

# Nevada Southern Railway Emergency Response Procedures Document D-1010

Prepared by Roger Himka 3/17/2005  
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These procedures are intended to be strong guidelines, but **be sure that common sense is used** to interpret the intent of these procedures. To aid in the interpretations, keep in mind that the order of priorities is:

- 1) **Safety of Passengers and Crew**
- 2) **Equipment and railroad property**

All crew actions must be in accordance with “NSR-1, Nevada Southern Railway Operating Rules,” Sections #133- Emergency Response, #134-Equipment Involved in an Accident, and #135-Employee Statements after an Accident.

Emergencies are divided into seven general categories:

- 1) Medical emergencies
- 2) Fire or smoke
- 3) Uncooperative passengers
- 4) Obstructions
- 5) Mechanical problems
- 6) Problems observed from the train
- 7) Active shooter

For all emergencies, it is the responsibility of the **Conductor** to direct train crew actions, contact and coordinate with the appropriate Emergency Services, and to inform and update the Station Master of the situation. It is the responsibility of the Station Master to contact the Museum Director and apprise him of the situation.

Further, it is the responsibility of the Conductor, in consultation with the Station Master and train crew, to determine the course of action to be taken with respect to continuation of the schedule, cancellation, notification of passengers, or other appropriate considerations, and to implement these actions in a prompt and prudent manner.

## 1.0 CONTACTING EMERGENCY SERVICES

It is the Conductor’s responsibility to contact Emergency Services when necessary. It is the responsibility of the members of the train crew to immediately notify the Conductor of an emergency situation, giving such details as are necessary for him or her to take appropriate action. If the emergency is of such a nature that Emergency Services are required, **only the Conductor** is to make this contact, relaying information as to train location, description of the situation, and other pertinent details. Even if a 911 call has been made by a passenger or observer, the **Conductor must still call 911** for proper coordination as to actions being taken and rendezvous location

The first action in any emergency is to assure the safety of the passengers. An emergency which requires response from an outside agency must always be to call 911. The call will be automatically directed to whichever Emergency Response Center is closest to the origin of the call, which will either be Boulder City or Henderson.

In every instance, first identify yourself as "Nevada Southern Railway Conductor [your name]" and tell them the nature of the emergency. When you are connected to the unit which will be responding, tell them the planned meeting point using the designation letters described in section 1.1, and giving additional information which may assist in reaching the emergency without delay. If the train is stationary, give a best estimate of the train's location using landmarks which will be easily recognized by the responding units.

Each Conductor is required to have a cell phone while on the train. This phone must have the phone numbers for the Station Master, Museum Director, and Administrative Assistant saved for immediate access. These numbers are listed in Section 3.0 of this document and are posted in the conductor's closets on the train.

## **1.1 Rendezvous Location Designation Letters**

The following locations have been selected as potential places for the emergency crews to meet the train. It is the responsibility of the Conductor to select the best location, including the possibility of stopping the train at the current location, and to convey that selection both by Location Designation Letter and by verbiage to the responding Emergency Response Center. Their copy of the procedure may not be immediately available, so be prepared to advise them of the rendezvous point's exact physical location.

**Location A: The Station** This location has the best access for emergency personnel and is the preferred meeting point, if possible.

**Location B: Veteran's Memorial Drive** Stop the train on the west side of the bridge. There is dirt road access from the Veteran's Facility to the north side of the tracks.

**Location C: Reserved for future**

**Location D: Railroad Pass Casino** Stop the train with the last car just clear of the trail crossing. There is vehicle access from the casino parking lot. At this location, you are no longer in Boulder City

## **2.0 EMERGENCY RESPONSES**

It is the Conductor's responsibility to determine the nature and severity of the emergency, determine whether emergency crew response is needed, and to select the rendezvous location.

