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# **SYDNEY TRAMWAY MUSEUM**

## **EMERGENCY/EVACUATION PROCEDURE**

~~OCTOBER-DECEMBER~~ 2008



# SYDNEY TRAMWAY MUSEUM

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# SYDNEY TRAMWAY MUSEUM

## 1. Purpose

The purpose is to have an organised method of dealing with any dangerous or potentially dangerous situation, regardless of its cause, which occurs in any part of the Sydney Tramway Museum, Loftus, whereby persons are, or may be, injured or killed.

To ensure that there is an appropriate response in the event of an emergency.

## 2. Scope

This procedure applies to emergencies at the Sydney Tramway Museum and its associated tram lines.

## 3. Responsibilities

The safety of the public is the first and most important duty of every member and employee.

The Operations Manager is responsible for testing emergency equipment and ensuring emergency signs are maintained.

The Operations Manager is responsible for monitoring security alert levels and determining what action should be taken in the event of an increased security alert level.

The OIC in the event of an emergency is the most senior member at the scene who has not been incapacitated or a person despatched by the Operations Manager where necessary and is responsible for contacting the Operations Manager to advise of the emergency and for managing the scene until the arrival of emergency services.

The Rail Commander in the event of an emergency is the most senior member at the scene who has not been incapacitated or a person despatched by the Operations Manager where necessary and is responsible for contacting the Operations Manager to advise of the emergency and for managing the scene until the arrival of emergency services.

### The Rail Commander:

- manages and coordinates the rail response at an emergency site, irrespective of whether or not the emergency services are in attendance or in control of the emergency site
- provides a single point of contact between emergency services and the rail industry
- is responsible for ensuring the safety of personnel within the rail corridor by providing specialist advice and expertise
- works closely with representatives from other rail organisations involved to ensure a coordinated and timely response to the needs of the particular event
- assists with maintaining the security of the site and ensuring the preservation of evidence by limiting the number of rail personnel attending the site to those rail personnel who have a prescribed role to carry out.

The OIC will, in the event of an emergency, contact emergency services and arrange alternative transport for passengers if necessary.

## 4. References

Rail Safety Act and Regulation

Occupational Safety and Health Act and Regulation

Incident Report Form (*STM 6033*)

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## 5. Definitions

<u>Casualty</u>	<i><u>A fatality or a person admitted to hospital, or injured requiring medical attention as a result of a railway occurrence. It excludes:</u></i> <ol style="list-style-type: none"><li><u>a casualty as a direct result of a health-related condition;</u></li><li><u>death or injury due to substance abuse;</u></li><li><u>death or injury due to an occurrence in a repair shop;</u></li><li><u>death or injury of a person travelling in a road vehicle involved in an accident on railway property where a train or other railway vehicle was not involved.</u></li></ol>
<u>Fatality</u>	<i><u>A person who dies, within 30 days of a railway occurrence, from injuries sustained in that occurrence.</u></i>
ITSRR	Independent Transport Safety and Reliability Regulator.
<u>Near Miss</u>	<i><u>Any occurrence where the driver of a moving tram takes emergency action, or would have if there was sufficient time, to avoid impact with a person, vehicle or other obstruction and no collision occurred. Emergency action includes continuous audible warning and/or brake application.</u></i>
OIC	Officer in Charge <ul style="list-style-type: none"><li>- the person appointed on a day-to-day basis to supervise all operations and work parties for the Society; or</li><li>- if incapacitated, the most senior member at the scene; or</li><li>- a person despatched by the Operations Manager where necessary.</li></ul> The OIC takes charge of the scene and maintains contact with the Operations Manager until assistance arrives.
OTSI	Office of Transport Safety Investigations
<u>Rail Commander</u>	<i><u>This is the most senior member at the scene who has not been incapacitated or a person despatched by the Operations Manager where necessary. The Rail Commander takes charge of the scene and maintains contact with the Operations Manager until assistance arrives.</u></i>
<u>RSM</u>	<u>Rail Safety Manager</u>
<u>Serious Personal Injury</u>	<i><u>A person admitted to hospital as the result of injuries sustained in a railway occurrence who does not die within 30 days of the occurrence</u></i>
The Board	refers to the South Pacific Electric Railway Co-Operative Society Limited Board of Directors
The Society	refers to the South Pacific Electric Railway Co-Operative Society Limited

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## 6. Actions

### 6.1 General

The following sets out the duties to be performed by the various members present at the time of the emergency. Where any member is rostered for any position, that member MUST, if able, proceed to the designated area and remain on duty at that point until relieved by the Officer-in-charge. Strict adherence to the specific duties listed must be followed to ensure that any injured person is cared for as expeditiously as possible, for their eventual survival and recovery.

The Operations Manager shall ensure that communications and warning equipment are tested monthly and shall ensure that all fire extinguishers and first aid kits are serviced on a regular basis, and that emergency signs are in place and maintained ready for emergencies.

In the event of an emergency the Operations Manager shall arrange for the investigation and reporting of the incident as required by the Rail Safety Act or the Occupational Health and Safety Act.

In the event of an increase in the security alert level, the Operations Manager shall determine with consultation with the Board what action is to be taken by STM in accordance with the nature and severity of the security threat.

