:

- Ensure that all passengers and crews are safely evacuated.
- Instruct passengers to take all personal property with them.
- After the train is evacuated, notify GPS Center of the exact location of the train and passengers, approximate passenger count, any ADA passengers with special needs and any specific need for emergency police, fire, or medical assistance.
- If extreme weather conditions exist, crew members must attempt to find shelter for passengers to the extent possible and request assistance from emergency responders.
- GPS Announcements will clear and evacuate all outlying stations and platforms.

Downtown Terminals will be evacuated.

Transportation Managers will notify GPS Center and Station Managers or Communications Supervisors when all trains in terminals are evacuated. Transportation Managers and crews will then assist in evacuating terminals.

For Metra Electric:

Due to constricted ground-level unloading from coaches, trains should proceed to the next station if practical, unload passengers, and pull away from the platform. Trains will not enter Millennium Station, and equipment already in the station will remain in place.

NOTE: Other departments will implement their emergency plans to support and assist as needed.

Recovery Procedures:

- Chicago terminals will be reopened following inspection.
- After one (1) hour, the train crew, with police or emergency response personnel assistance if available, will search the train, reload passengers, and proceed after receiving dispatcher authorization. Crews must notify the Dispatcher and GPS Center when train inspection is complete, passengers are on board, and the train is ready to depart.
- In the morning peak period, trains may be returned to their origin points so passengers can return home.

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STATION STOP EVACUATION PLAN (SSEP)

In lieu of the Immediate Stop Evacuation Plan (ISEP), the Security Committee may order the Station Stop Evacuation Plan to be implemented based on the circumstances and information available. At that time, trains may be instructed to proceed to the nearest station rather than the first safe location to evacuate.

NOTE: If the next station is more than 7 minutes away due to distance or traffic conditions with other trains ahead, conductors will contact the dispatcher to arrange a safe location for train evacuation.

All other procedures listed in the ISEP will apply to the SSEP.

OTHER INFORMATION**SUSPICIOUS PACKAGES/BAGS**

A suspicious package/bag is defined as any unattended package/bag for which the bomb detection canine units are dispatched. Note: In these procedures, a coach means the entire commuter car.

PROCEDURES:**Suspicious package/bag ON BOARD a train:**

Coach on which package is located and coaches on either side of that car are evacuated. Passengers should be advised to move out of the car in an orderly fashion, taking all

possessions with them. On moving trains, have passengers begin to move to other cars as soon as discovery is made. After train is brought to a stop at the nearest station platform, all passengers must be unloaded. Following evacuation, train must be pulled away from the platform until the package has been inspected and removed. At that time, the train, with proper authority from the dispatcher, will back into the station and reload customers. Until the train is released, all train traffic through the area must be stopped in all directions.

If the suspicious package is found on the cab car, the cab car and adjacent coach are evacuated. If the suspicious package is in the car behind the locomotive, the adjacent coach is evacuated.

Suspicious package/bag at OUTLYING STATION(S):

All train traffic through the area is stopped in all directions until an Aall clear@ is received from proper authority. Platform access to trains is closed and announcements made.

Suspicious package/bag ON TRAIN AT DOWNTOWN TERMINAL(S):

Entire train is evacuated. Trains on both adjacent tracks are evacuated, doors are shut, and train(s) moved out of the station. Dependent on timing and situation, trains may return to load additional passengers after an Aall clear@ is given. Platform access to trains is closed and announcements made.

Suspicious package/bag ON PLATFORM AT DOWNTOWN TERMINAL(S):

Doors to trains on tracks served by the platform are shut, and trains are moved out of the station. Dependent on timing and situation, trains may return to load additional passengers after Aall clear@ is received from the proper authority. Platform access to trains is closed and announcements made.

FUEL/HAZMAT TRUCKS:

If there is a threat of fuel trucks deliberately driving into the path of commuter trains, engineers will operate at restricted speed at all grade crossings, prepared to stop short of any vehicle.

As with any situation, circumstances or conditions unknown to on-board personnel may exist based on information derived from other sources. Clear and concise communication is required to reduce and/or eliminate hazardous situations. It is imperative the communications be made with full compliance to standard radio protocols, complete with acknowledgment of understanding.