### **2.1 Medical Emergencies**

The Conductor must determine whether the situation is one that requires emergency medical personnel. First aid situations are ones where a band aid is required for a cut, a persistent nose bleed, etc. If the passenger needs to be transported for medical attention in a private vehicle by their family/friends, provide the use of a first aid kit from the conductor's closet on the train. If the situation is unclear, err on the side of calling for help from emergency services.

First, radio the Engineer and direct him to proceed immediately to the closest rendezvous point. The Engineer must then proceed at maximum safe speed to the rendezvous point, no matter which direction the train was moving.

Second, based on the severity, the Conductor shall be responsible for activating the 911 system for all injuries that require transporting the patient to a medical facility. The Conductor shall provide information pertaining to the injury or illness and the rendezvous location to the 911 Dispatcher. Keep in mind, only Fire Department personnel can order additional medical and/or rescue resources

If the Station is the selected rendezvous point, contact the Station Master by radio with instructions to prepare the platform for the emergency crew. Tell the Station Master which vestibule will be for

**exclusive** use of the emergency personnel. The station master is responsible for contacting the Museum Director to inform him of the problem.

Third, assist the passenger. Do not attempt procedures such as CPR unless your training is current. If the passenger is mobile, the ADA car with a bathroom, water, and more room, is the preferred location for meeting the EMTs.

Fourth, prepare the train for access by the emergency personnel by opening vestibules. Move passengers to areas away from the incident and the designated emergency vestibules. Ensure adequate access to the patient. If necessary, conscript passengers to keep all other passengers away from the incident location and protect the open stairs if there are not enough car attendants. Other passengers may be utilized to assist **if they identify themselves as trained medical or fire personnel** and request to provide assistance. **Do not** ask or allow untrained passengers to provide medical assistance.

Once the train is stopped, keep the areas of the designated vestibules clear, and keep the path to the emergency vehicle(s) clear. Allow the emergency personnel to board the train, and offer assistance to the lead person on the emergency crew as he/she might deem necessary, e.g. opening the handicap access doors on the ADA car.

## **2.2 Smoke or Fire on the Train**

First, radio the Engineer and direct him to stop the train. Do not use the word “fire” on the radio. For example “Engineer 844, this is Conductor 844. Stop the train. We have smoke in the 501 open air car.”. The Engineer must immediately stop the train, set train and independent brakes, and set the handbrake so that both the Engineer and the Brakeman can assist in disembarking passengers. If the fire appears (smells) electrical in nature, the Conductor should instruct the Brakeman to shut down the HEP car generator.

Second, move passengers to a different car away from the location of the problem.

Third, call 911 and report the emergency. Tell them that the train is stopped, and describe as best you can the location.

Fourth, open vestibules and begin disembarking passengers. Ensure that all passengers are off the train, then remain outside the train and organize the passengers away from the area to be accessed by the fire crew. Direct the fire crew when they arrive.

Fifth, if the fire is small, use a fire extinguisher. Do not use an extinguisher on fire in a wastebasket (it tends to blow burning material from the wastebasket and spreads the fire), rather try to cover and smother the wastebasket. Do not enter any area that has significant smoke. If there are vestibules that are clear of smoke, the brakemen can open those vestibules to provide better access for the fire crew.

Sixth, contact the Station Manager and advise him of the situation. The Station Master is responsible for contacting the Museum Director to inform him of the problem.

When the fire crew has declared the train safe, consult with all crew to assess the damage and determine how the damaged area will be avoided. If it is determined that the train can safely be moved back to the station, reboard passengers away from the fire damaged area, not allowing passengers into that car unless absolutely necessary. If the train cannot be moved, a plan for transporting passengers back to the station must be determined in consultation with the Museum Director and the Station Master.

## **2.3 Uncooperative Passengers**

Occurrences in this category range from people being loud and obnoxious to physical altercations. At no time should the crew become part of the conflict (such as by trying to separate individuals who are fighting, or by arguing with people who are rowdy).

A decision has to be made as to whether the situation warrants police intervention, or is a situation that, while unpleasant, can be accommodated for the remainder of the run. For example, passengers being annoyed by loud passengers might be accommodated by moving them to another car - do not try to move the loud group.

If the situation warrants police intervention, follow a procedure similar to that for a medical emergency.

## **2.4 Obstruction Problems**

Potential obstructions as well as actual obstructions should be reported to the Engineer. Examples of potential obstructions would be a person standing near the tracks or an ATV operating near the tracks. If the Engineer can see the potential obstruction, then the Engineer can adjust the speed of the train so that the train can stop before the obstruction. If the potential obstruction cannot be seen by the Engineer, it is the responsibility of the Brakeman who can see the situation to advise the Engineer.

Actual obstructions are things such as a broken rail, large rocks on the track, people walking along the tracks, ATV's driving along or near the tracks, etc. If the obstruction is close to the train, shorten the radio protocol to "Stop the train, Stop the train, Stop the train." If possible the train must stop 15' or more before the obstruction. In an extreme case use "Emergency stop, Emergency stop, Emergency stop." For instance, this could occur if a broken rail is not spotted until the train is very close to the break, or if an ATV suddenly came across the track. It is most likely that an emergency stop will be initiated by the brakeman while the train is traveling back to the station.

## **2.5 Mechanical Problems**

These are primarily mechanical breakdown situations that do not require response from emergency personnel. It is the Conductor's responsibility to assure the passengers of their safety (no panic), and to keep them informed as to the actions being taken. Consult with all crew to isolate the problem and determine the preferred action.

## **2.6 Observed Problem**

There may be occasions when an emergency or problem is observed from the train - brush or building fire, automobile accident, or even an ATV accident on one of the trails. Report the situation to emergency services, and use the train as a marker if appropriate (as with an ATV which could not be seen from the road, to give the emergency crew the accident location relative to the stopped train).

## **2.7 Active Shooter**

However remote the possibility may seem, we must be prepared for the possibility of an active shooter, either in the station or on the train. In the case of an active shooter, it may not be possible to travel to the Conductor or to the station master without placing yourself in danger. Therefore, anyone aware of the situation should call 911 and give the Emergency Response Center the best information possible.

The following recommendations have been prepared by the Department of Homeland Security as the best courses to take in case of an active shooter.

You have three options: Run, Hide, Fight.

- Run: Leave your belonging behind
- Evacuate regardless of whether others agree to follow
- Help others escape if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible

- Hide:** Hide out of the shooter's view  
Lock or block entry to your hiding place  
Remain quiet and silence your cell phone – including vibrate mode
- Fight:** Fight as a last resort and only when your life is in imminent danger  
Attempt to incapacitate the shooter  
Act with as much physical aggression as possible  
Throw items at the active shooter

When law enforcement arrives:

- Drop items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety,
- Avoid yelling or pointing
- Do not ask questions when evacuating.

Since there are no predictable patterns or methods when it comes to active shooters, common sense and your personal safety must be your first concern, even before calling 911. Pulling an emergency stop may well throw a shooter off balance and provide an opportunity to subdue him or her, and may at the least give passengers an opportunity to flee the train.

One the incident is over, do not leave the area or let passengers leave until law officers have a chance to interview witnesses and they give permission to leave.

### **3.0 CONTACT PHONE NUMBERS**

If there has been an emergency on the train for which Emergency Services have been contacted, the Station Master must also report the emergency to the Museum Director. Be sure to follow Operating Rule #135 regarding Statements after an Accident.

**Station Master      702-486-5933**

**Museum Director – Randall Hees**

**Office                702-486-5952**

**Mobile               650-766-5439**

**Home                 702-982-5687**

**Assistant Director – John Walker**

**Office                702-486-5006**

**Mobile               530-713-4935**

### **4.0 REVISIONS**

3/17/2005	Original Release
7/26/2006	Add Switchman responsibilities. Add references to NSR-1 Operating Rules.
1/21/2017	General revisions by Milt Collins. Make 911 the only emergency call. Add active shooter category