

FLOOD/ CYCLONE/ HEAVY RAINS/ THUNDERSTORM



FLEET OPERATIONS PROTOCOL



Trigger Points

- Water on road exceeds curb level
- Road closures or diversions
- Visibility < 100 meters.

A. PRE-DEPARTURE CHECKS



Responsibility:

Depot Manager



Weather & Route Assessment

- ✓ Check official weather alerts.
- ✓ Confirm route safety with Control Room.
- ✓ Avoid flood-prone stretches.



Responsibility:

Depot Supervisors



Vehicle Readiness

- ✓ Check: brakes, lights, wipers, horn, defoggers.
- ✓ Emergency kit: torch, first aid, reflective triangle, fire extinguisher.
- ✓ Tyres: good tread depth.

B. DRIVER INSTRUCTIONS



Responsibility:

Depot Manager



While Driving

- ⊘ Avoid water deeper than half tyre height or if sensor alerts (650 mm) or beyond the vehicle's ground clearance, whichever is lower.
- ⊘ **Avoid** – Bridges/ underpasses with water flowing over and High stream flow areas.
- 🚗 Reduce speed near waterlogged areas.
- ⚠️ Maintain steady throttle; avoid sudden braking/acceleration.
- 📞 Keep emergency contacts ready (Control Room, Police, Fire, Disaster Management Authority).

C. COMMUNICATION



Responsibility:

Communication Team



- Announce delays/diversions suspended operations via: Onboard PA system; Mobile apps



Responsibility

Depot Manager

Communication Team

Depot Supervisors

Driver

D. EMERGENCY ACTIONS - SOPS



Responsibility:

Control Room

Fleet Operation SOPs for Control Room

- Flag flood-prone routes and inform drivers & depot managers immediately.
- Identify safe alternate routes using ITMS and traffic advisories.
- Communicate re-routing instructions to driver and confirm acknowledgment.



Responsibility:

Depot Manager

Fleet Operation SOPs for Depot Manager

- Suspend all bus operations on flood-affected routes immediately.
- Coordinate with ECC for safe rerouting and alternate route clearance.
- Alert drivers about waterlogged zones and underpasses to avoid.
- Deploy relief buses to evacuate passengers from stranded vehicles.
- Maintain continuous communication with Control Room for updates.
- Track fleet positions via GPS and confirm driver safety.
- Log all incidents (bus ID, location, passenger count) in emergency register.
- Quarantine buses exposed to floodwater for inspection before redeployment.



Responsibility:

Driver

Fleet Operation SOPs for Driver

- Avoid flooded roads and divert route as per instruction from control room.
- Avoid halting in deep water zones; stop at elevated safe points if necessary.
- Do NOT enter water deeper than half the tyre height or beyond the vehicle's ground clearance, whichever is lower
- Avoid sudden braking or acceleration to prevent water splash into components.
- If caught in rising water, stop and evacuate passengers to higher ground if safe.
- Follow instructions from Control Room or depot manager.

FLOOD/ CYCLONE/ HEAVY RAINS/ THUNDERSTORM



DEPOT OPERATIONS PROTOCOL



Trigger Points

- Water Ingress
- Electrical Fault Alerts
- Structural Damage
- Lightning Events



Responsibility

Electrical Engineers

Depot Manager

Charging Operators

Control Room

Fleet Supervisor

A. INCIDENT ACTIVATION



Responsibility:

Depot Manager

✓ Trigger **Flood Response Protocol** when high-alert warning or visible flooding signs appear.

✓ Activate **Emergency Response Team (ERT)**:



Electrical Safety Lead



Asset Relocation Lead (Fleet Supervisor)



Logistics & Communication Lead

C. COMMUNICATION



Responsibility:

Communication Lead



Notify **DISCOM** for emergency power disconnection.



Maintain continuous communication with Flood Control /Disaster Management Authority, Fire Safety Department etc.



Update **Control Room** with real-time depot status and service impact.



Responsibility:

Electrical Engineers

Charging Operators

Charging Infrastructure Isolation SOP for Flood/Cyclone

- Before Securing, stop all charging sessions, wear PPE and inspect cables
- Inform control room on emergency isolation.
- Activate emergency stop buttons on charging units.
- Isolate the main power supply from the electrical panel.
- Inform emergency response team and control room immediately.
- Do not attempt to restart systems until cleared by safety officer.
- Place warning signs with barriers Restrict access to exposed areas for safety.
- Conduct a visual inspection to confirm all systems are safely shut down.
- Record shutdown status in the operations logbook and report any anomalies.

B. STAFF SAFETY & ASSET PROTECTION



Responsibility:

Fleet Supervisor

Electrical Engineers

Charging Operators



Disconnect power to **charging units and depot electrical systems**.



Move buses & staff to **pre-identified flood-safe zones**.



Deploy **portable pumps and sandbags** to redirect water away from critical areas.



Ensure all staff remain in designated safe zones and follow safety protocols.

D. EMERGENCY ACTIONS - SOPS



Responsibility:

Depot Manager

Depot Manager Emergency Response SOP for Severe Weather

- Stop all bus entry/exit immediately. Move buses to safe, elevated zones.
- Suspend charging & maintenance and Do NOT attempt to restart any charging or power equipment without clearance.
- Relocate spare batteries and water sensitive components to dry storage.
- Secure critical records, hazardous materials, and workshops.
- Evacuate staff to shelters and maintain emergency communication.



Responsibility:

Electrical Engineers

Charging Operators

Safe Power Shutdown SOP for Extreme Weather Events

- Ensure all personnel are clear of high-voltage areas before shutdown.
- Use appropriate PPE (Personal Protective Equipment) during the procedure.
- Begin shutdown sequence from non-critical systems to critical systems.
- Disconnect charging stations and isolate battery banks (if any).
- Power down depot lighting, HVAC, and auxiliary systems.
- Shut down main power supply using the master control panel.
- Monitor for any abnormal sounds, smells, or heat signatures.
- Keep fire suppression systems on standby.
- Log the shutdown time, reason, and personnel involved.