

National Passenger Railroad Corporation

Private Car Safety Manual

AMTRAK®

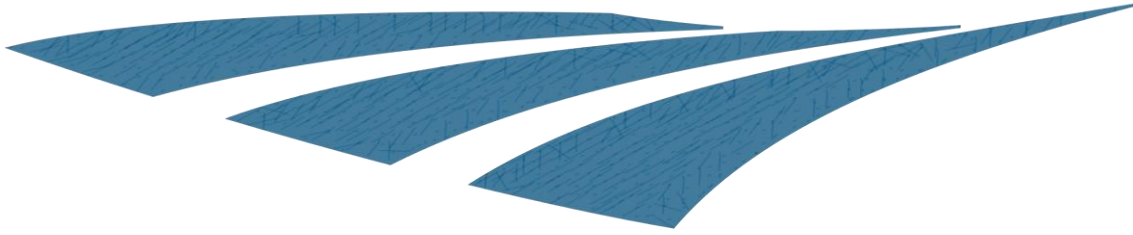


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I. AMTRAK'S SAFETY COMMITMENT

Amtrak seeks to provide a safe transportation system for our passengers and a safe working environment for employees. Since safety is an essential element of our business, it must be an integral part of our daily activities. Safety programs are a fundamental building block within our plants, facilities, equipment, and procedures. Safety programs are effectively integrated through the cooperative efforts of Amtrak Craft and Management employees. Railroad Safety is our Highest Priority.

II. GENERAL SAFETY

Private Car Owners with their cars operating on Amtrak trains are responsible for making passengers and guests aware of the safety standards, and of the necessity that such standards are to be strictly observed. These standards shall include, but not be limited to, a clear understanding of the specific areas or portions of the car or cars, where, under no circumstances, passengers and guest are permitted to go, such as under or between cars, on observation decks, platforms, and vestibules where riding has been banned by the host railroad.

It is not permissible at any time for Private Car Owners and their guest to be on the Observation Deck or operate with an open Dutch Door on any Private Car attached to an Amtrak Revenue Train or Amtrak Charter Train while the train is in motion. This applies to any train on the Amtrak system. For all other times of non-movement, on the Observation Deck or at an open Dutch Door, there is to be no liquids, all owners and guests must wear protective eye wear, there must be enough hand holds and railings for all occupants, and there can be no leaning beyond the sides and rear planes of any Private Rail car at any time.

Failure to adhere to this safety rule could result in the private car owner being suspended or revoked from operation on any Amtrak Train.

The presence of passengers and guests in areas of railroad property not designated for public use shall not be permitted unless prior approval from the property owner or authorized representative has been obtained and adequate supervision is provided. Owners must not allow anyone to climb on top or underneath a parked rail car.

Private car owners, crew members and occupants are not allowed to be on the ground "touring" or "wandering" in the yard or the S&I building. It is the owners' responsibility that persons associated with their private car remain on the car and not interfere with Amtrak employees performing their duties.

Private car owners, crew members and occupants must be visible to yard employees so that they can anticipate actions relative to moving equipment.

When stepping off any railroad rolling equipment, look in both directions before stepping to the ground. Look for employees in golf carts passing your car and moving railroad equipment.

It is recommended that no one under the age of 14 be brought into the yard. Unaccompanied minors are not allowed in the yard. Children must not run or play anywhere in the yard. All Children must be closely supervised always while in the yard.

At all times, the owner or operator, or a designated representative, shall be present and responsible for the observance of these standards when the car or cars are in, or are subject to use.

III. PERSONAL SAFETY

Proper Lifting

Proper lifting principles should be applied when loading or offloading anything on or off a car. When lifting items to be placed onboard the car, it is important to use legs and maintain a straight back. Bending your knees and keeping your back as straight as possible is the proper way to lift. This could apply to anything from bags of ice to a passenger's luggage.

Clothing:

Personal Clothing choices should be carefully considered when attending the Private Car. Loose, or torn clothing should not be worn. This would include shirts and pants that would be loose enough to be caught on any handle, lever, or pinch point. Shirt tails should be tucked inside the pants. Clothing should offer some protection from the elements as well as being in a working environment. Long sleeves should be fully extended.

