



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON SCHWEINFURT  
UNIT 25850, BOX 10  
APO AE 09033

IMEU-SWF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Schweinfurt Standing Operating Procedure (SOP) for Operations at the Conn Barracks Railhead

1. REFERENCES.

a. Army in Europe Pamphlet 385-15, Leader's Operational Accident-Prevention Guide, 18 May 2005.

b. USAREUR Pamphlet 385-15-2, Commander's Rail Operations and Risk Assessment Checklist, 20 November 2006

c. Homepage of 1<sup>st</sup> Transportation Movement Control Agency (TMCA): [www.21tsc.army.mil/1%5Ftmca/](http://www.21tsc.army.mil/1%5Ftmca/). See "Movements" link on TMCA home page.

2. PURPOSE. To establish guidance and procedures, and to assign responsibility for the operation of the Conn Barracks railhead.

3. SCOPE. This SOP is applicable to all units using the Conn Barracks railhead.

4. GENERAL.

a. Railhead operations pose many safety hazards for personnel and equipment. High densities of personnel and equipment during loading/off loading operations could result in serious injury or fatality. Railhead operations require extreme caution, close supervision by leaders, and vigilance by all Soldiers to minimize these risks.

b. This SOP contains standards and actions required of commanders, unit train commanders, safety officers, and railhead commanders. All units using the Conn Barracks railhead will comply with these standards. This SOP also provides vehicle and personnel preparation requirements required prior to arrival at a railhead; step-by-step procedures for rail loading and off loading equipment; as well as standard safety briefings for use by Railhead Commanders and Safety Officers.

c. Instructions in this SOP will not be relaxed. Commanders are authorized to implement more stringent controls than those specified in this SOP.

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d. Branch Movement Control Team (BMCT): Schweinfurt Military Community U.S. Army transportation representative. BMCT is located in Building 1032 (next to the rail head), Conn Barracks at DSN 353-8370 or -8669. The BMCT serves as primary liaison for Army – “Deutsche Bundesbahn (DB)” operations.

## 5. DEFINITIONS.

a. Senior OIC: The leader responsible for supervising the entire rail loading operation. This individual should be in the rank of CPT or MSG or above, and should have prior USAREUR railhead operation experience.

b. Railhead Commander/OIC: The leader responsible for rail operations and the railhead safety team. This individual should be in the rank of SFC or above, and should have prior USAREUR railhead operation experience.

c. Railhead Safety Officer/NCO: The leader who implements the Senior OIC’s railhead safety plan, and should have prior USAREUR railhead operation experience. This individual should be in the rank of SSG or above.

d. Train Commander: This leader is the unit’s POC for the Branch Movement Control Team (BMCT). This individual should be in the rank of SFC or above, and should have previous USAREUR rail operation experience.

e. Train Safety Officer/NCO: This leader serves as the second member of the Rail Safety Team (subordinate to the Railhead Safety Officer/NCO). This individual should be in the rank of SGT or above, subordinate to the Train Commander, and should have current USAREUR experience in loading and off loading railcars.

f. Vehicle Supervisor: Senior vehicle operator of all vehicles loaded onto a single equipment railcar, or the senior NCO on a passenger rail car.

## 6. RESPONSIBILITIES.

a. The USAG Schweinfurt Commander is responsible for monitoring implementation and compliance with this SOP. The USAG Schweinfurt Safety Officer acts on behalf of the USAG SCHWEINFURT Commander in discharging this responsibility during railhead operations.

b. MSC/Separate Unit Commander.

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(1) Ensure a senior officer-in-charge is designated and present to supervise all railhead operations. Do not assign any other duties to this person than outlined in this SOP. The Senior OIC's primary duties are to supervise all aspects of the railhead operation, and to ensure compliance with this SOP. I strongly recommend that this person be at least in the rank of CPT or MSG, and that they have previous USAREUR railhead operations experience. This will aid in mitigating the significant risks associated with railhead operations.

(2) Appoint a Railhead Commander and Safety Officer/NCO for all railhead operations (see Railhead Commander responsibilities in para. 6d). One Railhead Commander will be responsible for multiple movements of units within the same MSC both to and from the railhead until all movements have been accomplished. A second Railhead Commander with another Railhead Safety Officer/NCO can be used during times of extended railhead operations. A shift overlap is required between Railhead Commander and Safety Officer/NCO rotations.

(3) Ensure that vehicle movements on and around the railhead and loading times are properly synchronized.

c. Unit Commander.

(1) Strongly encouraged to be present during all unit-level rail loading operations.

(2) Appoint a train commander, SFC or above, to execute the duties as outlined in paragraph 6f.

(3) Appoint a Train Safety Officer/NCO. This leader may be anyone in the rank of SGT or above. This individual will be someone who has current USAREUR experience in loading and off loading railcars. The Train Safety Officer/NCO will execute the duties outlined in paragraph 6g.

(4) The commander must comply with this SOP and will not deviate from the requirements unless allowed to do so by the next higher commander.

(5) Establish a chain of responsibility (see Annex D).

(6) Ensure unit is trained on railhead operations using this SOP as the primary source document.

(7) Provide a packet to the Train Commander and Train Safety Officer/NCO which includes, as a minimum, an outline of their specific duties. This SOP provides the required information.

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(8) Ensure that vehicles are prepared for rail loading IAW this SOP, and that they are staged not less than one hour before loading time.

(9) Ensure proper tie down and blocking/bracing materials are present at the railhead.

(10) Coordinate with the Railhead Commander prior to movement to the railhead. Ensure that all procedures are properly planned (see Train Commander duties, paragraph 6f).

d. Railhead Commander.