The general procedure for building evacuation can be found at Appendix J.

The general procedure for tram evacuation can be found at Appendix K.

A list of telephone numbers for use in the event of an emergency can be found at Appendix L or on the wall at the eastern entrance of the Display Hall.

### **6.2 Occurrence Categories and Definitions Required to be reported to ITSRR**

This section contains a description of events that are considered to be a **Notifiable Occurrences to ITSRR using the ITSRR Form 6 Notification of Occurrence. Where the description of an occurrence excludes a particular type of event and does not provide an alternative occurrence description, the event does not require notification to the Regulator (subject to specific jurisdictional requirements).**

- a) **Derailment**  
*An incident where one or more tram wheels leave the rail or track during railway operations.*
- b) **Collision**  
*When a tram strikes or is struck by another tram, road vehicle, obstruction, person or rail infrastructure. However it excludes a collisions with animals that does not result in damage to tram safety equipment or rail infrastructure or that does not endanger the safety of railway operations.*
- c) **Level Crossing Occurrence**  
*A collision of a tram or rolling stock with either a road vehicle, person, level crossing safety equipment or gate, or any other occurrence that endangers or has the potential to endanger the safety of a railway operations or level crossing operations.*
- d) **Fire**  
*A fire affecting rail infrastructure or rolling stock which endangers or has the potential to endanger the safety of railway operations, people and/or premises.*
- e) **Explosion**  
*An explosion affecting rail infrastructure or rolling stock or that has the potential to affect the safety of railway operations, people and /or premises.*
- f) **Suspected Suicide or Attempted Suicide**  
*Any suspected or attempted suicide.*

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g) Alcohol or Drugs Irregularity

Any case where a rail safety worker returns a positive result to a test designed to determine whether the level of alcohol or other drug exceeds approved levels or the rail safety worker refuses to be tested.

h) Railway Network Security

Unlawful activity on railway property that endangers or has the potential to endanger the safety of railway operations, people and or/premises. It excludes assaults between museum members or employees that are not rail safety related and do not affect or have the potential to affect the safety of railway operations.

i) Runaway

The uncontrolled movement of an unattended train or item of rolling stock that endangers or has the potential to endanger the safety of railway operations.

### 6.3 Notification of Occurrences to OTSI

The detail on the matters that must be immediately reported to OTSI is listed below. The form is shown in Appendix M (72 Hour Incident Investigation Report) must be completed and sent to OTSI. A Category A safety occurrence include:

- Death
- Serious personal injury
- Derailment (On running line)
- Collision between trams, obstructions, etc. on running lines
- Collision with road vehicle or person at a level crossing including a pedestrian crossing
- Fire affecting rail infrastructure or rolling stock
- Explosion affecting infrastructure or rolling stock

These must be reported immediately to the OTSI Duty Officer 24 hours a day by telephoning **1800 677 766**.

A '72 Hour' report must also be completed and sent to OTSI by fax or e-mail.

### 6.2.4 Specific

Procedures for the following emergencies are included below:

- Bomb threat ..... (Appendix A)
- Collision ..... (Appendix B)
- Derailment ..... (Appendix C)
- Disabled tram ..... (Appendix D)
- Explosion or risk of explosion ..... (Appendix E)
- Fire in or near buildings ..... (Appendix F)
- Fire on or adjacent to tramway reservation ..... (Appendix G)
- Fire on tram ..... (Appendix H)
- Other injury or fatality ..... (Appendix I)
- Building Evacuation..... (Appendix J)
- Tramcar Evacuation ..... (Appendix K)

## Appendix A

# Bomb Threat

### Important Information

Treat all calls seriously.

Do not to use mobile phones, hand held radios or other electronic devices as this may detonate a bomb.

### Procedure

1. Record details of the call on the form on the next page.
2. Keep the caller talking for as long as possible. Notify another staff member to call 000 to activate trace procedures or **call 000** immediately after hanging up.
3. Alert other personnel and advise the OIC who will initiate the evacuation procedures.  
See Appendix J for the Building Evacuation procedure and Appendix K for the tram evacuation procedure.
4. Instruct other personnel, passengers and members of the public not to use mobile phones, hand held radios or other electronic devices as this may detonate a bomb.
5. Provide details of the call to Police.
6. ~~Submit incident report~~ Complete an Incident Report (STM6033) for the RSM who will organise copies to be given to the Board.



## **Appendix B**

# **Collision**

### **Important Information**

Collision includes collision with a road vehicle at a level crossing as well as between trams.

If the vehicle is free to be moved, then the tram should be returned as soon as possible to a suitable Ambulance loading point. In the meantime, the Driver should try to alert the Officer-in-charge of the situation to allow prompt action.

In the event of the vehicle not being movable, the Conductor, if able, is to immediately contact the museum by mobile phone to raise the alarm and should not stop to assist or treat anyone until the alarm is given. The Officer-in-charge should then dispatch suitable transport to the accident site if requested, or have such a vehicle to hand if required by Ambulance Officers.

