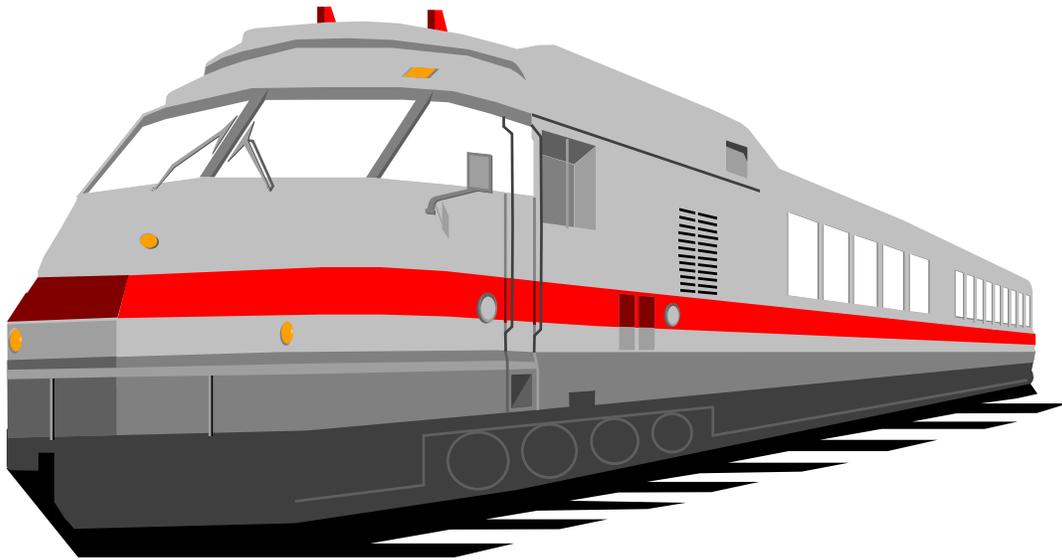


SAFETY HANDBOOK FOR TRAIN COMMANDERS



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SAFETY PROCEDURES FOR TRAIN LOADING AND UNLOADING

PRIOR TO COMMENCING OPERATIONS, ENSURE:

- Risk assessment is prepared for the entire rail operation. Example is at Appendix B.
- SOP for particular operation is available at railhead.
- Personnel have read and understand SOP.
- Medical aid personnel and wheeled evacuation vehicle are present during railhead operation. Location and telephone numbers of nearest medical aid station or hospital is known and posted. Route is practiced.
- Water, MRE's and Toilet facilities are available.
- Radio communication is available.
- Adequate lighting is available for missions conducted during hours of darkness/poor visibility.
- Personnel have received training prior to mission on the appropriate procedures, i.e. loading and tie-down/securing equipment, or tear-down/removal of equipment.
- Personnel are trained in using ground guiding and standard hand signals (FM-21-60, Visual Signals, Sep 1987).
- Personnel receive standardized mission safety briefing tailored to the operation.
- All rail cars and ramps are free of snow, ice, protruding nails, and serviceable for the mission.
- Coordination with appropriate authorities to shut off all overhead electrical power lines on electrified rail systems, if power can be shut off.
- Train commanders are provided with checklist for personnel riding the train.

OPERATIONS NCOIC WILL BE PREPARED TO ENSURE:

- Safety personnel wear a yellow or white hard hat while conducting operations.
- Personnel who are loading/unloading train wear kevlar helmets and gloves during operations.

SAFETY PROCEDURES FOR TRAIN LOADING AND UNLOADING (CON'T)

- Any visitors in the hard hat area wear hard hat or kevlar helmet during operations.
- All antennas are removed from vehicles and stowed prior to moving onto a railcar and will not be reattached until clear of the rail yard and permission granted.
- No consumption or possession of alcoholic beverages by personnel during rail operation.
- Only licensed drivers operate vehicles during staging, loading and unloading operations.
- Chemlights and/or reflective vests are provided for key personnel, i.e. ground guides, etc.
- When loading vehicles where ground guide can't be seen while driving up ramp, provide ground guide a stick with red or white flag attached as an arm extension. When stick is vertical, driver proceeds straight. When stick is moved to the left or right, driver follows the appropriate direction. If the driver moves the stick out of sight of the driver, the driver stops.

