

WESTERN PACIFIC RAILROAD MUSEUM EVACUATION PROCEDURES

In the event of an emergency threatening the safety of volunteers, employees or guests at the Western Pacific Railroad Museum, a building evacuation may be necessary. All volunteers and employees should plan and discuss the following evacuation procedures.

Roles of Volunteers/Employees:

Anyone that observes an emergency condition or situation should immediately **call 911**. If you use your cellular phone to dial 911, please remember to inform the call taker of your location, so that the call goes directly to the local emergency responders.

All regular volunteer/employee staff will direct any temporary employees, contractors, truck drivers, tour groups or other visitors to the proper exits and routes to the meeting places.

A designated Western Pacific Railroad Museum member, or an on-duty volunteer/employee, will take the following steps and items:

Call the On-Site Supervisor or Lead Volunteer to inform them of the evacuation (or drill),

Take the sign-in book so those visitors can be accounted for,

Take the volunteer sign-in book so those volunteers can be accounted for,

Make the call to 911 if necessary.

Emergency Staff Members with radios will be stationed at the main entry to the museum, to make sure that no new arrivals enter the property, except for emergency personnel.

General Evacuation Procedures:

1. When the alarm is sounds (this could be any type of warning system) volunteers/visitors/employees should take the proper evacuation routes, which are the shortest safe route to the outside of the building.
2. Enact safety procedures unique to each area (e.g. shutting down machinery).

3. Plan ahead for two escape routes, since one route might be blocked by fire or other obstructions. Proceed around the **perimeter** of the main building complex to the designated meeting place (primary or secondary).
4. On-site supervisor or lead volunteer will do a sweep of the internal buildings assuring all personnel have safely evacuated if safe to do so. They will confirm all perimeter doors are closed to preclude unauthorized and unsafe entry by others.
5. In the event of an evacuation, all persons should proceed to the appropriate meeting place.

Primary: the volunteer/employee parking lot (or other designated area) for all Western Pacific Railroad Museum personnel is located at the pedestrian crossing (front walkway entrance).

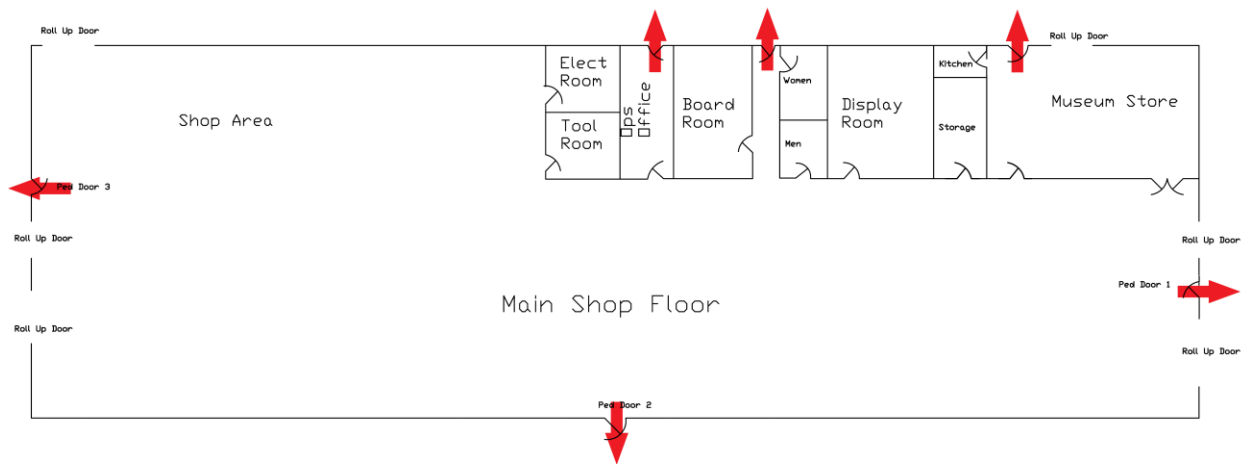
Secondary: the main entry gate to the museum parking lot staying clear of the roadway for emergency vehicle access (or other designated area).

(See evacuation maps at the end of this document.)

6. At the meeting place, report to the on-duty supervisor or lead volunteer in the pre-designated area for your group (i.e. volunteers, operations, maintenance, office, or museum store). Designate an area where you should locate a clipboard for checking off volunteers/employee, noting if they are present, or off-site. Write in the names of any visitors, temporary associates, or new volunteers/employees that are present. The on-site supervisor or lead volunteer will advise if persons may leave the museum.

Emergency Drills:

Practice drills are performed once yearly. A designated person will record the test and provide the documents to the safety committee. The safety committee will make sure that records are submitted to proper authority for safe keeping.



EMERGENCY EXITS SHOWN WITH RED ARROW



EVACUATION LOCATIONS