**In this incident, the OIC will become the Rail Commander unless someone is designated.**

### **On Site Action**

Following the report, members at the site of the accident should assist all walking injured and uninjured persons to a safe area which is adjacent; people who cannot be moved should be comforted and treated with basic life support by members or others able to do so.

### **Museum Supervisor's Duties**

Immediately the Officer-in-Charge is advised of an accident involving injury to people, services in the area of the accident must be suspended, and if necessary contact the New South Wales Ambulance Service on telephone "000" and state that "**ambulances are required at Loftus, the Sydney Tramway Museum, Old Princes Highway and Pitt Street**, or other nearest access point to the accident, then give particulars of the incident: -

- a. Number of people injured;
- b. whether conscious or unconscious;
- c. Brief nature of accident, eg, tram collision;
- d. Whether people are trapped or inaccessible and whether Ambulance Rescue is required.

The Officer-in-Charge must then direct any person not involved in restoring order away from the scene of the accident, arrange for the readying of breakdown and/or relief trams or other vehicles, liaise with the Police Incident Controller and Senior Ambulance Officer and ensure that a full report is prepared.

### **Assistant Officer's Duties**

The next most senior member to the OIC will be designated (Accident) Assistant Officer and will be required to tend the telephones in the absence of the Officer-in-Charge, arrange for any Ambulance loading point to be kept clear and assist in directing the Emergency services to the scene.

### **Traffic Staff Duties**

**DRIVERS:** Arrange for the transfer of injured persons to a suitable Ambulance loading point. Drivers coming upon the scene of an accident must stop and secure their vehicle clear and proceed to the accident to assist if required.

**CONDUCTORS and STARTERS:** Arrange for the report information to be given to the Officer-in-Charge, and then return to the accident to render aid. Conductors of vehicles coming upon an accident must remain with the passengers on that vehicle until the vehicle can be moved to a suitable passenger off-loading point or suitable alternative transport can be arranged.

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The OIC should be aware of the need to preserve evidence for the investigators.

## **Procedure**

1. The **tram crew** must contact the OIC and provide the following information:
  - Your identity;
  - Nature and extent of the emergency;
  - Any injuries;
  - Whether people are trapped or inaccessible and whether the Rescue services are required.
  - Any assistance which may be required by emergency services; and
  - Exact location of the emergency including the nature of terrain and accessibility.
2. The OIC will, if required, call 000 and arrange for the emergency services to attend the accident.
3. The OIC will then brief all personnel on the evacuation procedure.
4. The crew arrange for first aid to be administered if necessary.
5. The crew are to assist passengers and personnel to evacuate tram to a safe area which the OIC or the tram crew have identified. See Appendix K for the tram evacuation procedure.
6. The tram crew are to ensure that all trams are shutdown and secure. However in carrying out the above actions, personnel are not to place themselves in danger.
7. The tram crew are to ensure that the scene is preserved.
8. The tram crew are to wait for assistance to arrive.
9. The OIC will arrange for alternative transport (eg a relief tram), if required, to be sent to the site to collect the passengers.
10. The OIC to notify the Rail Safety Manager and the OTSI Investigator, if the accident satisfies one of the occurrences in Section 6.3 by completing the “72 hour Incident Investigation Report” (see Appendix M), & to determine the next move (eg seek permission to move trams if allowed or to preserve the scene).
11. The OIC must also complete the ITSRR “Form 6 - Notification of Occurrence Report” ~~accident report~~.
12. Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum.
13. The RSM organises for the OTSI and ITSRR reports to be sent to the departments and a copy to the Board.

Obtain in writing the names and addresses of the injured persons and of any witnesses and, if possible, subject to any directions from the Police Incident Controller, written, accurate statements.

Members are to make NO STATEMENT regarding the possible direction in which blame might lie for the accident except to the Board, nor make any statement as to the possible level of responsibility of the Society in the matter of compensation.

After permission is received from the OTSI investigator (if notified), the RSM and Police, the OIC will arrange for the recovery of the tram and will coordinate the removal of obstructions. The Infrastructure Manager will arrange for damage to the track to be assessed and repaired. The damaged tram, is possible, will be declared unfit for service and removed to the depot for later inspection by the maintenance staff.

Any tram or other vehicle involved in a collision or derailment must be returned to the Depot for inspection immediately and must not be moved again except by Order of the Tramcar Maintenance/Workshop Manager until such tram or vehicle has been approved fit to re-enter service.

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No trams will be permitted to operate over accident damaged track or under damaged overhead wiring until repairs have been carried out to render such track or overhead safe for operation, except that in the case of damaged overhead wiring, if the wiring is secured clear of the trams they may be towed or coasted past the area with all trolley poles lowered.

**Whether the derailment is a major one or a minor one, ALL DERAILEMENTS MUST BE REPORTED TO ITSRR within 72 hours.**

## Appendix C

# Derailment

### Important Information

The metal parts of any stalled or derailed tram may be electrically alive. Therefore no person on the ground should be allowed to touch the tram until all trolley poles are lowered.

The Conductor will leave the car **WITHOUT TOUCHING** the metalwork of the tram while stepping to the ground and pull the trolley pole(s) down. The tram will then be safe for passengers to alight.