BRIEFING FOR PERSONNEL PRIOR TO LOADING OPERATION

- Identify train commander, safety personnel, ground guides, and NCOIC.
- Identify smoking/break/messing/warming/hard hat/medical areas and latrines.
- Safety personnel are wearing yellow/white hard-hats and will be observing operations.
- Safety personnel will stop any operation that is unsafe and instruct personnel on safe procedures. Anyone can and should identify and correct a safety violation.
- Personnel will not walk between staged vehicles that have engines running.
- No vehicle will move without a ground guide.
- Ground guides will not walk backwards on railcar or ground.
- Ground guides will not guide from the same railcar as vehicle is traveling.
- The first vehicle ground guide will get into position with one empty rail car between himself and the lead vehicle. Ground guides will be stationed on designated railcars behind 1st ground guide, and when the vehicle being loaded travels to the end of the 1st car, it is stopped by the ground guide who repositions themselves and continues to guide the vehicle or dismounts the railcar and the next ground guide proceeds the movement, always stopping the vehicle prior to reaching the railcar on which ground guide is standing.
- Personnel will not jump off a railcar. Step will be used to climb down.
- Personnel will not climb on, in, or under a vehicle while the engine is running.
- Personnel will not climb on top of vehicles which are loaded on railcars. If a person must move around on a vehicle, maintain at least 3 points of contact.
- Personnel will not pass between railcars, cross under or over cars either standing or moving.
- Personnel will wear kevlar helmets or industrial hard hats and use leather gloves (appropriate work gloves) for tie-down procedures.

BRIEFING FOR PERSONNEL PRIOR TO LOADING OPERATION (CON'T)

--Drivers will take signals from the ground guide who is centered in front of the vehicle. If an additional guide is needed on the ground, that person signals the designated ground guide who relays the information to the driver.

--Drivers will remain seated in their seat when vehicle engine is running.

--Drivers will travel with extreme caution when approaching and traveling across railcars. Speed will be limited to the minimum necessary to accomplish the movement in a reasonable and safe manner.

--Vehicle headlights will not be used while loading vehicles as they can temporarily blind the ground guide.

--Prior to loading, all chock blocks and tie-down material will be removed from stowage and placed on the exterior of the vehicle where it will be readily available.

--Personnel not directly involved in the actual loading or unloading will remain in a designated holding/assemble area. Only driver will be allowed to remain in vehicle.

--When multiple vehicles are being loaded on one railcar, the first vehicle will be completely chocked, engine shut off and driver dismounted before the next vehicle is allowed on that car.

--Horseplay will not be allowed.

--Personnel will not enter unauthorized areas.

--Extreme caution will be taken when performing tasks near overhead power lines to assure adequate clearance (1.5 meters/5 feet) from them.

--Personnel will not ride forklift tines, crane load or hook, or any equipment, loaded or empty, designed to move material.

--Do not get in a hurry to finish. No one is released until the NCOIC releases them.