(1) Wears a red arm band (if not available, wears a white head band on the Kevlar). At night, wears a red chemical light on his/her Kevlar helmet.

(2) Organizes the rail loading site, and assumes overall responsibility for its operation.

(3) Enforces railhead safety requirements.

(4) Ensures that the Railhead Safety Officer/NCO gives safety briefings to all Soldiers prior to rail loading and off loading (see Annexes A, C, and E).

(5) Ensures that medical personnel, their equipment, and an evacuation litter are present at the railhead. The minimum required medical support is two combat lifesavers, their equipment, and an evacuation litter.

(6) Ensures technical instructions are provided to moving unit's Soldiers prior to the commencement of loading/off loading operations.

(7) Monitors rail loading/off loading operations with the safety team to ensure that all safety precautions are being followed.

(8) Ensures snow/ice removal materials and sand, gravel, or salt are at railhead if required.

e. Railhead Safety Officer/NCO.

(1) Is subordinate to the Railhead Commander. Wears a green arm band (if not available, wears a white head band on the Kevlar helmet). Wears a green chemical light in his/her Kevlar helmet band at night.

(2) Conducts safety briefings prior to loading/off loading operations (see Annexes A, C, and E for standard briefings).

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(3) Continuously monitors operation to ensure compliance with all safety requirements. This involves physically walking the line.

(4) Immediately halts operations if any safety violation is observed.

(5) Does not become physically involved in loading or off loading vehicles, or other non-safety related taskings.

f. Train Commander.

(1) Attends a mandatory pre-movement training/briefing at the Schweinfurt Branch Movement Control Team (BMCT) office at Bldg 40, Conn Barracks, no later than five working days prior to movement. This training may be scheduled by calling DSN 353-8370 or -8669.

(2) Ensures that vehicles are lined up 60 minutes prior to the loading time.

(3) Enforces loading instructions established in this SOP.

(4) Ensures necessary tools (spanner, hammer, tow bars, crow bar, etc.) are available.

(5) Ensures that all blocking, bracing, and tie down materials are available and in serviceable condition (see reference 1b: USAREUR Pam. 385-15-2).

(6) Ensures that any modifications that change a vehicle's profile (i.e. width, height, or length) are cleared by the "Deutsche Bundesbahn (DB)" loading master through BMCT channels prior to beginning the loading operation. If this is not done, the loading master may refuse to load the vehicle.

(7) Appoints a senior NCO to serve as a Railcar Supervisor for each passenger rail car.

(8) Enforces safety requirements.

(9) Ensures that all railcars are prepared for loading of tactical vehicles.

(a) Ensures that snow or ice are removed from the railhead area as needed, and that the appropriate supplies are on hand (sand, salt, etc.).

(b) Drops all rail car poles and front, side, and floor boards.

(10) Wears a white head band on the Kevlar helmet for ease of identification. During limited visibility, wears a yellow chemical light on the Kevlar helmet.

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(11) Briefs railcar supervisors on their responsibilities for troop support, safety, and personal conduct of Soldiers (see Annex B).

(12) Ensures that passengers are kept away from railhead if not required for loading operation, and that they board NLT 30 minutes prior to the train's departure time.

(13) Supervises the movement of unit equipment during loading and off loading operations to prevent damage to it, railcars, or rail equipment.

(14) Coordinates with the Railhead Commander to ensure the safe loading/off loading of the unit's vehicles.

(15) Ensures all Soldiers are provided pertinent safety briefings prior to boarding the passenger cars and prior to commencing loading/off loading operations at destination (away from home station).

(16) Inspects the train along with a representative from the BMCT office to ascertain the condition of the train prior to accepting the coaches and railcars.

(17) Does not become physically involved in loading or off loading vehicles.

(18) Responsible for the command and control, and conduct of the Soldiers employed in the loading/off loading operations, and for those being transported on the train.

(19) Cannot act as the Safety Officer/NCO at the same rail loading/off-loading site.

(20) Ensures that metal stakes have been replaced on the railcars and the gates and/or sides have been raised to their original positions once all vehicles have been off loaded.

(21) Certifies that all vehicle parking brakes are engaged after the chock blocks have been positioned.

(22) Inspects the loaded train with the BMCT representative and "Deutsche Bundesbahn (DB)" loading master. The Loading Master will direct adjustments to tie down assemblies as necessary. A train will not depart until the DB loading master is satisfied that it is properly loaded.

(23) Coordinates with the Railhead Commander for desired arrival time at the departure railhead. This prevents overcrowding the railhead area. Movements to and from railheads will be IAW valid movement credits.

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(24) Completes the appropriate portion of Troop Movement Report (AE Form 2251) and Equipment Report (AE Form 2251 1). These forms are used as "Deutsche Bundesbahn" / U.S. Forces inspection and inventory control forms. All train conditions will be annotated, and the forms will be jointly signed by the DB inspector and Train Commander. Properly annotated forms serve as release documents for both parties. The Train Commander should receive three copies of both forms. The Train Commander keeps one copy, and gives two copies of these forms to the destination BMCT representative.

(25) Reports the circumstances and the names of any individuals who damage equipment during movement to the destination BMCT representative. Also reports this information to the unit commander.

(26) Inspects the passenger rail cars with a BMCT representative. The Train Commander is authorized to refuse any passenger rail cars that are not clean.

(27) Authorizes the loading of passenger rail cars after instructed to do so by the DB loading master.

(28) Ensures that all trash is removed from the railhead, and along the tracks, after completion of operations. Check for POL spills and clean them. If unable to correct, report the problem to the unit maneuver damage control officer.

(29) During the upload/download of tracked vehicles, ensures that railcars designed to carry one heavy tracked vehicle will have the support legs lowered to prevent the ends of the railcars from dipping when these vehicles roll onto or off the rail cars.