A driver and a conductor of a tram must report the derailment to the Officer-in-charge as soon as possible any derailment of a tram. If the crew cannot raise the Officer-in-charge on the mobile phone, then the Conductor, if able, is to go immediately to a position from where the alarm can be given and should not stop to assist or treat anyone until the alarm is given. The Officer-in-charge should then dispatch suitable transport to the accident site if requested, or have such a vehicle to hand if required by Ambulance Officers.

In this incident, the OIC will become the Rail Commander unless someone is designated.

Collision includes collision with a road vehicle at a level crossing

### On Site Action

Following the report, members at the site of the accident should assist all walking injured and uninjured persons to a safe area which is adjacent; people who cannot be moved should be comforted and treated with basic life support by members or others able to do so

### Museum Supervisor's Duties

Immediately the Officer-in-Charge is advised of an accident involving injury to people, services in the area of the accident must be suspended, and if necessary contact the New South Wales Ambulance Service on telephone "000" and state that "**ambulances are required at Loftus, the Sydney Tramway Museum, Old Princes Highway and Pitt Street**, or other nearest access point to the accident, then give particulars of the incident: -

- a. Number of people injured;
- b. whether conscious or unconscious;
- c. Brief nature of accident, eg, tram collision, fire, etc.;
- d. Whether people are trapped or inaccessible and whether Ambulance Rescue is required.

The Officer-in-Charge must then direct any person not involved in restoring order away from the scene of the accident, arrange for the readying of breakdown and/or relief trams or other vehicles, liaise with the Police Incident Controller and Senior Ambulance Officer and ensure that a full report is prepared.

### Assistant Officer's Duties

The next most senior member to the OIC will be designated (Accident) Assistant Officer and will be required to tend the telephones in the absence of the Officer-in-Charge, arrange for any Ambulance loading point to be kept clear and assist in directing the Emergency services to the scene.

### Traffic Staff Duties

**DRIVERS:** Arrange for the transfer of injured persons to a suitable Ambulance loading point. Drivers coming upon the scene of an accident must stop and secure their vehicle clear and proceed to the accident to assist if required.

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CONDUCTORS and STARTERS: Arrange for the report information to be given to the Officer-in-Charge, and then return to the accident to render aid. Conductors of vehicles coming upon an accident must remain with the passengers on that vehicle until the vehicle can be moved to a suitable passenger off-loading point or suitable alternative transport can be arranged.

The OIC should be aware of the need to preserve evidence for the investigators.

### **Procedure**

The following process must be followed:

1. Contact the OIC and provide the following information:
  - Your identity;
  - Nature and extent of the emergency;
  - Any injuries if any;
  - Any assistance required; and
  - Exact location of the emergency including the nature of terrain and accessibility.The OIC will, if required, call 000 and arrange for the emergency services to attend the accident.
2. The crew arrange for first aid to be administered if necessary.
3. The crew are to assist passengers and personnel to evacuate tram.
4. The OIC or the tram crew are to identify a safe area for the passengers and the OIC to brief personnel on the evacuation procedure.
5. The tram crew are to ensure that all trams are shutdown and secure. However in carrying out the above actions, personnel are not to place themselves in danger.
6. The tram crew are to ensure that the scene is preserved.
7. The tram crew are to wait for assistance to arrive.
8. The OIC will arrange for alternative transport (eg a relief tram), if required, to be sent to the site to collect the passengers.
9. The OIC to notify the Rail Safety Manager and the OTSI Investigator, if the accident satisfies one of the occurrences in Section 6.3 by completing the “72 hour Incident Investigation Report” (see Appendix M), -& to determine the next move (eg seek permission to move trams if allowed or to preserve the scene).
10. The OIC must also complete the ITSRR “Form 6 - Notification of Occurrence Report ” accident report.
11. Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum.
12. The RSM organises for the OTSI and ITSRR reports to be sent to the departments and a copy to the Board.

Obtain in writing the names and addresses of the injured persons and of any witnesses and, if possible, subject to any directions from the Police Incident Controller, written, accurate statements.

### **NOTIFYING THE AUTHORITIES**

There are two different procedures for the notification of a derailment which are based on where the derailment occurs. The two areas are the Running lines; and the other lines.

The definitions of the two areas are:

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- a) Running lines – this covers the tram lines from the Disabled Platform which is on the Depot mainline out to the Royal National Park terminus, from Depot Junction north to Waratah Loop terminus and encompassing both the Up and Down tracks; and
- b) Other lines – which covers all lines not classified as Running Lines including Cross Street from the points on the Depot mainline to the points in Tramway Avenue.

Whether the derailment is a major one or a minor one, **ALL DERAILMENTS MUST BE REPORTED TO ITSRR within 72 hours.**

### Running Lines

If a derailment takes place on a Running line, it is classified as a Category A occurrence and **MUST** be reported to OTSI by telephone as soon as practicable after the occurrence. However the OIC must contact one of the following people on the list, in order, to arrange for an officer to attend the scene and to make the report to OTSI:

- a) Rail Safety Manager; or
- b) Operations Manager; or
- c) Traffic Manager; or
- d) A director of the Museum; or
- e) If none of the above is contactable, then the OIC is to notify OTSI but will not be required to send a notification to ITSRR unless directed to do so by one of the managers or directors above.