BRIEFING FOR PERSONNEL PRIOR TO UNLOADING OPERATION

- Identify train commander, safety personnel, ground guides and NCOIC.
- Identify smoking/break/messing/warming/hard hat/medical areas and latrines.
- Safety personnel are wearing yellow/white hard-hats and will be observing operations.
- Safety personnel will stop any operation that is unsafe and instruct personnel on safe procedures. Anyone can and should identify and correct a safety violation.
- Personnel will not walk between staged vehicles that have engines running.
- No vehicle will move without a ground guide.
- Ground guides will not walk backwards on railcar.
- Ground guides will not guide from the same railcar as vehicle is traveling.
- After the first vehicle is guided down the ramp, ground guide will get into position with one empty railcar between himself and the vehicle to be moved. When the vehicle being unloaded travels to the end of the railcar, it is stopped by the ground guide who repositions themselves and continues to guide the vehicle or dismounts the railcar and the next ground guide continues the movement, always stopping the vehicle prior to reaching the railcar on which ground guide is standing.
- Personnel will not jump off a railcar. Step will be used to climb down.
- Only driver will enter vehicle for unloading and will not enter vehicle unless instructed to do so.
- Do not start your vehicle until you are instructed to do so.
- Drivers will remain seated in their seat when the vehicle engine is running.
- Only designated personnel will remove chock blocks. Do not remove chock blocks until instructed to do so. When instructed to remove chock blocks, remove front blocks first.
- Personnel will not climb on, in, or under a vehicle while the engine is running.

- Personnel will not climb on top of vehicles which are loaded on railcars. If a person must move around on a vehicle, maintain at least 3 points of contact.
- Personnel will not pass between railcars, cross under or over cars either standing or moving.
- Personnel will wear kevlar during entire operation, and appropriate work gloves for removal of tie-downs.
- Drivers will take signals from the ground guide who is centered in front of the vehicle. If an additional guide is needed on the ground, that person signals the designated ground guide who relays the information to the driver.
- Drivers will travel with extreme caution when approaching, traveling across rail cars. Speed will be limited to the minimum necessary to accomplish the movement in a reasonable and safe manner.
- Vehicle headlights will not be used while loading vehicles as they can temporarily blind the ground guide.
- Horseplay will not be allowed.
- Personnel will not enter unauthorized areas.
- Personnel will not ride forklift tines, crane load or hook, or any equipment loaded or empty designed to move material.
- Extreme caution will be taken when performing tasks near overhead power lines to assure adequate clearance (1.5 meters/5 feet) from them.
- Do not get in a hurry to finish. No one is released until the NCOIC releases them.

BRIEFING FOR CREW AND GUARDS ON TRAIN

- Prior to boarding, all personnel will be briefed of their assigned duties while riding train.

- Once on the train, no one leaves the train without being told to get off train by the person in charge.
- No one may ride in vehicles or equipment being transported by rail.
- Do not climb on vehicles or equipment during stops.
- Do not touch or approach any wires, poles or switches.
- Keep at least 2.5 meters(5 feet) from any electrical line. You don't have to be touching an electrical wire to get electrocuted.
- Do not throw anything out the window of the train.
- In an emergency, the Train Commander will contact the Train Conductor aboard the train. He will render all possible assistance.
- No intoxicating beverages are to be purchased, consumed or carried on the train.
- Absolutely no mounting or dismounting from moving trains.
- No riding on platforms steps and roofs of railcars or in baggage cars.
- No pulling emergency brakes, except in case of an actual emergency.
- No extending of head or limbs out of windows.
- Smoking is allowed only in designated areas.
- No moving between railcars, except when authorized by the Train Commander.
- No flushing of toilets while train is in station or passing through cities or towns.

REFERENCES

USAREUR REG 55-8.....Loading and Securing Military Wheeled and Track Vehicles
on European Railcars

USAREUR PAM 385-15Leaders Force-Protection Guide

TM 55-601.....Rail Loading Procedures

TM 55-200.....Railway Operating and Safety Rules

APPENDIX B

RISK ASSESSMENT

This is a sample risk assessment to be used as a guide. Modify as necessary based on individual sites and conditions.

