Event Type	Immediately FTA Reportable[1]	Immediately CPUC Reportable[2]	CPUC Reportable as Courtesy Notice[3]	Event Not Reportable
Fatality/Injury				
Safety Event in/on RTA property resulting in: • A Fatality (including suicides, suspected suicides, or injury ultimately resulting in a death) • Two or more Injuries[4] • One or more injuries as a result of a collision.	X	X		
Fatality caused by slip, trip, or fall on RTA property.	X	X		
If a fall occurs and the person contacts a train and gets injured.	X	X		
Multiple injuries resulting from a slip, trip or fall. For example, a person falls into another person and both are injured, or when a person falls and during the rescue/aid another person is injured.	X	X		
A single injury caused by slip, trip, or fall on RTA property NOT involving a collision with a train.			X	
Security/Medical event, including: • Weapon discharged on or at RTA Transit Vehicles/Facilities • Physical altercations at stations or on trains • Medical event on RTA property including parking lots • Person pushed towards a moving train • Trespasser makes contact with 3rd rail			X	

[1] Immediately reportable safety events must be reported within 2 hours to the FTA, per 49 CFR Part 674.33. **RTAs not receiving federal funding** are exempt from FTA reporting requirements.
[2] Immediately reportable safety events must be reported within 2 hours to RTSB, per GO 164 (series) Section 7.1
[3] Courtesy Notices are NOT required but appreciated by RTSB.
[4] Injury means any harm to persons as a result of a safety event that requires immediate medical attention away from the scene. Does not include harm resulting from a drug overdose, exposure to the elements, illness, natural causes, or occupational safety events occurring in administrative buildings.

Event Type	Immediately FTA Reportable[1]	Immediately CPUC Reportable[2]	CPUC Reportable as Courtesy Notice[3]	Event Not Reportable
Assault not resulting in death or injury on RTA Employees, such as: • Operators • Transit Ambassadors • Janitorial staff			X	
Event that occurs off transit property where affected person(s), vehicle(s), or object(s) come to rest on RTA **fixed guideway** property, unless a reportable collision occurs as a result.			X	
Evacuation				
Evacuation **due to life safety reasons**[5], including self-evacuation.	X	X		
Evacuation in order to avoid extended exposure to heat or cold when there is a system breakdown.	X	X		
Evacuation **NOT due to life safety reasons.** (If the RTA can confirm that the evacuation was not for life safety reasons.) For example: • Offloading all passengers at a station due to equipment problems with the RTV. • RTV collision with a roadway vehicle or other as a result of which passengers offloaded before the RTV is returned to the yard under its own power (therefore no disabling damage). • Offloading passengers from a stranded RTV (such as for mechanical issues) to another RTV.			X	

[5] Life safety reasons for evacuation are conditions that pose an immediate, severe threat to human life, requiring people to leave an area to prevent injury or death. A life safety reason may include a situation such as a fire, the presence of smoke (including smoke from train's brakes or other systems) or noxious fumes, a fuel leak from any source, an electrical hazard, suspicious package, bomb threat, or other hazard to any person.

Event Type	Immediately FTA Reportable[1]	Immediately CPUC Reportable[2]	CPUC Reportable as Courtesy Notice[3]	Event Not Reportable
On an airport automated people mover if the RTV needs to be stored because an item is left behind, and a K-9 officer is called to inspect the item, the event is: • reportable if the K-9 officer identifies the object as potentially dangerous and further law enforcement response is needed. • NOT reportable if the K-9 officer DOES NOT identify the object as potentially dangerous.		X		
Collision				
Collision resulting in Disabling Damage to a rail transit vehicle.	X	X		
Collision between two RTVs (including damage resulting from unintentional hard coupling).	X	X		
Collision resulting in one or more injuries.	X	X		
RTV collision with third rail coverboard or damage to OCS wires from pantograph/OCS interface that causes disabling damage to the RTV, which requires it to be towed.	X	X		
RTV collision with third rail coverboard or damage to OCS wires from pantograph/OCS interface that interrupts service, but does not cause disabling damage to the RTV.			X	
RTV vs Non-RTV collision (including RTV mirror strikes).		X		
RTV collision with RTA equipment on the ROW (i.e., signs/poles, crossing gates, signal cabinet door, motor vehicles, etc.) not resulting in disabling damage.			X	
Person made intentional contact with RTV while it is moving or stopped, not resulting in an Injury or Fatality, such as hitting RTV with their hand or feet.				X

Event Type	Immediately FTA Reportable[1]	Immediately CPUC Reportable[2]	CPUC Reportable as Courtesy Notice[3]	Event Not Reportable
RTV collision with debris and/or discarded items within the ROW (i.e., bicycle, scooter, shopping cart, safety cone, furniture, water heater, trash can, Styrofoam, bricks, tire, robot, drone, etc.) that does not result in disabling damage.				X
Person throwing object(s) at RTV (i.e., paper/Styrofoam cups full or empty, etc.) that does not result in disabling damage.				X
Windblown objects striking RTV, such as vegetation (tree branches, etc.), trash bags, litter or other debris that does not result in disabling damage.				X
RTV vs an animal(s) associated with a person (i.e. on a leash, in control of a person, etc.).			X	
RTV collision with a wild animal(s) (i.e., flying, walking, slithering, etc.) not associated with a person (NOT on a leash or in control of a person).				X
Damage to wayside RTA equipment not involving RTV (i.e., roadway user vehicle colliding with rail crossing warning device) – **Does disrupt** RTA service.			X	
Damage to wayside RTA equipment not involving RTV (i.e., roadway user vehicle colliding with rail crossing warning device) – **Does NOT disrupt** RTA service.				X
Unintended Train Movement				
An unintended train movement is any instance where a revenue vehicle is moving and is not under the control of an operator (whether or not the operator is physically on the vehicle at the time). This applies regardless of whether the event occurred in revenue service.	X	X		
Train operator falls asleep while the train is moving.	X	X		