The following information to be provided to OTSI:

- 1) The name of the Accredited operator (Sydney Tramway Museum);
- 2) Brief details of the occurrence including the number of people injured or killed;
- 3) The emergency services who are attending;
- 4) The actions taken by the emergency services or Museum personnel in response to the occurrence;
- 5) The name and telephone number of an individual who can be immediately contacted by the Chief Investigator of OTSI and who can provide details of the occurrence and who, if practical, is at the scene of the derailment.

ITSRR needs to be notified within 72 hours of the occurrence and this will usually be done by one of the managers or directors as listed above.

### Other Lines

If a derailment takes place other than on a Running line and involves death or serious injury of a person, the Chief Investigator of OTSI must be notified as it is classified as a Category A occurrence. The process to be followed, is as defined above for Running lines.

If the derailment does **NOT** involve death or serious injury of a person, then only ITSRR needs to be notified and this will usually be done by one of the managers or directors as listed above.

Again, ITSRR needs to be notified within 72 hours of the occurrence.

After permission is received from the OTSI investigator **(if notified)**, the RSM and Police, the OIC will arrange for the recovery of the tram and will coordinate the removal of obstructions. The Infrastructure Manager will arrange for damage to the track to be assessed and repaired. The damaged tram, is possible, will be declared unfit for service and removed to the depot for later inspection by the maintenance staff.

## **Appendix D**

# **Disabled Tram**

### **Important Information**

The metal parts of any stalled or derailed tram may be electrically alive. Therefore no person on the ground should be allowed to touch the tram until all trolley poles are lowered.

If a tram cannot be started because it has run onto dirty rails or in the case of a tram badly or completely derailed, the Driver must set the controller to OFF and advise passengers not to board or alight from the car.

The Conductor will then leave the car **WITHOUT TOUCHING** the metalwork of the tram while stepping to the ground and pull the trolley pole(s) down. The tram will then be safe for passengers to alight.

In the case of a tram standing on dirty rails the Driver will then throw water along the rails and under the wheels in front of the tram and, after re-boarding, will signal the Conductor to replace the trolley pole on the overhead wire and try to drive the tram onto conducting track. If this cannot be done, the pole must be pulled down and the tram pushed or towed onto clean rails.

If a tram becomes defective in any manner, the Driver may, within the limits set by clauses 424 to 440 of the Tramway Operations Handbook, rectify the fault sufficiently to enable the tram to be worked back to the Depot and changed over. If this is not possible, the Driver must secure the tram, electrically isolate defective equipment and contact the Officer-in-Charge by mobile phone or send the Conductor to the nearest point from where assistance may be obtained.

In the event of a passenger-carrying vehicle becoming defective, a suitable tram must be sent as soon as possible to take the passengers. The Conductor will travel with the passengers on the relief tram; the Driver will wait with the disabled tram and return with it to the depot.

Trams returned to the depot as defective must not again be used until the defect has been rectified and the tram tested.

If a broken overhead wire occurs, the Driver of any tram must stop well clear of the broken wire if possible, and after advising all passengers to remain for the time being on the tram, advise the Officer-in-Charge immediately. As soon as the power is shut off from both sides of the break, or the broken ends are secured out of reach, passengers may alight and must be led to safety by the Conductor.

The Driver will secure the tram and remain with it until relieved by the overhead repair crew or until the tram is able to continue its journey.

**NOTE:** Live trolley wires are dangerous but may be handled with care provided the proper protection equipment is available. Live overhead trolley wires may be grasped by persons who are protected by dry gloves or tongs from the tramway emergency tool kits in cases of emergency. All other power lines must be regarded as lethal and should not, at any time, be touched.

The OIC should be aware of the need to preserve evidence.

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## **Procedure**

1. If the tram cannot be restarted, contact the OIC and provide the following information:
  - Your identity;
  - Nature and extent of the emergency;
  - Any injuries if any;
  - Any assistance required; and
  - Exact location of the emergency including the nature of terrain and accessibility.
2. The OIC will, if required, call 000 and arrange for the emergency services to attend the accident.
3. The crew arrange for first aid to be administered if necessary.
4. The crew are to assist passengers and personnel to evacuate tram.
5. The OIC or the tram crew are to identify a safe area for the passengers and the OIC to brief personnel on the evacuation procedure.
6. The tram crew are to ensure that all trams are shutdown and secure. However in carrying out the above actions, personnel are not to place themselves in danger.
7. The tram crew are to wait for assistance to arrive.
8. The OIC will arrange for alternative transport (eg a relief tram), if required, to be sent to the site to collect the passengers.
9. Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum. ~~Full details of any incident must be entered in the Accident Report Book at the tram shed when the tram crew return to the museum.~~
10. The RSM to organise for a copy of the Incident Report to be given to the Board.

## Appendix E

# Explosion or Risk of Explosion

## Important Information

The OIC should be aware of the need to preserve evidence

In this incident, the OIC will become the Rail Commander unless someone is designated.