(30) Ensures that trains carrying a single tracked vehicle have that vehicle loaded on the last train car. This rail car will be the first car off loaded to prevent vehicle from needing to travel along all of the rail cars of the train.

(31) Ensures that no Soldiers leave passenger cars after departure until arrival at the destination (unless directed to do so by the Train Commander).

g. Train Safety Officer/NCO.

(1) Is a SGT or above and is subordinate to the Train Commander.

(2) Provides boarding safety briefings to Soldiers boarding the train (see Annex B).

(3) Monitors safety procedures during all rail operations. He is subordinate to the Railhead Safety Officer/NCO during railhead operations.

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(4) Inspects the railhead prior to loading and unloading to identify potential safety hazards such as broken railings or unsafe rail equipment.

(5) Monitors loading and off loading of railcars to ensure compliance with this SOP.

(6) Immediately corrects any safety violations, and stops any unsafe operation.

(7) Wears a white arm band during day operations. Wears a green chemical light worn on the Kevlar helmet band during periods of limited visibility.

(8) Ensures personnel do not sleep on overhead storage racks or in luggage racks at the entrance of railcars.

h. Vehicle Supervisor.

(1) Identifies himself to all Soldiers loading vehicles.

(2) Ensures that full 5-gallon water cans (for personal hygiene) are present in each passenger car.

(3) Ensures that supplies such as hand soap, paper towels, toilet paper, and trash bags are available for personal hygiene on the train.

(4) Ensures that passenger cars are clean after the passengers have left.

7. PROCEDURES. This section provides information that units can use as a railhead operations checklist.

a. Personnel Requirement (see also Annex D).

(1) Senior OIC (CPT or MSG and above).

(2) Railhead Commander (SFC or above).

(3) Train Commander (SFC or above).

(4) Railhead Safety Officer/NCO (SSG or above).

(5) Train Safety Officer/NCO (SGT or above).

(6) Railcar Supervisor (the senior individual on each railcar for both equipment cars and passenger cars).

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(7) Coordinate medical support. Qualified medical personnel, their equipment, and an evacuation litter must be present at the railhead during loading or off loading. Rail loading operations may not be conducted without the presence of medical personnel and their equipment. Emergency phone numbers are posted near the phone inside the railhead support building (Bldg 131, located next to the railhead ramp).

(8) Coordinate any Military Police (MP) support to cross highways or other dangerous traffic areas.

b. Equipment Requirements.

(1) Ensure that adequate recovery equipment is available to assist in the loading of all vehicles.

(2) Ensure that all antennas are removed prior to beginning operations.

(3) Ensure lifting gear and any other traveling or projecting fittings are locked or secured in place to prevent vertical or lateral movement.

(4) Ensure booms and main gun barrels are secured in the traveling position by application of the travel locks and by installation of tie downs.

(5) Ensure that vehicles in the staging area are not parked directly behind another vehicle, i.e., offset vehicles left/right and park tracked vehicles at least 2 yards away from curbs. If vehicles must be parked in a straight line, due to staging area limitations, the engines will be shut down and the parking brakes applied to protect Soldiers dismounting the vehicles. Vehicles will not be restarted until the train commander is ready to begin loading operations.

c. Miscellaneous Requirements.

(1) Ensure that the entrance to the railhead is kept open and cleared of vehicles to allow for passage of emergency vehicles.

(2) Coordinate procurement of the proper arm bands and/or chemical lights for the appropriate personnel.

(3) Ensure POL products are stored inside the vehicle.

d. Loading Operations.

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(1) Railcars provided by the “Deutsche Bundesbahn DB) for U. S. military use must be clean with no litter, dirt, or exposed nails on the car platform. Prior to loading, the platform must be cleared of any ice and snow.

(2) At the holding area, all personnel not required for the actual loading will dismount vehicles and remain in the holding area until it is time to load the passenger rail cars.

(3) The railhead commander will give a safety briefing prior to beginning of loading operations (see Annex A).

(4) The railhead commander must consider the following:

(a) Plan to have the train completely loaded NLT 30 minutes prior to the scheduled departure time. This allows the “Deutsche Bundesbahn DB” personnel adequate time to inspect the train and the train commander time to correct any deficiencies noted.

(b) All personnel must be alert during loading to detect defective or unserviceable equipment, suspicious or unusual conditions, or any dangerous conditions. Promptly report such conditions to the Train Commander at the loading site.

(c) Ground guides will wear reflective vests during the entire operation (from the motor pool until the vehicle is secured on the rail car and the engine is off).

(d) Ground guides will use flashlight(s) during periods of limited visibility or darkness.

(e) Ground guides will not position themselves between a solid obstacle and a moving vehicle.

(f) Personnel not involved in loading will not stand or walk at the sides of a railcar that is being loaded.

(g) When loading wheeled vehicles, position metal spacers between railcars to allow for movement from one railcar to the following railcar.

(h) If multiple vehicles are to be placed on one railcar, then only one vehicle will be moving at a time on the same railcar.

(i) At no time will anyone be on the same railcar with a moving vehicle on it or a vehicle with an operating engine. The only exceptions to this are when chocking or unchocking a vehicle or when vehicle drivers are waiting to dismount their vehicles, as specified in this SOP.

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(j) All railhead personnel near loading vehicles will wear head protection (Kevlar helmet or hard hat).

(5) The Train Commander will call forward the vehicles to be loaded. The vehicles will arrive at the railhead as they are to be loaded on the train at the designated time. Keep at least one vehicle length distance between vehicles in the waiting line.

(6) Loading will begin at the Train Commander's order, and only after coordination with the BMCT representative.