TASK	HAZARD/ IDENTIFICATION	RISK ASSESSMENT	CONTROL OPTIONS & COUNTERMEASURES	RESIDUAL RISK
RAIL LOADING & UNLOADING	OVERHEAD POWER LINES	EXTREMELY HIGH	COORDINATE WITH RAIL AUTHORITIES TO SHUT OFF POWER. REMOVE ALL ANTENNAS FROM VEHICLES PRIOR TO ENTRY INTO RAIL YARD. PROHIBIT SOLDIERS FROM CLIMBING ON TOP OF VEHICLES LOADED ON RAIL CARS.	LOW
	CLOSE PROXIMITY OF LARGE VEHICLES (SOLDIERS BEING CRUSHED BETWEEN VEHICLES OR RUN OVER)	EXTREMELY HIGH	CONTROL FLOW OF VEHICLES THRU RAIL SITE. ENFORCE USE OF TRAINED GROUND GUIDES. (Provide ground guides with reflective vests and light wands for night operations) ARRANGE FOR LIGHTING OF RAIL YARD DURING NIGHT OPERATIONS. PROVIDE DESIGNATED REST AREA PROTECTED FROM VEHICULAR MOVEMENT.	MEDIUM
	FATIGUE	HIGH	FOLLOW SLEEP PLANS & PROVIDE REFRESHMENTS.	LOW
	TRIPPING & FALLING	MEDIUM	STOW EQUIPMENT PRIOR TO LOADING.	LOW

TASK	HAZARD/ IDENTIFICATION	RISK ASSESSMENT	CONTROL OPTIONS & COUNTERMEASURES	RESIDUAL RISK
RAIL LOADING & UNLOADING (CON'T)	TRIPPING & FALLING (CON'T)		MAINTAIN 3 POINTS OF CONTACT. PROHIBIT HORSEPLAY. PROHIBIT GROUND GUIDES FROM WALKING BACKWARDS.	
	INEXPERIENCED RAIL LOADERS	HIGH	NEW OR INEXPERIENCED SOLDIERS WILL BE TRAINED IAW UR 55-8 & UR 385-15. PROVIDE ADEQUATE SUPERVISION	LOW
	INADEQUATE PROTECTIVE CLOTHING & EQUIPMENT.	HIGH	ALL SOLDIERS WILL WEAR KEVLAR HELMETS, GLOVES AND LEATHER BOOTS	LOW
	DARKNESS & INCLIMATE WEATHER	HIGH	THE DUTY UNIFORM WILL BE ADJUSTED TO ENSURE APPROPRIATE PROTECTION FROM THE ENVIRONMENT. FLASHLIGHTS WILL BE AVAILABLE FOR SOLDIERS. THE OIC/NCOIC HAS THE ULTIMATE RESPONSIBILITY FOR DECISIONS AFFECTING SAFETY DURING THE OPERATION. THE OIC/NCOIC WILL CONDUCT A SAFETY SURVEY OF THE RAIL SITE PRIOR TO CONDUCTING OPERATIONS. HAZARDS WILL BE BRIEFED TO ALL SOLDIERS INVOLVED IN RAIL LOADING/UNLOADING OPERATIONS.	LOW

B-2

TASK	HAZARD/ IDENTIFICATION	RISK ASSESSMENT	CONTROL OPTIONS & COUNTERMEASURES	RESIDUAL RISK
RAIL LOADING & UNLOADING (CON'T)	INADEQUATE BLOCKING AND BRACING MATERIALS & TOOLS.	HIGH	PROVIDE ADEQUATE BLOCKING AND BRACING MATERIAL & TOOLS	LOW
MOVEMENT OF TRAIN	VEHICLES EXPERIENCE MOVEMENT	MEDIUM	CHECK BRAKES AND CHOCKS	LOW
RAMP CONNECTION	RAMP MOVEMENT DURING USE OF BEING DRAGGED DOWN THE TRACK WHEN TRAIN LEAVES	MEDIUM	ENSURE RAMP IS SECURELY CONNECTED BEFORE USE AND DISCONNECTED BEFORE DEPARTURE.	LOW
CONVOY MOVEMENT	VEHICLE ACCIDENTS	HIGH	CONDUCT PRE-CONVOY SAFETY BRIEFINGS COVERING HAZARDS AND LOCAL DRIVING CONDITIONS. ALL ARMY MOTOR VEHICLE (AMV) OPERATIONS WILL BE CONDUCTED IAW RU 385-55, UR 55-1 AND UR 55-4. THE CONVOY COMMANDER HAS THE ULTIMATE RESPONSIBILITY FOR DECISIONS AFFECTING THE SAFETY OF HIS/HER VEHICLE. LEADERS WILL MAKE EVERY EFFORT TO SCHEDULE CONVOYS AROUND PEAK TRAVEL AND CONGESTION PERIODS. DRIVERS MUST MAINTAIN BRIEFED VEHICLE SEPARATION AND SPEED.	MEDIUM
	INEXPERIENCED MILITARY DRIVERS	HIGH	ALL DRIVERS WILL BE PROVIDED WITH STRIP MAPS. NEW OR INEXPERIENCED DRIVERS WILL: 1. BE IDENTIFIED BY THE COMMANDER.	MEDIUM