Shoes:

You must wear suitable safety shoes for any car operation. The foot wear should be completely laced, buckled, zipped or otherwise fastened. The foot wear should have suitable firm sole. Foot wear that is **not acceptable includes: Sandals, open toes, open heeled, wood bottom, canvas, or non-fasten able, loose, thin, cracked, or platform type soles, any slippery sole surfaces, such as leather, metal plate or cleat on the sole or heel, laces dangling far enough to cause a tripping hazard, heels over 2 inches in height or elevated toes.**

IV. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Having appropriate Personal Protective Equipment (PPE) is the responsibility of the Private Car Owner. When working in a rail yard this is mandatory. This includes, safety glasses with side shields, safety toed shoes or boots with a distinct heel, a hardhat and a vest of highly visible reflective material. The vest should be tear-away and fire resistant. ALL persons must wear the minimum proper protective equipment and conform with the following:

While in yard and station areas walking ballast, crossing tracks or on any un-even surfaces to and from private cars- Safety Glasses with side shields, hard hats, and sturdy safety shoes are required. Sandals, flip-flops, high-heeled shoes, and athletic shoes are not appropriate footwear in these areas.

- **Working on private cars or observing work being performed** -Safety shoes with a defined heel (not Sandals, flip-flops, high-heeled shoes, and athletic shoes), safety glasses, and in some cases, hardhats are required for any private car personnel and/or their contractors.
- **Appropriate PPE is the responsibility of the private car owners.** Personal protective equipment can be purchased from a variety of providers none of which Amtrak officially endorses.
- **Appropriate work clothing is required for private car personnel** while working on or adjacent to equipment. Long pants and shirts are required. Shorts are not allowed.

Please check with an Amtrak representative if you have question about PPE.

V. THREE POINTS OF CONTACT

While on board, always remember 'Three Points of Contact'. The "three points of contact" pertains to anyone who is standing or moving inside the car, inside the vestibule or on the car's platform. Three points means that at all time you should have both feet and at least one hand or both hands and one foot firmly planted on a level

flat surface. If a person is not sitting in a chair, on a bench, a couch or other piece of furniture, they should be braced by having "three points of contact". This means that grab bars should be used while standing in the vestibule or on the platform.

The car attendant/car representative should tour the passengers through the car so that they are familiar with the configuration of the car. During this tour, it is important to show lighting options, including emergency lighting and escape routes. The car attendant/car representative should demonstrate the operation of an emergency window. This would include the emergency window with a removable gasket as well as the window which requires breaking with a hammer.

Showering causes wet surfaces and with them pose an additional safety risk. Each shower or shower room should have some sort of non-skid surface on which to stand to prevent slipping. Grab bars located in the shower might be placed both vertically and horizontally inside the shower. Grab bars should also be installed in general toilets and annexes. This allows for passengers to have three points of contact in the event of unexpected movement of the train occurs.

VI. GETTING ON OR OFF STANDING EQUIPMENT

- Before mounting, have a secure handhold and observe footing condition; when dismounting, place feet firmly on ground before releasing handhold.
- Mount or dismount away from main or live track when practicable.
- Dismount from equipment on one track to reach equipment on an adjacent track, instead of stepping, reaching across or jumping from one to the other. For passenger safety in electrified territory, stagger doors of adjacent equipment whenever possible.
- Use only handhold, ladder, step or other part designed and placed for the purpose.
- Avoid using handholds, ladders, steps or other parts that are damaged, defective or slippery due to oil, water, ice or snow when practicable.
- When using ladder, prevent striking knee on rung or other part by turning foot slightly sideways.
- Look for, remove if practicable and stay clear of any obstruction, opening or other such hazard.
- Face equipment, except passenger cars at high level platforms, and keep body as close as possible to the equipment.
- Avoid confined spaces, close clearances and step clear of track when practicable.
- When necessary to carry a lantern, it should be carried so that it does not interfere with a secure handhold.
- Keep at least 8 feet away from a dangling wire or any foreign objects that may be hanging from or may be in contact with electric current and advise proper authority by quickest available means of communication.
- Keep all others away until qualified employees take charge.

VII. VESTIBULE AND TRAP DOOR

Keep the vestibule and trap door closed and latched always unless the car is standing at a station or designated passenger area. All doors must be closed and latched before the train departs and must remain closed until the next stop. Doors should only be opened and closed when directed by operating conductor or by car operator after receiving permission by the operating conductor.

When handling a trap door, place your feet firmly and maintain a braced position. Keep all fingers clear of latches or other pinch points. When opening or closing the trap, use existing handles if equipped with such and keep your body clear of any moving parts. Release the latch with one foot, placing the tip of the other foot lightly

over the edge of the trap door to prevent the door from suddenly springing up. It is not advised to open or close the trap door while standing on the ground

VIII. **WALKING, STANDING OR SITTING**

Use designated route or path while moving from one point to another while on the train, or on Amtrak property. When walking, watch where you are going, paying close attention to footing conditions and surroundings to avoid injury.