## Procedure

1. The tram crew are to assist passengers to evacuate the tram or building. See Appendix J for the building evacuation procedure and Appendix K for the tram evacuation procedure.
2. Contact the OIC and provide the following information:
  - Your identity;
  - Nature and extent of the emergency;
  - Any injuries if any;
  - Any assistance required; and
  - Exact location of the emergency including the nature of terrain and accessibility.
3. The OIC will, if required, call 000 and arrange for the emergency services to attend the accident.
4. The crew arrange for first aid to be administered if necessary.
5. The crew are to assist passengers and personnel to evacuate tram.
6. The OIC or the tram crew are to identify a safe area for the passengers and the OIC to brief personnel on the evacuation procedure.
7. The tram crew are to ensure that all trams are shutdown and secure. However in carrying out the above actions, personnel are not to place themselves in danger.
8. The tram crew are to ensure that the scene is preserved.
9. The tram crew are to wait for assistance to arrive.
10. The OIC will arrange for alternative transport (eg a relief tram), if required, to be sent to the site to collect the passengers.
11. If an explosion was in a tram then the OIC must notify the Rail Safety Manager and the OTSI Investigator, if the accident satisfies one of the occurrences in Section 6.3 by completing the “72 hour Incident Investigation Report” (see Appendix M), to determine the next move (eg seek permission to move trams if allowed or to preserve the scene).
12. If an explosion was in a tram the OIC must also complete the ITSRR “Form 6 - Notification of Occurrence Report”.
13. The RSM organises for the OTSI and ITSRR reports to be sent to the departments and a copy to the Board.
14. Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum.
15. The OIC is to ensure that the scene is preserved.

Obtain in writing the names and addresses of the injured persons and of any witnesses and, if possible, subject to any directions from the Police Incident Controller, written, accurate statements.

After permission is received from the investigators and Police, the OIC will arrange for the recovery of the tram.

## **Appendix F**

# **Fire In or Near Building**

### **Important Information**

On hearing a fire alarm in any building, any member not actually engaged in fighting the fire must move quickly and quietly to the nearest exit, taking care to warn any other person they might meet of the possible danger that exists and direct or lead them to safety. Those members in the Display Hall must ensure that ALL visitors have left the building by checking all areas, including the toilets.

Members must then proceed to designated assembly points and be prepared to act as required by the Museum or Fire Brigade Officers.

The OIC should be aware of the need to preserve evidence.

The primary responsibility of the OIC is the safe evacuation of passengers, members of the public and staff. The fighting of fires and the protection of museum property is of secondary importance.

### **Procedure**

1. Assist members of the public and personnel to evacuate the building.  
See Appendix J for the building evacuation procedure.
2. Contact the OIC and provide the following information:
  - Your identity
  - Nature and extent of the emergency
  - Exact location of the emergency including the nature of terrain and accessibility.
3. The OIC will call 000 and will arrange for the emergency services to attend the fire.
4. The OIC will stop all trams from approaching the building.
5. The OIC will arrange for first aid to be administered if necessary.
6. If necessary, the OIC will arrange for Museum members to start fighting the fire until assistance arrives.
7. The OIC is to ensure that the scene is preserved.
8. Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum.~~Full details of any incident must be entered in the Accident Report Book at the tram shed when the tram crew return to the museum.~~
9. The RSM to organise for a copy of the Incident Report to be given to the Board.

## Appendix G

# Fire On or Adjacent to Tramway Reservation

### Important Information

The Driver of any tram, noticing a fire near the tramline, must report it as soon as possible to the Officer-in-charge who must then take the necessary steps to prevent damage to the tramway and consider whether to suspend or curtail services until the fire danger has passed.

Because of the close proximity of bushland to the museum, the potential for bushfire damage is very high. In the event of a bushfire approaching the museum, Society members may be required to work in co-operation with local bushfire brigades, but the museum must be the first priority for members present with respect to offering assistance in other areas.

The OIC should be aware of the need to preserve evidence.

The primary responsibility of the OIC is the safe evacuation of passengers, members of the public and staff. The fighting of fires and the protection of museum property is of secondary importance.

### Procedure

1. Stop the tram as soon as possible.
2. Contact the OIC and provide the following information:
  - Your identity;
  - Nature and extent of the emergency;
  - Any injuries if any;
  - Any assistance required; and
  - Exact location of the fire including the nature of terrain and accessibility.
3. The OIC will, if required, call 000 and arrange for the emergency services to attend the fire.
4. The crew should try to return to the Museum but **Trams must not pass through the fire.**
5. If the tram cannot return to the Museum, the crew are to assist passengers and personnel to evacuate tram. See Appendix K for the tram evacuation procedure.
6. The OIC or the tram crew are to identify a safe area for the passengers and the OIC to brief personnel on the evacuation procedure.
7. The tram crew are to ensure that all trams are shutdown and secure. However in carrying out the above actions, personnel are not to place themselves in danger.
8. The tram crew are to wait for assistance to arrive.
9. The tram crew are to ensure that the scene is preserved.
10. The OIC will arrange for alternative transport (eg a relief tram), if required, to be sent to the site to collect the passengers.
11. Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum.~~Full details of any incident must be entered in the Accident Report Book at the tram shed when the tram crew return to the museum.~~
12. After permission is received from the investigators and Police, the OIC will arrange for the recovery of the tram.
13. The RSM to organise for a copy of the Incident Report to be given to the Board.