(7) All personnel except the driver will dismount vehicles prior to loading/off loading.

(8) When the train commander has given his permission to begin the loading operation, the first vehicle's ground guide will get into position, with one empty railcar between himself and the lead vehicle.

(9) Vehicle drivers will receive instructions from designated guides only. This avoids confusing the driver. At no time will anyone walk backwards or run on a railcar.

(10) Drivers must exercise extreme caution when approaching, loading, traveling across, and unloading vehicles on railcars. Vehicle speed will be limited to the minimum speed necessary to safely accomplish the movement.

(11) The vehicle will be ground guided forward until it reaches the end of the railcar. It will then be halted. The ground guide will face about and move to the next available empty railcar. In cold or slippery weather, the ground guide might have to dismount before moving to the next empty railcar.

(12) Continue this method of ground guiding until the ground guide has reached the last empty railcar in the line. At this time, the ground guide must dismount the railcar and take up a guide position clearly visible to the vehicle's operator.

(13) From this position, the guide will direct the vehicle forward to a position on the last available railcar to prepare for emplacement of the chock blocks. Directions will be provided to the ground guide by the loading master.

(14) Two Soldiers will be prepositioned on the ground on either side of the railcar no closer than five feet from the edge of the railcar. Once the vehicle stopped, the railcar supervisor will direct both Soldiers to come forward and place the front set of chock blocks. The railcar supervisor must keep both Soldiers and the ground guide under direct observation during this operation. The ground

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guide will remain in full view of the driver. After placing the front chock blocks, both Soldiers will be directed by the railcar supervisor to resume a position five feet from the edge of the railcar.

(15) Upon direction from the "Deutsche Bundesbahn (DB)" personnel, the ground guide will direct the vehicle's driver to move it onto the front chock blocks and halt.

(16) Upon direction of the Railcar Supervisor, the prepositioned Soldiers will then place the rear set of chock blocks. The ground guide remains in position on the ground. After placing the rear chock block, both Soldiers will be directed by the railcar supervisor to resume a position five feet from the edge of the railcar.

NOTE: Extreme caution must be utilized during this phase of the operation. Ground guides must avoid placing any part of their body between a vehicle and its chock blocks. If at all possible, Soldiers should stand on the ground when emplacing chock blocks.

(17) Again, upon direction from the DB loading master, the ground guide will direct the vehicle's operator to move it onto the rear set of chock blocks and halt.

(18) The guide must have the driver "cradle" the vehicle between the chock blocks. If all is correct, the DB will signal the guide to have the operator shut down and apply the vehicle's emergency brake. If readjustment is necessary, these procedures will be repeated until the DB representative is satisfied.

(19) Vehicle operators will stop their engine, apply the emergency brake, and wait until the last vehicle on their railcar--and the first vehicle on the following railcar--are chocked and engines shut off before dismounting their vehicles.

(20) Subsequent vehicles will load in this same manner. Once the first vehicle has moved onto the railcar, no other vehicles may proceed forward until there is an empty car available for the ground guide to occupy.

(21) Equipment tie down will not start until all vehicles to be loaded on a car, and the first vehicle of the following car, have been properly blocked and engines shut off.

(22) Vehicles will be loaded on the center of the railcar, except multiple loads on the same car, to ensure the best center of gravity. This is especially important when loading oversized vehicles (Example: M88) that extend beyond the sides of the railcar.

(23) All disabled vehicles, to include those towed aboard railcars, will be immediately chocked and blocked to prevent forward or rearward movement. Tow bars will be removed and stored in the vehicle or a trailer.

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(24) Final positioning of disabled vehicles on the railcar will be directed by the German loading master. Once the vehicle is in final position, it will be blocked and tied down.

(25) Vehicles will be immobilized by applying the hand brake and by placing the transmission in first gear (manual) or park (automatic). If the vehicle is powered by a diesel engine, the manual transmission will be placed in the neutral position.

(26) On railcars with a single vehicle, the vehicle commander is responsible for loading the railcar and ensuring safety precautions are followed.

(27) On railcars with multiple loads on the same car, the senior vehicle commander is the railcar supervisor and is responsible for loading the railcar. No vehicle will be loaded until that person is physically present to supervise the loading.

(28) Loading personnel will be off and clear of railcars before the cars are repositioned for split train loading.

(29) Soldiers will not climb on top of vehicles which are loaded on railcars. The only personnel permitted in or around tracked vehicles which are uploaded are the driver, ground guide, and load teams.

(30) The Train Commander will inspect the loaded train with the BMCT representative and the DB loading master. The BMCT representative or the "Deutsche Bundesbahn DB" loading master will direct adjustments to tie down assemblies as necessary. A train will not depart until the DB loading master is satisfied that it is properly loaded.

(31) Vehicle commanders are responsible for correcting vehicle tie down deficiencies noted by the DB loading master.

(32) Once all vehicles have been properly secured, the Train Commander will account for all personnel and complete preparation for movement.

e. Off Loading Operations.

(1) Vehicles will not be off loaded until the Train Commander has contacted the local BMCT representative, or in his absence, a "Deutsche Bundesbahn DB" representative, to obtain permission to begin off loading procedures.

(2) A safety briefing will be given prior to beginning the off loading operation (see Annex C).

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(3) The Train Commander will direct that all tie down chains/cables be disconnected from the vehicles and railcars and stowed in/on the vehicles. Drivers will not mount or start vehicles at this time.

(4) Once all chains/cables have been removed, the Train Commander will direct that the operator(s) of the first vehicle on each separate line of railcars mount. Assigned ground guides will take up a position on the ground that is clearly visible to the vehicle operator.

(5) Upon command from the Train Commander, the ground guide(s) will direct that the first vehicle(s) in line be started (no other person will be on that railcar). Next, the ground guide directs the vehicle's operator to back it onto the rear set of chock blocks just enough to clear the front set, and halt.

(6) Two Soldiers will be prepositioned on the ground, each on either side of the railcar, no closer than five feet from the edge of the railcar. These Soldiers must remain under the direct observation of the railcar supervisor throughout off loading. The railcar supervisor will ensure that no one is on the railcar during vehicle movement except for the vehicle operator. The prepositioned Soldiers, on direction of the railcar supervisor, will then remove the front set of chock blocks and place them on/in the vehicles. Soldiers should use a tanker's bar, when possible, to preclude physically standing on the railcar with an operating vehicle. The guide remains at his position on the ground.

(7) The ground guide next directs the vehicle's operator to move it forward and off the rear chock blocks enough to clear them, and halt. Upon direction of the railcar supervisor, the prepositioned Soldiers remove the rear chock blocks and place them on board the vehicle.

(8) The ground guide will take up a position forward of the vehicle, i.e., on the loading ramp. As off loading continues and the railcars become empty, the ground guide will take up a position on the second empty railcar forward, never remaining on a railcar with a vehicle. The ground guide used to remove the chock blocks will always be the ground guide used to commence movement of the vehicle off the railcar regardless of the method used (i.e., side loading or end loading). This will ensure that no one is on the railcar during vehicle movement.

(9) Vehicles will be guided off railcars and into the staging area before any equipment is returned to its proper storage area (e.g., chock blocks, POL cans, antennas, camouflage nets).

(10) Once a vehicle is removed from a railcar, the next vehicle in line may be unchocked, following the previously described procedures. Before the vehicle can be removed from the railcar though, two empty railcars ahead must be available so that the ground guide can position himself and still have an empty railcar between him and the vehicle.

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(11) On railcars with a single vehicle, the vehicle commander is responsible for off loading the railcar and ensuring safe precautions are taken. Off loading will not be started by other members of the crew until the vehicle commander is present.

(12) On railcars with multiple loads, the senior vehicle commander is responsible for unloading the railcar. No driver of any of the vehicles will mount the railcar or commence off loading procedures until the senior vehicle commander is present.

(13) When all vehicles have been off loaded, the Train Commander will ensure that metal stakes have been replaced on the railcars, and that the railcar gates and/or sides have been raised to their original positions.

f. Operations after Off Loading:

- (1) Recover chocking and the tie down materials once all vehicles are off loaded.
- (2) Conduct a thorough police call of the railhead area.
- (3) Clean or sweep any excess mud or other debris off of the railcars.
- (4) Clean any POL product spills.
- (5) A BMCT representative releases the Train Commander.

8. SPECIAL PRECAUTIONS.

a. Danger Areas. This information pertains to electrified railroad equipment:

(1) All European electrified railroad overhead power lines running parallel to tracks carry up to 25,000 volt of high tension current. Normally, third rails with parallel tracks close to the ground feed electric power to locomotives with currents ranging from 800 to 1,200 volts.

(2) No one will touch wires or conductors (either overhead or as third rail) with their body, or with equipment that is in contact with the body, even though the electricity has been cut off and the electrical equipment has been grounded. Additionally, no one will touch supports and insulators for electric cables and loose wires, current collectors, high voltage equipment, electric cables, or electric locomotives.

(3) Wires carrying electricity are dangerous within five feet. (Personnel standing on rail mounted tanks and trucks have been electrocuted when current has arced between line and body).

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(4) Avoid all areas within a 17-foot radius from the point where a loose wire or disconnected cable is in contact with the ground.

(5) Avoid broken rails or damaged tracks. These areas collect a dangerous amount of electric current when the connection for the ground return of electricity is broken.

(6) Avoid using water or urine to fight fires on electrified railroads. Water and other liquids are excellent conductors of electricity and should never touch electric wires, fixtures, or other equipment.

(7) Avoid touching an injured person who is still in contact with electrified lines or equipment. The injured person should never be touched directly, but can only be safely moved using a non conductor type material (i.e., wood or rubber).

(8) Warning signs are normally posted at dangerous areas on electrified railroads. These signs can be identified by zigzag arrows (the shape of lightning bolts). Avoid these areas except when necessary to a military operation.

b. Safety. This safety information pertains to all personnel working in rail side areas.

(1) Soldiers will not load or off load rail equipment until the person in charge of a particular operation has been assured by responsible railroad authority that the electric current has been switched off, and that all rail equipment has been grounded. If electric current must be switched on during operations, Soldiers will stop work and clear the danger area until the conditions are safe.

(2) Personnel working in the area of high voltage electric equipment will maintain a minimum safe distance of five feet from it.

(3) Soldiers carrying or handling tools or other extended items will ensure that these items are handled so as to maintain a five-foot safety distance from high voltage electrical equipment.

(5) During stops enroute, the train commander will ensure that personnel do not climb on railcars or equipment unless required to check and tighten blocks and shoring. Such personnel will maintain a five foot safety distance from high voltage equipment and lines.

(4) At no time will the distance between the overhead electric line and the extreme top of the load be less than one foot.

(6) When working in a rail yard, the person in charge of the work detail will:

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- (a) Contact the railroad station master to ascertain the exact areas to be used.
  - (b) Ask the "Deutsche Bundesbahn (DB)" to arrange for escorts when crossing rail yards is necessary.
  - (c) Inform all personnel of the hazards and applicable safety regulations to be followed.
  - (d) Post guards to prevent personnel from trespassing on tracks.
  - (e) Upon completion of work, ensure that all personnel have cleared the danger area and remain clear of it, and provide an "All Clear" report to the Station Master.
9. This SOP is effective immediately for all units using the Conn Barracks railhead.
10. Comments and suggested improvement to this SOP should be submitted to Mr. Sauer, Safety Manager, USAG Schweinfurt by phone at DSN 354-1670, or by email at [eduard.sauer@us.army.mil](mailto:eduard.sauer@us.army.mil).

- 10 Encls
1. Map of Conn Barracks
  2. Map of Conn Barracks Railhead
  3. Annexes A thru H



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ANNEX A (Loading Safety Briefing) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

**This briefing will be read to all personnel prior to beginning any rail loading exercise:**

1. Identify the names and location of the Train Commander, Train Safety Officer/NCO, and the medical personnel.
2. Remove all antennas from your vehicle and store them inside the vehicle before leaving the staging area.
3. Do not stand on the same railcar that a vehicle is being moved onto.
4. Do not run or walk backwards on a railcar.
5. Always use ground guides when moving vehicles.
6. Do not remove any chock blocks that have already been installed, unless instructed by the “Deutsche Bundesbahn” (DB) Train Master or the Train Commander.
7. Obey all rules and instructions of the train commander and safety officer.
8. Anyone can and should identify and correct a safety violation.
9. No loitering at ground level on the railhead.
10. Everyone must wear gloves while they work on vehicles.
11. Only the driver will stay in the vehicle when driving onto railcars.
12. Drivers must remain in the driver's seat whenever the vehicle's engine is running.
13. Always place front chock blocks first.
14. Do not climb on top of vehicles until they are blocked and braced.
15. Maintain at least three points of contact if you must move on or around a vehicle.
16. Limit vehicle speed to the minimum speed necessary to safely move it.
17. If multiple vehicles are loaded on the same railcar, only one vehicle will be running or moving at the same time. The first vehicle will be completely chocked, engine shut off and driver dismounted before the next vehicle is allowed to move onto the railcar.
18. Do not start tying down equipment until all vehicles are loaded on the railcar and the first vehicle of the following railcar is properly blocked and the engine is shut off.

ANNEX A (Loading Safety Briefing)(Cont'd) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

19. Turn off the head lights while the vehicle is moving onto the railcar.
20. Do not remain on railcar during train moving or switching operations.
21. All ground guides will wear reflective vests during the entire operation.
22. Everyone will wear head protection (Kevlar or hard hat) near loading operations.
23. The senior individual on each railcar is the railcar supervisor.
24. Each railcar supervisor is responsible for loading the railcar and ensuring the safety of the Soldiers.
25. No horseplay at any time.
26. Do not touch any wires on or near the railway tracks. (This is a standard safety precaution; however, it does not apply to the Railhead at Conn Barracks.)

ANNEX B (Boarding Safety Briefing) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

**This briefing will be read to everyone prior to boarding:**

1. No one is authorized to ride in or on vehicles or equipment being transported by rail.
2. From the time a train is loaded and has departed its home station until it has reached its final destination and is unloaded, Soldiers are forbidden from climbing onto railcars or the onboard vehicle to check for anything (security seals or otherwise).
3. Do not touch or approach any wires, poles, or switches on or in the vicinity of railway right of way.
4. Do not throw anything out of the window.
5. In an emergency, the train commander will contact the German conductor aboard the train. The train commander will render all possible assistance to the conductor.
6. No intoxicating beverages are to be purchased, consumed, or carried in hand baggage on the train. (All such intoxicating beverages will be confiscated.)
7. Do not get on or off of moving trains.
8. Do not ride on platforms, steps, or roofs of railcars, or in train baggage cars.
9. Do not pull the train's emergency brake, except in an actual emergency.
10. Do not extend any part of your body out of rail car windows.
11. Do not sleep in overhead storage racks or luggage compartments.
12. Do not smoke in rail car berths.
13. Do not flush rail car toilets while the train is in station or passing through cities or towns.
14. Do not leave the train unless instructed to do so by the Train or Railcar Commander.
15. No horseplay of any kind.
16. Do not move between railcars, except when authorized by the Train or Railcar Commander.

ANNEX C (Security/Safety Briefing for In transit Security of Army Property) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

Deployment of Guard Force Personnel during unscheduled stops is a high risk operation. Assess the risk at each stop. Forces should be deployed only after considering security requirements and risks to Soldiers.

1. The Train Commander must ensure that all personnel providing security have been briefed on safety standards as well as use of force.
2. The train Engineer is responsible solely for the security of his train--not the security of its cargo.
3. The Train Commander will ensure that only the security detail dismounts. Personnel performing guard duties for rail shipments will adhere to these guidelines:
  - a. Guards will wear a reflectorized vest when physically performing guard duties.
  - b. Soldiers will not climb onto railcars, or onto vehicles to check for anything (security seals or otherwise), from the time a train is loaded until it has reached its final destination and is unloaded.
  - c. Everyone must stay away from overhead power lines. These lines contain approximately 15,000 volts of electricity. Contact or even being close to these lines can kill.
  - d. Use caution moving across train tracks. If the rail yard has multiple tracks, Soldiers must be alert for other trains that may pass by while they are on the ground guarding their shipment.
  - e. Express trains can travel in excess of 100 miles per hour and may create a vacuum strong enough to pull a person under the wheels. If necessary, guards will place their back firmly against the shipment if an express train is passing next to their train.
  - f. If the train is stopped for a period of time next to an express train track, guards must observe the shipment from one side of the train only. If that is not possible, they will guard their train by observing out of the windows of the rail car that they are riding in.
  - g. Be aware of the dangers of slow moving or coasting trains.
    - (1) Use caution when crossing tracks, or between rail cars. Slow moving trains are less noisy, but they are just as dangerous.
    - (2) In most rail yards, cars are moved from one track to another by pushing them up a ramp and letting them coast down the other side thru a remotely controlled track switch.
  - h. Never step directly onto a train track switch. Most rail switches are remotely controlled by an operator as far as 10 kilometers away. This makes track switches very unpredictable and hazardous. These switches are moved by heavy wire cables running from 10-24 inches above the ground. Guards need to be alert to avoid tripping over these cables.