TASK	HAZARD/ IDENTIFICATION	RISK ASSESSMENT	CONTROL OPTIONS & COUNTERMEASURES	RESIDUAL RISK
CONVOY MOVEMENT (CON'T)	INEXPERIENCED MILITARY DRIVERS (CON'T)		2. BE TRAINED AND LICENSED IAW AR 600-55, VEHICLE TMS AND UR 190-34. 3. BE ASSIGNED WITH AN EXPERIENCED ASSISTANT DRIVER OR SENIOR OCCUPANT (OFFICER/NCO)	

APPENDIX C

TRAIN COMMANDER'S CHECKLIST FOR JOURNEY

--Has Train Commander familiarized him/herself with all safety procedures indicated on this checklist?

--Is Train Commander aware of and prepared for the expected length of trip?

--Has Train Commander ensured that Life Support Items, i.e. toilet paper, water, and MRE's are on board the train?

--Does Train Commander know what to do and who to contact in case of emergency?

HAVE PERSONNEL BEEN BRIEFED THE FOLLOWING?

----Hazards of overhead electrical wires? (Minimum safe distance 1.5 meters/5 feet).

----Assigned duties while riding train.

----No one leaves the train without being told to get off train by the train commander.

----No one may ride in vehicles or equipment being transported by rail.

----No one may climb on vehicles or equipment during stops.

----No one may touch or approach any wires, poles or switches.

----No one is allowed to throw anything out the window of the train.

----In an emergency, contact the Train Commander.

----No intoxicating beverages are to be purchased, consumed or carried on the train.

----Absolutely no mounting or dismounting moving trains.

----No riding on platforms, steps and roofs of railcars or in baggage cars.

TRAIN COMMANDER'S CHECKLIST FOR JOURNEY (CON'T)

- Do not pull emergency brakes, except in case of an actual emergency.
- No extending of head or limbs out of windows.
- Smoking is allowed only in designated areas.
- No moving between railcars, except when authorized by the Train Commander.

APPENDIX D

TRANSLATIONS

The purpose of this information is to assist train commanders in communicating with train engineers during enroute stops to and from Hungary. The questions and statements are provided in the German, Czech and Hungarian languages and will assist the train commander in determining the risks at enroute stops and making risk reduction decisions regarding dismounting the train, guarding cargo, and resecuring loose equipment and tarpaulins. Troops must then be briefed on hazards identified and risk reduction measures before disembarking from the train.

GERMAN

- * How long will the train be stopped?
Wie lange wird der Halt dauern?
- * On which side of our train are the express train tracks located?
Auf welcher Seite befinden sich die Schnellzuggleise?
- * Are there any hot third rails? If so, where are they located?

Gibt es hier Stromschienen, die unter Spannung stehen? Wenn ja, wo befinden sie sich?

- * We have to tie down loose equipment/tarpaulins. Are there overhead power lines and are they energized?

Wir müssen Ausrüstung/Planen, die sich losgemacht hat/haben, neu befestigen.

Gibt es hier starkstromfreileitungen, die unter Strom stehen?

Can you please request that the overhead lines be de-energized and let me know when they have been de-energized so that we can resecure loose equipment and tarpaulins?

