

# Alberta Rail Passenger & Streetcar Security Guideline

## Interpretation

In this guideline:

- a. Car means - a piece of railway equipment or streetcar used for passenger rail transportation, and includes baggage cars, dining cars, sleeping cars, lounge cars, observation cars, the locomotive, and any freight cars that can be inspected by walking through them.
- b. Passenger Company means - a company whose operations include the transport of passengers.
- c. Train means - all the pieces of railway equipment coupled together that move as a unit for the transport of passengers.

## Scope

This guideline provides security guidance to Heritage, Public railways and Streetcar operations with passenger service under the jurisdiction of Alberta Transportation. Each section within **sections 2 to 6** must be documented in the company railway safety management system as section “P” within the first quarter of 2018. Section “P” must be included in the annual audit in 2018 and then conducted annually.

### 1. Security Plan:

1. The security plan must:
  - a. Be documented in a MS Word format; and
  - b. Identify, by job title, a senior manager responsible for the plan’s overall development, approval, and implementation and compliance oversight.
2. Include a risk assessment that is conduct by management and frontline workers where possible.
3. Include a detailed “Security Awareness Training Program”.
4. Security Inspections require:
  - a. A plan of what to do if the passenger company discovers signs of tampering, a suspicious item or the presence of other security concerns, during the inspection,; and
  - b. Daily pre-departure security inspections of the interior and exterior of the train.
5. Security Exercise
6. Security Reporting

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## 2. Risk Assessment:

1. The risk assessment must be based on the following elements:
  - a. Train and passenger operations, railway equipment, railway works, and other assets that are deemed critical, requiring protection from acts and attempted acts of unlawful interference with passenger rail transportation;
  - b. Identifies, for each risk, the severity of its impact; and
  - c. Identifies security safeguards intended to mitigate the risks identified.
2. The Security risk assessment must be documented in SMS section “P”, and must
  - a. Indicate the date of completion of the risk assessment;
  - b. Document who conducted the assessment; and
  - c. Document utilizing a three column format as in the example below.

<b>Risk Identified</b>	<b>Unmitigated Outcome</b>	<b>Mitigation Strategy</b>
Unattended package found in passenger compartment	Possible explosive device	Response procedure and training
Intoxicated passenger	Injury to other passengers and intoxicated passenger	Response procedure and training
Unidentified threat called in by phone	Possible negative outcome to passengers and equipment	Response procedure and training

3. The Risk Assessment must be conducted at the following times:
  - a. After a significant change in the railway operation;
  - b. Change of equipment or infrastructure;
  - c. New railway procedures;
  - d. Any other significant change in railway operations;
  - e. Every three years, and
  - f. Submitted when applying for a railway operating approval certificate renewal.
4. Risk Examples:
  - a. Interference with a train crew or service personnel;
  - b. Bomb threats, either specific or non-specific;
  - c. Reports or discoveries of suspicious items;
  - d. Suspicious activities observed on, inside, or near railway equipment or railway works used by that company;

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- e. Discovery, seizure or discharge of a weapon, explosive substance or incendiary device, on, inside or near railway equipment or railway works used by that company;
- f. Signs of tampering with railway equipment or railway works;
- g. Information relating to the possible surveillance of railway equipment or railway; works; and
- h. Any other object, person or circumstance that the passenger company considers to be a threat or other security concern.

## 3. Security Awareness Training Program

1. Each passenger company must have a security awareness training program that promotes a culture of security vigilance awareness with respect to passenger rail transportation.
2. The security awareness training program must include the following topics:
  - a. All risks found in the current security risk assessment;
  - b. A description of the main security risks related to passenger rail operation;
  - c. Recognition of potential threats and other security concerns related to passenger rail operation;
  - d. Actions to be taken in response to potential threats and other security concerns; and
  - e. The passenger company measures that are designed to enhance passenger rail security.
3. Persons requiring training:
  - a. The passenger company must ensure that all persons whose duties directly relate to the transport of passengers must be trained in Security Awareness.
4. Training schedule:
  - a. Seasonal staff must be trained before assuming their duties, every year, as referred to in 3 (a); and
  - b. Year-round staff must be trained before assuming their duties as referred to in number 3 (a), and re-examined every three years.
5. Training records
  - a. Must be kept current;
  - b. Includes the person's name, date and course title;
  - c. Be retained for at least 3 years;

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- d. Be made available to rail safety officer (RSO) and safety management system (SMS) Auditor upon request; and
- e. The Location of the records must be recorded in the company's SMS under section "P".

## 4. Security Inspections

- 1. Security inspection shall include both a ground-level visual inspection of the exterior of the train and an inspection of the interior of each car.
- 2. The Passenger Company must carry out a security inspection prior to the train entering service for the day.
- 3. The Passenger Company must carry out additional security inspections after entering service for the day, if necessary under the security plan.

## 5. Security Exercise

- 1. A passenger company must carry out a discussion-based exercise at least once every three years.
- 2. Participation should include those relevant to or associated with the passenger railway operation.
- 3. Records of the exercise shall be kept for at least three years.

## 6. Security Reporting

The passenger company must document the reporting process/requirement suitable for their railway. Reporting contact numbers should be readily accessible to all railway employees in addition to reportable issues.

- 1. Report to Local Police Force:
  - a. After a threat to the railway.
  - b. After a common thread of Minor Incidents.
- 2. Advising other Heritage Railways within 72 hours