

TRANSCAER® Tour

Suggested Site Coordinator Guidelines

These are some guidelines for the upcoming tour. They are only suggestions to make the tour easier to handle.

SITE COORDINATOR RESPONSIBILITIES

1. Plan and arrange the positioning of equipment, tents, concessions, parking, etc.
2. Develop a map for each site for attendees.
3. Determine attendance “capacity” at each site. Estimate attendance in advance of event if possible.
4. Identify local personnel and volunteers who can help with the tour, including the registration table.
5. Determine if adequate space is available to support the event and possible limitations at each site, such as structures, soft ground, etc. RR personnel will do most of this however if you have a place n mind, please let me know.
6. Prepare the site for the tour, focusing on safety, and housekeeping.
7. Provide a lodging list for trainers and others
8. Send out a media advisory to the local media approximately four days before each stop.

SITE CONSIDERATIONS

1. Identify available power on site and other electrical requirements. Provide power drops and/or portable generators. Some of the displays will have their own generators.
2. Verify utilities are present to support the tour
3. Identify any special needs at each site, such as lighting for evening sessions.
4. Set up separate parking locations for emergency vehicles and other attendees. Emergency vehicles must be allowed a rapid exit if called.
5. Consider potential weather problems and what to do if shelter is necessary.
6. Ensure that adequate space is available.

7. Provide and post parking and direction arrows and signs for each site as navigational aides. Post signs to identify each site activity. *Sioux City has signs that we can use for the entire tour.*

Train will probably consist of the following:

- Locomotive
- UP training tank car (UP 911)
- BNSF training tank car (BNSF 99911)
- CN Training car
- Ethanol tank car (low pressure)
- High pressure tank car
- Flatcar with container(s)?
- Possibly a couple of semi truck trailers

Suggest installing plastic fencing to protect from tracks and similar areas. Perimeter fencing may be required.

Anticipate a few companies, agencies, and others will set up booths depending on location and availability of personnel, including TRANSCAER, Operation Lifesaver, EPA, FRA, USCG, OSHA, Amtrak, NEMA/FEMA, etc. Contact emergency response contractors and others who may be willing to set up a booth or equipment display

The following PPE should apply to each site:

- ✓ Work boots (mandatory to climb on tank cars)
- ✓ Work pants or bunker gear
- ✓ Safety eye glasses or similar protection
- ✓ Gloves (for climbing on equipment)

EQUIPMENT AND MATERIAL NEEDS

- ✓ Provide beverages (water, maybe soda, etc.) and ice. Food or snacks? Typically, lunch is not provided. Donuts and coffee are recommended. Red Cross and Salvation Army are great assets in this department.
- ✓ Tent(s). Use 20X40 size? Lighting may be required in the tents. Smaller shade tents may also be needed, as necessary.
- ✓ Traffic/pedestrian barricades
- ✓ Tables and chairs. Provide extra tables and chairs for those with displays, booths, etc.

- ✓ Porta potties (Major asset)
- ✓ Trash cans and dumpsters
- ✓ Wireless microphone with speakers, if possible

TRAINING MATRIX

To simplify and be consistent with previous tours, the event should consist of a 3-hour training schedule.

Provide training in two blocks (morning and afternoon), each around three hours in length. Consider accommodating volunteer departments (set a late afternoon/early evening session for weekday stops)

Following is a typical training day:

- ✓ Welcome and opening at 0800
- ✓ Training rotations last approximately one hour, then a short break, then another, etc.
- ✓ Suggest ethanol-specific training (under the shade tents) as a starting point
- ✓ Split into smaller groups for rotations
 - One group to training tank cars
 - One group to highway tank truck
 - One group to the locomotive
- ✓ Attendees can visit booths, command trucks, and other activities anytime during the event
- ✓ Need to consider class size and duration requirements and related issues
- ✓ Training should at least include tank car and ethanol awareness.
- ✓ Local agencies may want to display their response and command vehicles and equipment.