Könnten Sie bitte veranlassen, daß die Stromzufuhr in den Freileitungen unterbrochen wird. Bitte informieren Sie mich, wenn die Leitungen nicht mehr unter Strom stehen, damit wir unsere Ausrüstung und Planen befestigen können?

Some soldiers must exit the train. Please let me know before moving the train so I can ensure all soldiers have re-boarded the train.

Einige Soldaten müssen den Zug verlassen. Bitte informieren Sie mich, bevor sich der Zug wieder in Bewegung setzt, damit sichergestellt werden kann, daß alle Soldaten wieder im Zug sind.

A soldier has been injured and requires medical attention. Can you please request medical assistance?

Ein Soldat ist verletzt und muß ärztlich betreut werden. Könnten Sie bitte ärztliche Hilfe anfordern?

A soldier has become ill and requires medical attention. Can you please request medical assistance?

Ein Soldat ist krank und braucht ärztliche Hilfe. Könnten Sie bitte ärztliche Hilfe anfordern?

* How long will the train be stopped?

Mennyi ideig a fog vonat állni?

* On which side of our train are the express train tracks located? A vonatnak melyik oldalán vannak az express vonat sinjei?

* Are there any hot third rails? If so, where are they located?

Van-e egy harmadik vasútvonal amelyen az áram be van kapcsolva, ha igen hol?

We have to tie down loose equipment/tarpaulins. Are there overhead power lines and are they energized?

Le kell rögzítenünk a nem rögzített felszereléseket és a ponyvákat, van felettünk elektromos huzal, és van áram benne?

Can you please request that the overhead lines be de-energized and let me know when they have been de-energized so that we can resecure loose equipment and tarpaulins?

Megoldható-e a vonat fölött lévő huzalok áramtalanítása, hogy újra rögzíthessük a felszerelést?

Some soldiers must exit the train. Please let me know before moving the train so I can ensure all soldiers have re-boarded the train.

Néhány katonának le kell szállni a vonatról, tudatná velem a vonat indulását, hogy biztosítani tudjam a katonák vonatra való visszaszállását.

- A soldier has been injured and requires medical attention. Can you please request medical assistance?

Szükségünk lenne egy orvosra, ha esetleg megsérülne vagy megbetegedne egy vagy több katona. Meg tudná oldani az orvosi ellátás kérdését?

A soldier has become ill and requires medical attention. Can you please request medical assistance?

Szükségünk lenne egy orvosra, ha esetleg megsérülne vagy megbetegedne egy vagy több katona. Meg tudná oldani az orvosi ellátás kérdését?

CZECH

How long will the train be stopped?

Jak dlouho bude vlak stát?'

On which side of our train are the express train tracks located?

Na které strané vlaku jsou rychlikové koleje?

Are there any hot third rails? If so, where are they located?

Je tady nějaká koleje pod proudem? Jestli ano, gdje?

We have to tie down loose equipment/tarpaulins. Are there overhead power lines and are they energized?

My musíme *privázat* náklad a plachty- Jsou tady troleje podroudom?

Can you please request that the overhead lines be de-energized and let me know when they have been de-energized so that we can resecure loose equipment and tarpaulins?

Mohl byste vypnout proud do těch troleji, abychom mohli *privázat* náklad a plachty?

Some soldiers must exit the train. Please let me know before moving the train so I can ensure all soldiers have re-boarded the train.

Nekteri vojaci musi vystoupit na chvíli. Prosim vas, reknete mi nez vlak pojede dal, protoze musim zajistit aby vsichni vojaci byli včas vlaku.

A soldier has been injured and requires medical attention. Can you please request medical assistance?

Jeden vojak je ranjeny a potrebuje lekarskou osetreni. Prosim vas mohl byste zavolat lekarskou pomoc?

A soldier has become ill and requires medical attention. Can you please request medical assistance?

Jeden vojak je nemocny a potrebuje lekarskou pomoc. Zavolejte prosim doktora?