- Look for and stay clear of openings, slipping, tripping or falling hazard. Remove such hazard from path, walking or work area when practicable, otherwise promptly inform Amtrak Personnel of its presence.
- Use extreme caution during periods of inclement weather conditions to avoid slipping or falling.
- Do not walk through steam, smoke or other such vapor or substance, unless it does not obscure the view of the walking area.
- Where smoke or fire conditions exist, avoid area when possible and contact supervisor for instructions.
- When lighting conditions require, use a flashlight or lantern to assist in ascertaining footing conditions and surroundings.
- When going through hall, passageway, around corner or up or down stairs walk, do not run, and always keep to the right.
- Keep hands out of pockets.
- Use hand rail if available.
- Use every step on stairs.

Walking or standing on tracks or ballast is prohibited. Crossing tracks is prohibited except at appropriate crossing locations. Exercise caution when stepping on or walking on uneven or loose surfaces.

When walking or standing, expect equipment to move at any time and in any direction; therefore, look in both directions before performing any operation that would cause you to foul equipment and/or track. When walking through rail yard, use the authorized route or path. Walk clear of the tracks and NEVER step on the rail. Rails represent a very real hazard. Expect moving equipment at any time on any track, in either direction. Remain behind yellow lines while walking down paths giving yourself plenty of clearance away from equipment and tracks. Rely on all your senses-keep alert-visually scan the area you are approaching. When railroad passenger equipment is moving it is much quieter than you think.

When walking around the end of any car or locomotive, give yourself a minimum of 20 feet between yourself and the end of the equipment and cross only at appropriate crossing locations. Do not cross between separated cars or equipment on a track. Do not climb on standing equipment or cross underneath standing equipment as it could move at any time. Keep hand and feet clear of any switches. Always watch for any openings, falling, tripping, or slipping hazards. Never lean against a standing train. Never Board or Detrain a piece of equipment unless it has come to an absolute complete stop. Always look in both direction when boarding or detraining equipment. Always maintain your hand holds until your foot is firmly placed on the platform or ground.

Be mindful of wet or slippery rail, switches, electricity, and other potential hazards while in rail yard.

Do not sit, stand, step, or walk on rail, frog, switch, guard rail, interlocking machinery, third rail protection boards, or other such parts of track structure.

IX. CAR OWNER AND CAR OPERATOR'S ONBOARD RESPONSIBILITIES

The car owner, operator or attendant must know the location of all safety devices onboard the car as well as their proper application. The location of the electrical locker, panels, and breakers are important to not only the operation of the car, but for safety reasons as well.

X. CAR OWNERS & CAR OPERATORS SAFETY AWARENESS

Understand all safety rules and be trained in basic First Aid, CPR, and emergency situations such as fire and evacuation procedures.

- Ensure passenger welfare, comfort and safety always.
- Stow luggage, food, etc. securely to prevent them from being dislodged during travel.
- Keep passageways of car clear of obstacles.
- Attend to the doors being used for boarding always when passengers are boarding and detraining.
- Precede passengers in detraining to see that all is clear on the ground or platform.
- Monitor vestibule/diaphragm area when in motion to assure doors are kept closed and vestibule/platform area is secure as required.
- Visibly confirm that the hand brake is set when parked and wheels properly chocked by railroad personnel and check that hand brake is released, and wheel chocks is removed by railroad personnel prior to moving.
- **NEVER** allow anyone to climb on top or underneath a parked car.
- **NEVER** allow anyone to insert, remove or work on any 480-volt H.E.P. Connecting or removing 480-volt cables to the train shall be done by qualified railroad personnel only!
- **NEVER** wash car windows at a terminal without approval from terminal superintendent or foreman.
- **NEVER** allow passengers to use any transmission devices (radios) that have direct contact with the train crew unless there is a clear and present danger.
- **NEVER** allow anyone to offer alcoholic beverages to any railroad personnel.

XI. ELECTRONIC DEVICES

Effective since March 28, 2011, it is no longer acceptable to have electronic devices such as cell phones, 1-pads, etc. in the "ON" position when performing operating functions of any train movements. Consult CFR title 49, section 220 and the railroad carrier before operating personal electronic devices to make sure you comply. Distractions from electronic devices should be avoided when involved in safety functions such as setting up blue signals, providing lock out tag, or other related safety functions.

Only Amtrak and other railroad operating personnel are authorized to use railroad frequencies. Such communication by anyone else is limited to declaration of a train or medical emergency. Each car on the train must be equipped with a Family Radio Service (FRS) radio. We will use channel 14-4. Each car owner is responsible for having a designated person monitor the radio channel always when the train is running and at least one hour before departure and after arrival. The Train Master will give an all clear when it's safe to disembark.

XII. USE OF 2-WAY RADIOS ON RAILROAD FREQUENCIES

Use of 2-way radios on railroad frequencies shall be limited to the following situations:

- Life Threatening Health Emergencies.
- Catastrophic Mechanical Failure.
- Fire.
- Criminal Acts.

