

(Railroad Name)

Passenger Train Emergency Preparedness Plan

Small Tourist and Museum Railroads

Version *(X.X)*

(Date)

The contact for plan review, request for distribution or changes to plan content is:

(Name)

(Address)

(E-Mail Address)

(Phone Number)

The *(Railroad Name)* has reviewed this Passenger Train Emergency Preparedness Plan.

Name: _____ Title: _____

Signature: _____ Date: _____

Plan Overview

This should include something regarding a basic safety message and reason for plan.

Service Description

A General Description of the railroad or museum operation and route.

In addition, it should include the following (as applicable) to assist the reader with understanding.

- *Total Route Miles*
- *Maximum Authorized Speed*
- *Number of Trains and Train Frequency*
- *Engine and Train Crew Staff on Train*
- *Number of Stations*
- *Passenger Equipment Description*
- *Map of System*

Plan Elements

Communications

Describe (as applicable) the railroads radio system, base stations and location, repeaters and number of radios and means of public address on each passenger train. Describe the notification process that is used during an emergency (i.e. The conductor (or engineer) notifies the dispatcher or responsible contact person via radio, cell phone, or quickest means available?) Notification process if dispatcher is not on duty or responsible contact if there is not a dispatcher, etc.

- **Emergency Contact-** *As applicable, describe the notification process and responsibilities that is used during an emergency by the dispatcher or responsible contact person. Who does the dispatcher or responsible contact person notify in addition to emergency responders? What information (location, injuries, passengers with disabilities, etc.). A basic flow chard for quick clarifications is helpful. Who makes notifications if dispatcher or responsible contact person is not on duty? Who maintains phone list and how often is it updated. If the or responsible contact person is the conductor or engineer, indicate that as well. As applicable, describe the notification process during non-business hours when the dispatcher or responsible contact person is not on duty and trains are operating.*
- **Medical Emergency-** *If you have developed a specific process regarding how to address medical emergencies on board the train, you can describe here. Otherwise, the information provided in the Communications and Emergency Contact sections should suffice.*
- **All Other Emergency Events-** *If you have developed a specific process regarding how to address other emergency events, you can describe here. Otherwise, the information provided in the Communications and Emergency Contact sections should suffice.*

Train Crew / Volunteer Training and Qualifications

Describe how PTEP training is provided to on-board employees/volunteers with Initial and refresher training periods. All should be trained in general on:

- *Rail Equipment Familiarization*
- *Situational Awareness*
- *Passenger Evacuation*
- *Coordination of Functions and should include Hands-on Instruction*

Special Circumstances

- **Tunnel** – *if applicable, describe the tunnels and include length, walkways, MP location, and emergency access, lighting, etc. if any. If there are special evacuation procedures for a specific tunnel, note this as well.*
- **Bridges** – *Describe same, including walkways and handrails if any. Not every bridge needs to be included, but the major ones for sure and any others you might think could be a problem regarding train evacuation. Sometimes a chart listing bridges and locations, etc. is a quick simple way to address this. If there are special evacuation procedures for a specific bridge, note this as well.*
- **Other circumstances** – *Specific isolated areas that can only be reached by train, motor car or air, if any.*
- **Parallel Operations**-*Other railroads (if applicable). What is the process for notification in an emergency if their track is obstructed?*

Liaison with Emergency Responders

Explain basic process for reaching out to first responders to offer training and how often. If applicable explain how plans are distributed to first responders and how often or if significant changes are made. Explain how you coordinate with emergency agencies, and how often you have these simulations(if any).

Emergency Tools / Equipment

List and inventory of standard on-board emergency equipment, including their location(s) in each type of passenger car. The best way to help understand location is to reference drawings of each type of car in the appendix. Include a basic description on how all of this is inspected on a periodic basis. The minimum amount of emergency equipment carried in each car should be:

- *One fire extinguisher per passenger car*
- *One pry bar per passenger car*
- *On Board Emergency Lights(if you operate at night) - Unless you have some type of back-up light system, this usually just refers to the flashlight carried by crewmembers, or any other lighting (light sticks) that may be on board the train.*
- *One standard equipped first aid kit per each passenger train*

Passenger Safety Information

Describe the ways you convey safety information (location of emergency equipment, evacuation routes, communications of hazards, etc.) to passengers. This includes the PA, On Board signs, info on ticket jackets, brochures, web site, etc. If possible, include examples in appendix.

Procedures Regarding Passengers with Disabilities

This section may or may not be necessary, if you do a good job of explaining in the communications and training section on how you identify location of passengers with disabilities, communicate to first responders as necessary and train employees on this protocol, you can leave this out.

Appendix

This could include:

- *Maps*
- *List of bridges and locations*
- *Passenger Emergency Information Examples*
- *Basic car layout drawings including locations of emergency exits and tools*