## Appendix H

# Fire on Tram

### Important information

Fire extinguishers are fitted to most trams, at the tram shed doors and at other selected locations, while fire hose reels and hydrants are provided within the Museum site and all members should familiarise themselves with the locations and usage of these items.

The OIC should be aware of the need to preserve evidence.

The primary responsibility of the OIC is the safe evacuation of passengers, members of the public and staff. The fighting of fires and the protection of museum property is of secondary importance.

In this incident, the OIC will become the Rail Commander unless someone is designated.

### Procedure

1. Stop and secure the tram as soon as possible
2. The crew are to assist passengers and personnel to evacuate tram and administer first aid if necessary.  
See Appendix K for the tram evacuation procedure.
3. The OIC or the tram crew are to identify a safe area for the passengers and the OIC to brief personnel on the evacuation procedure.
4. When contacting the OIC and provide the following information:
  - Your identity;
  - Nature and extent of the emergency;
  - Any injuries if any;
  - Any assistance required; and
  - Exact location of the fire including the nature of terrain and accessibility.
5. The OIC will, if required, call 000 and arrange for the emergency services to attend the fire.
6. The tram crew are to ensure that all trams are shutdown and secure. However in carrying out the above actions, personnel are not to place themselves in danger.
7. If necessary, the tram crews are to start fighting the fire until assistance arrives.
8. The tram crew are to wait for assistance to arrive.
9. The OIC will arrange for alternative transport (eg a relief tram), if required, to be sent to the site to collect the passengers.
10. The tram crew are to ensure that the scene is preserved.
11. If an explosion was in a tram then the OIC must notify the Rail Safety Manager and the OTSI Investigator, if the accident satisfies one of the occurrences in Section 6.3 by completing the “72 hour Incident Investigation Report” (see Appendix M), to determine the next move (eg seek permission to move trams if allowed or to preserve the scene).
12. If an explosion was in a tram the OIC must also complete the ITSRR “Form 6 - Notification of Occurrence Report ”.
13. Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum. The RSM to organise for a copy of the Incident Report to be given to the Board.

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14. After permission is received from the investigators and Police, the OIC will arrange for the recovery of the tram.
15. Obtain in writing the names and addresses of the injured persons and of any witnesses and, if possible, written, accurate statements. Names of hostile witnesses are often also valuable in assessing the reasons for any accident.

## Appendix I

# Other Injury or Fatality

### Important Information

The OIC is the person at the scene of the emergency who takes charge of the scene and maintains contact with the Operations Manager until assistance arrives. The OIC will be the most senior staff member at the scene who has not been incapacitated or a person despatched by the Operations Manager where necessary.

The OIC should be aware of the need to preserve evidence for the investigators.

In the event of a person falling under a tram and being trapped only by clothing, once the tram has been secured, then no hesitation should be made in cutting away such clothing as may be necessary to free the person so trapped.

If, however, it is necessary to lift the tram, it must be secured with chocks and the necessary lifting jacks applied immediately. Damage to trams or other equipment may be necessary in a case of saving life or limb.

Full details of any accident must be entered in the Incident Report form at the Museum.

Members are to make NO STATEMENT regarding the possible direction in which blame might lie for the accident except to the Board, nor make any statement as to the possible level of responsibility of the Society in the matter of compensation.

[In this incident, the OIC will become the Rail Commander unless someone is designated.](#)

### Procedure

1. The tram crew must contact the OIC and provide the following information:
  - Your identity;
  - Nature and extent of the emergency;
  - Any injuries;
  - Any assistance which may be require by emergency serviced; and
  - Exact location of the emergency including the nature of terrain and accessibility.
2. The OIC will, if required, call 000 and arrange for the emergency services to attend the accident.
3. The OIC will then brief all personnel on the evacuation procedure.
4. The crew arrange for first aid to be administered if necessary.
5. The crew are to assist passengers and personnel to evacuate tram to a safe area which the OIC or the tram crew have identified.
6. The tram crew are to ensure that all trams are shutdown and secure. However in carrying out the above actions, personnel are not to place themselves in danger.
7. The tram crew are to ensure that the scene is preserved.
8. The tram crew are to wait for assistance to arrive.
9. The OIC will arrange for alternative transport (eg a relief tram), if required, to be sent to the site to collect the passengers.
10. The OIC to notify the Rail Safety Manager and the OTSI Investigator, [if the incident satisfies one of the occurrences in Section 6.3 by completing the “72 hour Incident Investigation Report” \(see Appendix M\), -&](#) to determine the next move (eg seek permission to move trams if allowed or to preserve the scene).

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11. ~~Full details of any accident must be entered on the Incident Report form (STM6033) when the tram crew return to the museum. Full details of any accident must be entered in the Accident Report Book at the tram shed when the tram crew return to the museum.~~
12. The OIC must also complete the ~~“72 hours” OTSI report of the accident and~~ ITSRR “Form 6 - Notification of Occurrence Report” ~~accident report if the incident satisfies one of the occurrences in Section 6.2~~
13. The RSM organises for the OTSI and ITSRR reports to be sent to the departments and a copy to the Board.

