



PENNSYLVANIA TROLLEY MUSEUM
Operations Department Policy

ODP

EVACUATION

7

Issued: 12-23-98

Effective: 1-9-99

Rescinded:

There may be occasions when emergencies arise and fast and competent action will be necessary to provide for the safety of our patrons. An emergency need **NOT** be dramatic. Examples include an inoperable radio or defective doors on the streetcar.

More serious problems may arise when trolley power is lost, when switches or signals do not work, when a wire or rail is broken, or when a tree falls across the track. Problems which become true emergencies include a fire on a streetcar, a derailment or collision, or the illness of a passenger.

Evacuation of your streetcar may be in order in the event of a fire, derailment, or collision. An emergency evacuation is an organized departure of all passengers for reasons of safety.

The initial notification of the possible need for an evacuation will be made by the operator to the supervisor or other person in charge detailing as much information as possible using radio code 10-33 (Emergency) or 10-45 (Accident), giving:

1. The exact location and number of streetcar
2. Nature of emergency
3. If fire — WHAT?

When fire or smoke condition is on streetcar, immediately:

- a. Pull and hook down trolley pole
- b. Turn off batteries, if any
- c. Initiate patron evacuation, if necessary
- d. Attempt to extinguish fire without putting yourself in danger
- e. Call to have trolley power turned off (supervisor should use red

emergency button in substation)

4. Condition of circumstances inside and around streetcar
5. Number of passengers
6. Number, type and extent of injuries, if any

Direct passengers until assistance arrives. If conditions dictate that immediate evacuation is necessary, assist all passengers and notify person in charge. Direct all passengers to a safe area. As soon as possible, instruct all passengers to complete courtesy cards prior to their departure. Above all, remain calm.