Event Type	Immediately FTA Reportable[1]	Immediately CPUC Reportable[2]	CPUC Reportable as Courtesy Notice[3]	Event Not Reportable
An unintended train movement involving an RTV other than a revenue service vehicle (i.e., Hi-Rail or other maintenance vehicle).			X	
Derailment				
Derailment (safety event in which one or more wheels of a rail transit vehicle unintentionally leaves the rails).	X	X		
FRA Reportable				
Events on shared ROW/shared use track, which are FRA reportable.			X	
Hazards				
PTASP Reportable. Unacceptable hazards immediately reportable per the RTA's PTASP.		X		
Other Hazards that are not immediately reportable per RTA's PTASP.				X
Service Impacts due to Natural Events				
Whenever the RTA temporarily disrupts service due to a non-collision related natural event, such as landslides, flooding, earthquakes, etc., except cautionary speed restrictions for high heat or sweeps after an earthquake event or weather event.		X[6]		
Other				
Any event that occurred on RTA-controlled property that does not meet the required CPUC reporting criteria but may generate attention from media/elected officials.			X	
Other events that disrupt or otherwise impact service, such as theft of equipment such as copper wires.			X	

[6] **Service Impacts due to Natural Events**
CPUC executive leadership has requested that RTAs report events that can be classified as "Service Impacts due to Natural Events", which include all impacts on RTA service due to heavy rains, high heat events (including outage due to high heat), earthquakes, flooding, etc. EXCLUDING cautionary speed restrictions. CPUC executive leadership needs to share this information with the Governor's Office of Emergency Services (OES) during such events. Even though this information is not required to be reported within 2 hours, it is important that RTAs report it to RTSB as soon as practicable, in order to provide timely information to OES.

Notes:

- NTD reporting requirements are different, please refer to NTD Manual.
- This Advisory is not an all-inclusive, exhaustive list of all types of events. If the RTA is uncertain as to whether to report an event, it should consult with its Rep or report the event as a Courtesy Notice.

Instructions for Submitting Safety Event and Other Event Notifications by phone in case RTA is Unable to report via email or use RTSB's Webform

- Notification using the webform is the preferred method. RTAs should submit notification via the webform when possible.

- Next preferred option is notification by email (see next page).
  - Email notifications are automatically forwarded to all appropriate CPUC staff.
  - If the accident meets FTA's immediately (within 2 hours) reportable criteria, email notifications are also forwarded to FTA.

- The least preferred option is providing accident notification by phone.
  - RTA should contact their designated RTSB representative
    AND
  - If the accident meets FTA's immediately (within 2 hours) reportable criteria, RTA must also call U.S. DOT's Transportation Operations Center (TOC) at 202-366-1863.

  - If the notification pertains to a **Courtesy Notice** that may generate attention from media/elected officials, RTAs should make all efforts to provide notification either by email or webform. RTAs should use phone notifications to their Rep only as a last resort for items that may generate attention from media/elected officials.

Instructions for Submitting Safety Event and Other Event Notifications by email in case RTA is Unable to use RTSB's Webform

- Send an email addressed to RTSBAccidentShared@cpuc.ca.gov
- Email subject line should start with your agency's initials.
- If the accident **also meets the FTA's 2-hr** reportable criteria, on your email Cc U.S. DOT's Transportation Operations Center TOC-01@dot.gov to accomplish your FTA reporting.
- Provide the following information in your email.

List of Field Names to Include in Safety Event and Other Event Notifications

First Name:

Last Name:

RTA Name:

Position Title:

Phone Number:

Reason(s) for Reporting (enter one or more numbers from 1 to 12 corresponding to the list below):

FTA Reportable

1. Fatality
2. Two or more Injuries
3. Collision w/ injuries
4. Collision between two rail transit vehicles
5. Collision resulting in Disabling Damage to a rail transit vehicle
6. Derailment
7. Evacuation for Life Safety Reasons
8. Unintended Train Movement

Non-FTA Reportable

9. Other Collision
10. Hazard that's PTASP reportable
11. Courtesy Notice
    - Evacuation NOT for life-safety reasons
    - Service Impacts due to Natural Events

Accident Date:

Accident Time:

Location, including CPUC crossing number if applicable:

Number of Fatalities:

Number of Injuries:

Rail Transit Vehicle Numbers Involved in the Accident, if any:

Brief Narrative of Accident and what occurred:

Name of Emergency Response Agency(ies) at the Scene, if any:

Was Anyone on CPUC Staff Notified by Telephone?

If yes, enter the number 1 or 2 corresponding to the list below:

1. Actual contact made.
2. Voicemail left.

If the accident occurred within FRA jurisdictional joint corridor or on shared track, has FRA been notified? (enter a number from 1 to 4 corresponding to the list below):

1. Yes.
2. Not yet, but FRA will be notified telephonically or through proper forms submittals.
3. No, accident in FRA jurisdiction, but does not meet FRA reporting requirements.
4. No, accident location not within FRA jurisdiction.

Is this an original report or a revision/update to a previously submitted report? enter the number 1 or 2 corresponding to the list below:

1. Original report.
2. Revision/update to a previously submitted report.

If this is a revised report, describe what changes were made to the previous report: