

Appalachian Power Company Policy / Procedure No.26:
Performing Emergency Work on or Near Railroad R/W

1) Statement of policy:

Unplanned incidents occasionally occur that require Appalachian Power employees to work on or near railroad rights of way (ROW). In all emergency situations, urgent and non-urgent, the Roanoke DDC is responsible for contacting the appropriate railroad. The DDC maintains contact phone numbers for the railroad companies operating within Appalachian Power's operating area.

Procedures in this document were developed to ensure the safety of our employees and the public. All communications shall follow the 3-Way Communication process. Field and DDC personnel will provide updates to one another as work progresses or any time the work scope changes.

Basic Railroad ROW Rules:

- Trains have the right of way.
- Employees who work in railroad ROW shall not perform any tasks until the railroad company has been notified. A railroad representative must be on site and make contact with field personnel prior to the start of work.
- All work must be stopped while trains are passing within the work zone.

Railroad Contact Phone Numbers:

- CSX Transportation: 1-800-232-0144
- Norfolk Southern: 1-800-453-2530

2) Discussion:

For any communication with the railroad, a detailed location of the work zone should be obtained in the field as quickly as possible and have available for the DDC. This is accomplished by providing the nearest highway crossing signal number (this number is located on the railroad's crossing signal standards at all highway crossings) and/or the nearest milepost (Pictures of these markers are included in the attachments section.)

The response to the field situation will fall into one of two categories, urgent or non-urgent as defined below:

Urgent: Emergencies requiring train traffic be stopped immediately

1. Appalachian Power employee or contractor identifies urgent emergency.

Examples: Vehicle stalled/stuck on tracks
Pole and/or wire down on tracks
Change in job scope that creates a dangerous situation

NOTE: When one of these situations occurs, employees should take appropriate action to protect personal and public safety, including actions to make the site as safe as possible.

2. Field personnel contact DDC with emergency information and request the DDC to contact Railroad Dispatch to stop train traffic.
 - a. Information required from field:
 1. Type of emergency
 2. Location: The nearest railroad highway crossing signal number (located on the crossing signal standard) or the railroad milepost number
3. DDC will immediately contact Railroad Dispatch relaying all information given by field with a request to stop train traffic.

NOTE: The 3-Way Communication process shall be used, with the understanding that Railroad may operate under different communication policies.

4. DDC will communicate Railroad Dispatch response to the field personnel. Also, no work is to be performed within the railroad ROW without on site authorization from a railroad representative.
5. Field personnel will contact DDC when the situation has been deemed safe and train traffic can resume.
6. DDC will contact Railroad Dispatch to report that the unsafe condition has been resolved and train traffic can resume.

Non-Urgent: Unplanned work requiring railroad officials to be on site to coordinate train traffic while Appalachian Power work progresses

1. Appalachian Power employee or contractor identifies unplanned work that requires employees to work on or near railroad ROW. This work may require trains to reduce speed or even stop train traffic at a later time.

Examples: Wire down, but in the clear
Pole down beside railroad ROW
Tree trimming beside ROW

NOTE: When one of these situations occurs, employees should take appropriate actions to protect personal and public safety, including action to make the site as safe as possible.

2. Field personnel contacts DDC, with information about work requirements and a request for DDC to contact Railroad Dispatch.
 - a. Information required from field:
 1. Location: The nearest railroad highway crossing signal number (located on the crossing signal standard) or the railroad milepost number
 2. What work is to be performed?
 3. When work will begin in railroad ROW.
 4. How much time (approximate) is required to complete work in railroad ROW.
3. DDC will contact Railroad Dispatch relaying all information given by field personnel. If Railroad Dispatcher asks if trains should be stopped, the railroad representative on site should make that determination after discussion with the Appalachian employee or contractor.

NOTE: The 3-Way Communication process shall be used, with the understanding that Railroad may operate under different communication policies.

4. DDC will communicate Railroad Dispatch response to the field personnel. Also, no work is to be performed within the railroad ROW without onsite authorization from a railroad representative.
5. Field personnel will notify the Roanoke DDC and work will begin at the site once the railroad representative has arrived and discussed any and all safety issues with Company field personnel.
6. Field personnel will contact DDC when the work has been completed and they are clear of the ROW.
7. DDC will notify Railroad Dispatch when work is complete.

3) Definitions: none

4) Attachments:



Road crossing number markers



Milepost Marker (Mile 92)

5) OSHA / Safety Manual References

Safety Manual: Safety Policy of the Company: “No aspect of operations is more important than the health and safety of people.” “Our customers’ needs are met in harmony with environmental protection.”

Safety Manual G 1.07, G 5.46, G 5.47, G 5.71, G 5.73

6) Date Adopted: 11/5/08