Obtain in writing the names and addresses of the injured persons and of any witnesses and, if possible, subject to any directions from the Police Incident Controller, written, accurate statements

After permission is received from the OTSI investigator, the RSM and Police, the OIC will arrange for the recovery of the tram.

## Appendix J

# Building Evacuation Procedure

### Procedure

1. Unless in imminent danger, all personnel are to close all windows and doors, switch off electrical equipment, turn off gas supply and leave the building by the nearest safe exit.
2. The OIC or that officer's nominee will announce the evacuation to members of the public advising them of the designated assembly point.
3. The OIC or that officer's nominee will check that all areas of the building have been evacuated.
4. The OIC will post staff members at building entrances to prevent members of the public or staff from entering the public while the evacuation is in progress.
5. Personnel and members of the public should proceed to the designated assembly point. The OIC should ensure that all personnel are accounted for.
6. The designated assembly points at the museum are:  
**Lakewood Park which is south of the Workshop; and**  
**At the northern entrance to the Museum on Pitt Street.**
7. Full details of the incident must be entered in the Incident Report form ([STM6033](#)) at the Museum. The RSM to organise for a copy of the Incident Report to be given to the Board.

## **Appendix K**

# **Tram Evacuation Procedure**

### **Procedure**

#### **a) On Site Action**

1. The OIC must identify a safe area and brief personnel on the evacuation procedure.
2. STM members at the site of the accident should assist all walking injured and uninjured persons to the identified safe area.
3. People who cannot be moved should be comforted and treated with basic life support by members or others able to do so
4. The Officer-in-Charge must then direct any person not involved in restoring order away from the scene of the accident.

#### **b) Off Site Action**

1. The tram crew is to ensure that all trams are shutdown and secure. In carrying out these actions, personnel are not to place themselves in danger.
2. DRIVERS: If any injuries, the driver must arrange for the transfer of injured persons to a suitable Ambulance loading point. Drivers coming upon the scene of an accident must stop and secure their vehicle clear and proceed to the accident to assist if required.
3. CONDUCTORS: Must arrange for the Officer-in-Charge to be informed, then to render assistance. Conductors of vehicles coming upon an accident must remain with the passengers on that vehicle until the vehicle can be moved to a suitable passenger off-loading point or suitable alternative transport can be arranged.
4. OIC: must arrange for the preparation of breakdown and/or relief trams or other vehicles and liaise with the Emergency agencies.

#### **c) Reporting**

In both cases, full details of any accident must be entered in the Incident Report form [\(STM6033\)](#) at the Museum. [The RSM to organise for a copy of the Incident Report to be given to the Board.](#)

# SYDNEY TRAMWAY MUSEUM

## **Appendix L**

Emergency Telephone Contact List – see STM Contact Phone List (STM6038).

# SYDNEY TRAMWAY MUSEUM

## Appendix M – Sample of OTSI Report



# 72 Hour Incident Investigation Report

<b>Incident date &amp; time</b>		<b>Incident location</b>	
<b>In the section</b>		<b>Kilometrage</b>	

**Incident description:**

<b>Operator/s involved</b>	
<b>Operator reporting</b>	

1	<b>Network Control notified?</b>	<b>Yes/No.</b> (circle appropriate)
2	<b>Network Controllers name:</b>	
3	<b>Network Controllers location:</b>	
4	<b>IIMS Event No</b> (if given):	
5	<b>O.T.S.I notified</b> (1-800-677-766)	<b>Yes/No.</b> (circle appropriate)
	<b>Time</b>	<b>Date</b>
		<b>Contact Name</b>

**Investigation Facts:**

- Record the key events in chronological order (add more lines as necessary).
- Include events leading up to and in some cases past the defined Incident. Include the time of the event.
- This represents the relationship between the event and the incident.

1	
2	
3	
4	
5	
6	
7	
8	

# SYDNEY TRAMWAY MUSEUM



**Office of Transport  
Safety Investigations**

<b>What actions were taken to prevent the situation from becoming worse.</b> (Remedial action at time of incident) Add more lines as necessary	<b>Action by:</b>	<b>Date</b>
1.		
2.		
3.		
4.		
5.		
<b>What measures have been or are being taken to prevent recurrence of similar incidents in the future.</b> (Preventative action) Add more lines as necessary	<b>Action by:</b>	<b>Date</b>
1.		
2.		
3.		
4.		

**REPORT MUST BE EMAILED/FAXED WITHIN 72 HOURS OF OCCURRENCE TO:**  
 Email: [transport.safety@otsi.nsw.gov.au](mailto:transport.safety@otsi.nsw.gov.au) or Fax. (02) 9322 9299

<b>Report prepared by:</b>  <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>(Name)</span> <span>(Date)</span> <span>(Phone)</span> </div>	<b>1 Report forwarded by:</b>  <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>(Name)</span> <span>(Date)</span> <span>(Phone)</span> </div>
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**SYDNEY TRAMWAY MUSEUM**

**Appendix N – ITSRR Form 6 Notification Occurrence Form**

**Sample attached**