The correct way to initiate a message to the train crew by a private car radio operator on railroad frequencies is to say... "Private car (name) to the crew of Train #, We have an emergency!... Acknowledge?"

Always check with the Conductor or train crew of the train about opening the top vestibule Dutch doors. The occupancy of observation decks and open platforms of any Private Rail Car is prohibited while moving.

Please show courtesy and respect to railroad employees. A favorable impression of the private car owner and passengers is vital to continued enjoyment of riding the rails. Private Car Owners's conduct and behavior and that of its crew will reflect to the railroads your concern for the welfare of your passengers. Remember that we're all in this together.

XIII. EMERGENCY PREPAREDNESS

Emergency situations may include, but are not limited to: a derailment, service disruption, fire, prolonged loss of HEP during extreme temperatures, grade crossing accident, trespasser fatality, exposure to a serious communicable disease and any situation requiring evacuation of a train. Emergencies are any problem with the train's operation that endangers the safety, health or security of employees and passengers.

XIV. GENERAL TRAIN EMERGENCY INSTRUCTIONS

Immediately notify the Conductor or other train service crew members of any emergency. The public-address system should be used (if operational) to alert crew members of an emergency by stating, "immediate assistance" is required along with the car's location in the train.

The Conductor will be in charge and have authority over all employees during emergency situations. Private Car Owners will follow the instructions of the Conductor and or train crew in the event of an emergency.

XV. FIRE SAFETY

Passengers should be advised where fire extinguishers and first aid kits are located, In case of medical emergency. In the event of a fire onboard please TURN OFF THE BLOWER SYSTEM so that smoke will not circulate to other parts of the car.

- Get to the nearest Fire Extinguisher located in the Emergency Equipment compartment.
- Any Dry Chemical Fire Extinguisher on the train is effective on all types of fires: electrical, cloth or grease.
- Remove Fire Extinguisher from the cabinet by unlatching the metal strap. Lift and carry Fire Extinguisher by the handle.
- Approach the source of the fire and determine if the fire is controllable.
- To operate the Fire Extinguisher, follow the instructions on the extinguisher and squeeze the handle levers spraying the Extinguisher in a side-to-side motion at the base of the fire until the fire is out.
- If one Fire Extinguisher is not enough, you may have to evacuate the car (or engine).

- Remember; evacuate the car (or engine) ONLY if staying in it would mean a continuing threat to the people inside. Protect yourself and others from overexposure to smoke and fumes.
- Once the seal on the Fire Extinguisher has been broken, the extinguisher must be removed from service and reported to the Conductor or Assistant Conductor.

XVI. **EVACUATION**

If evacuating through your private car, please ensure you are aware of your car's evacuation procedural process. It is the responsibility of the Car Owner and or Attendant to brief all private car crew, and guests of all emergency preparedness situations.

If it is necessary to evacuate your car or the train, please follow the instructions of the Conductor or Train Crew. If it is necessary to evacuate your car through your car through the end doors into the next car do so. If Evacuating through Emergency Windows on Amtrak Train, please follow the following instructions;

- Grasp the red plastic handle firmly and pull the red handle towards you to release the rubber molding from around the window frame.
- Remove all the rubber molding from around the frame to remove the window.
- Grasp the aluminum handle pulling the handle toward you to loosen the window.
- Hold both sides of the window when lifting away from the window frame. Window weight is approximately 30 lbs. for Coaches and approximately 60 lbs. for Acela, Dining and Lounges Cars.
- Store window out of the evacuation path so that it does not interfere with people exiting through the window opening.
- Check outside conditions to ensure they are better and safer than those inside the equipment.
- Place a blanket or jacket over the lower window edge.
- Assist passengers for a safe evacuation.

XVII. **THIRD RAIL TERRITORY**

If in an emergency and it is necessary to evacuate the train, please follow any instruction of the Conductor and Train Crew.

If evacuation is necessary in catenary or third rail territory you must consider these systems live and lethal until it is known the system is de-energized and properly grounded. Most third rail systems have cover boards installed to prevent accidental contact. Amtrak has such cover boards in the New York area. Amtrak Safety Rules strictly prohibit anyone from standing, sitting on, walking on or touching third rail cover boards.

XVIII. **END OF TRAIN EQUIPMENT**

The rear of the train is to be protected by a specific type of light as defined by the FRA. The light is to be "highly visible" and must be seen from a certain distance as described by the FRA. The marker light(s) must be turned on at prescribed times and under certain visibility restrictions. The marker light system is to operate on a battery backup system should power be lost to the car.

XIX. **CONCLUSION**

Information contained herein is for the purpose of supporting Amtrak's commitment to safety for all those involved with train operations. Amtrak believes that zero accidents and zero serious injuries are possible, as long as everyone involved is committed to safety and works together to operate at the highest level of safety possible.