ANNEX C (Security/Safety Briefing for Intransit Security of Army Property)(Cont'd) to USAG Schweinfurt  
SOP for Operations at the Conn Barracks Railhead

i. Do not lean out of windows unless the train is stopped, and then only if it is necessary to observe the shipment. There is often little clearance space between train cars and overpasses, bridge trestles, etc.

C-1

j. Do not open rail car doors while the train is in motion.

k. During halts, the OIC, NCOIC will notify the train engineer that members of his unit have exited the train and ask that the Train Engineer contact him before moving. Keep watch over all equipment rail cars.

l. If the train will only be stopped for a few minutes or for some unscheduled reason, keep watch over the shipment from rail car windows (unless specifically directed to do otherwise by the Train Car OIC / NCOIC, after he/she has coordinated with the Train Engineer).

m. If for some reason the train starts moving and an individual is still on the ground and has not returned to the train, that individual will not attempt to run and catch up with the train. The OIC/NCOIC will notify his/her unit and the individual will be picked up and will follow with the next available transportation.

ANNEX D (Personnel Requirements Matrix) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

<u>REQUIREMENT</u>	<u>MINIMUM RANK</u>	<u>NOTE</u>	<u>DESIGNATED BY</u>
Senior OIC	CPT/MSG	1	Battalion Commander
Railhead Commander	SFC	2	Company Commander
Railhead Safety Officer/NCO	SSG	3	Co Cdr
Train Commander	SFC	4	Co Cdr
Train Safety NCO	SGT	5	Co Cdr
Vehicle Supervisor	SGT	6	Train Commander

NOTES

1. Senior OIC duties specified in para 5a and 6b(1).
2. Railhead Commander duties specified in para 5b and 6d.
3. Railhead Safety Officer/NCO duties specified in para 5e.
4. Train Commander duties specified in para 5f.
5. Train Safety Officer duties specified in para 5g.
6. Vehicle Supervisor is normally designated at the railhead. Duties specified in para 5h.

## ANNEX E (Off Loading Safety Briefing) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

This briefing will be read to all personnel prior to beginning any off loading exercise:

1. Identify the names and location of the: Train Commander, Safety Officer/NCO, and the medical personnel.
2. All ground guides will wear reflective vests during the entire operation.
3. All personnel near loading operations must wear head protection (Kevlar, hard hat).
4. No horseplay at any time.
5. Install antennas in the assembly or parking area only.
6. Do not stand on the same railcar that a vehicle is being moved onto.
7. Do not run or walk backwards on a railcar.
8. Do not enter or start your vehicle unless instructed to do so by the railcar commander.
9. Do not remove your chock blocks until instructed to do so.
10. Anyone can and should identify and correct a safety violation.
11. Maintain at least three points of contact if you must move around on a vehicle.
12. All personnel will wear gloves while they work.
13. Obey all rules and instructions of the Train Commander and train safety personnel.
14. A ground guide will be used when moving any vehicle.
15. Avoid damaging railcars during loading, movement, and off-loading. Report any damages to your 1<sup>st</sup> line supervisor.
16. Limit vehicle speeds to the minimum speed necessary to safely move it.
17. No one will stand or walk between a running vehicle and any other stationary object.
18. Vehicle Supervisors are responsible for unloading the railcar and ensuring the safety of the Soldiers.
19. Drivers will remain in the driver's seat whenever a vehicle's engine is running.
20. Do not touch any wires on or near train tracks.

ANNEX F (Safety Briefing for Loading Containers) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

Read this briefing to all personnel before beginning container loading operations:

OIC/NCOIC: \_\_\_\_\_ Safety Officer/NCO: \_\_\_\_\_

Emergency Phone: DSN 117 (Fire Department) or 354-6645  
When Using a Cell-Phone call: 09721-96117 or 09721-966645

Location of ambulance/medical personnel at the railhead/motor pool: \_\_\_\_\_

- 1. Under no circumstances will a Soldier work, walk, or place any part of his or her body beneath a suspended load.**
2. No one will stand or walk between suspended containers and any other stationary objects at any time.
3. All slingers will wear reflective vests during the entire operation.
4. All personnel involved in the loading operation will wear head protection (Kevlar or hard hat).
5. No horseplay at any time.
6. No walking backwards or running on railcars.
7. If you must move around on a rail car or vehicle, maintain at least three points of contact.
8. All personnel will wear gloves while working.
9. All personnel will follow the instructions of the railhead OIC/NCOIC at all times.
10. Soldiers will not be hoisted or be on a container that is being hoisted at any time.
11. Soldiers need to stay clear of containers unless hooking up lifting slings, assisting in the final positioning of the container on the railcar, or blocking and bracing the container once it is positioned on the rail car.
12. Soldiers will not climb on top of containers. The sole exception to this rule is that a Soldier may be on top of a container only to perform a necessary function that cannot be accomplished by using proper hoisting equipment (e.g. security inspections, container inspection, etc.). When climbing on top of a container, a ladder must be used and the ladder must extend 1 meter/yard above the container. The ladder must be secured to the container, to prevent the ladder from falling over.
13. Anyone can and should identify and correct a safety violation.

Remark: Modify this briefing as needed if it is used at a location other than the Conn Barracks Railhead.

**Risk Assessment for Conn Railhead, USAG Schweinfurt**

**These factors should be considered when assessing the risk of conducting operations at the Conn Barracks Railhead:**

**Location:** Conn Barracks, northeast side between Patton Drive and Custer Road. The railhead and the entire rail loading operation are conducted on army controlled ground. The site is fenced-in and civilians do not have access.

**Access to Railhead:** The railhead can easily be accessed by all Conn Barracks units. The distance for units located in Ledward Barracks is approximately 4 miles on a 4-lane highway. Ledward units will use the tactical vehicle entrance located at the West Side of Conn Barracks (near Geldersheim). Units must coordinate MP support for convoys and / or oversized or overweight vehicle movement.

**Risk:** Low

**Quality of the Ramp:** The ramp is in excellent condition. Two tracks can be accessed simultaneously by the same ramp. The ramp is capable of handling all military vehicles used by Schweinfurt Military Community units.

**Risk:** Low

**Illumination:** The Conn Barracks railhead lighting exceeds Deutsche Bundesbahn cargo railhead standards. There are lights on both sides of the tracks. Night loading operations do not present any significant additional risk.

**Risk:** Low

**Assembly/Parking Area:** There is enough secured hard stand to stage an entire trainload (one company). Ledward Barracks, or those units not stationed at Conn Barracks are able to park and stage their vehicles prior to the loading operation. This avoids the hazards of rush hour, as well as night or weekend driving.

**Risk:** Low

**Electric Power Lines:** There are no power lines present in the vicinity of the Conn Barracks Railhead.

**Risk:** N/A

**Rail Road Traffic at Neighboring Tracks:** The public rail road traffic is outside Conn Barracks and separated by a fence.

**Risk:** N/A

**Curve(s) in Tracks:** From the loading ramp, the tracks run straight for approximately 200 meters, then curve slightly. This allows rapid and safe loading for trains up to the maximum length of 650 meters.

**Risk:** Low/Medium

**Access for recovery vehicles:** Army recovery vehicles have access to the track at a few locations; however, the ground might be damaged should a vehicle run off of a rail car, and recovery operations be necessary.

**Risk:** Medium

ANNEX G (Facility Risk Assessment)(Cont'd) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

**Facilities for Inclement Weather:** Shelter is available at the operation building and BMCT.

**Risk: Low**

**Toilette Facility:** Toilettes are available at the operation building 131, next to building 1039 (BMCT Office), building 64 (Finney Gym and Burger King).

**Risk: N/A**

**Effects on Civilian Population:** There will be no effect on the civilian population since operation takes place on army controlled ground.

**Risk: N/A**

**Security:** The rail-loading site is on post, vehicles and equipment can be secured easily.

**Risk: Low**

**Ammunition Loading:** Ammo loading is not authorized due to close proximity of buildings. Ammo loaded on vehicles, however, can be uploaded onto rail cars.

**Risk: Medium**

**Communication:** DSN phones are available at building Bldg. 1039 (BMCT).

**Risk: N/A**

**Evacuation of Injured Personnel:** US ambulance vehicle can be parked close to the ramp. German emergency doctors have a response time of approx. 5-7 minutes. In case of a serious injury, the German emergency doctor must be requested through the Fire Department using the emergency number **117 (cell 0972196117)** (using of US ambulance vehicle is only recommended for sustainment of injured Soldiers).

**Risk: Low**

**Fire Prevention:** The US Fire Department is located at Conn Barracks and has a response time of approx. 3-5 min. The units are required to carry fire extinguishers at their vehicle as required during road movement.

**Risk: Low**

**Overall Risk Assessment:** The railhead at Conn Barracks and its setup can be considered as low to medium risk. Rail loading operation by its nature, however, contains a variety of risks not particular to any specific railhead. The human factors and factors constituted by the using units must be controlled. Loading unit must adjust the risk assessment to the loading operation of their unit. See USAREUR Pamphlet 385-15-2 Safety Commander's Rail-Loading Checklist and Risk Assessment, 21 May 2002.

**Risk: Low**

**Fuel Spill:** The units must provide limited amounts of absorbent material at the rail head. Minor spills shall be cleaned immediately. Larger spills requires activation of the "Red Plan" by notifying the Fire Department at 117 and the environmental office at 354-6795.

**Risk: Low**

The POC is Mr. Sauer, USAG Schweinfurt Safety Office, 354-1670.

ANNEX H (Emergency Telephone Numbers) to USAG Schweinfurt SOP for Operations at the Conn Barracks Railhead

Community Operations Center (COC)	DSN: 354-6708
Ledward Exit Gate	DSN: 354-6772
Ledward East Gate	DSN: 354-6706
Ledward West Gate	DSN: 354-6803
Conn Main Gate	DSN: 353-8334
Ambulance (via US Fire Department Emergency)	DSN: 117 CIV: 09721-96-117
Military Police (MP)	DSN: 354-6624
MP Emergency	DSN: 114
German Police	CIV. 99-110 ( <b>from a DSN line</b> )
US Fire Department Emergency	DSN: 117
US Fire Department	DSN: 353-8645 or CIV: (09721)-87711
Work Order Emergency (night time)	DSN: 354-6645
Work Order Emergency (day time)	DSN: 354-6342
Branch Movement Control Team (BMCT)	DSN: 353-8669 or 353-8370
Conn Barracks Rail Head	DSN: 353-8801
BASA (BMCT Office)Conn Barracks (this number can only be used when calling from a rail road station)	DSN: (935)-127
USAG Schweinfurt Safety Office	DSN: 354-1670