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Amtrak FOIA Office
60 Massachusetts Avenue, NE
Washington, D.C. 20002
Fax: 202-906-3285
Email: foiarequests@amtrak.com

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January 25, 2013

Re: Freedom of Information Act Request
Tracking Number: 12-FOI-00120

We are further responding to your May 5, 2012 request for information made under the Freedom of Information Act (FOIA), which was received by Amtrak's FOIA Office on May 8, 2012.

Your request seeks a copy of Amtrak's Earthquake Contingency Plan.

A search was conducted for records responsive to your request and the records described below were located and determined to be responsive to your request:

1. Seattle King Street Maintenance Facility & Gate Gourmet International Commissary – Emergency Evacuation Plan, Emergency Action Plan
2. Amtrak West – Emergency Plan for King Street Station, Seattle, Washington
3. Emergency Evacuation Procedures – Jackson, Mississippi
4. Emergency Evacuation Procedures – Carbondale, Illinois
5. Amtrak Emergency Evacuation Instructions I

The names, telephone numbers and other personal identifying information of Amtrak employees have been redacted from the enclosed records pursuant to exemption 6 of the FOIA on the basis that disclosure could constitute a clearly unwarranted invasion of the personal privacy of these individuals.

Pursuant to Amtrak's FOIA regulations (49 CFR 701.10), if you wish to appeal Amtrak's decision to withhold the above-referenced information, you may file an appeal with Eleanor D. Acheson, Vice President, General Counsel and Corporate Secretary, within thirty days of the date of this letter, specifying the relevant facts and the basis for your appeal. Your appeal may be sent to Ms. Acheson at the above address. The President and CEO of Amtrak have delegated authority to the General Counsel and Corporate Secretary for the rules and compliance to the FOIA.

January 25, 2013
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There is no charge for processing your request.

If you have any questions regarding the processing of your request, please feel free to contact me at (202) 906-3741 or via e-mail at Hawkins@amtrak.com

Sincerely,

A handwritten signature in black ink, appearing to read "Sharron Hawkins".

Sharron Hawkins
FOIA Officer

Enclosure

IM-136948

SEATTLE KING STREET MAINTENANCE
FACILITY & GATE GOURMET
INTERNATIONAL COMMISSARY

Emergency Evacuation Plan
Emergency Action Plan

PACIFIC NORTHWEST

9/01

INTRODUCTION

The Seattle King Street Maintenance Facility has developed the following Emergency Evacuation Plan and Emergency Action Plan (hereafter "the Plan.") It is intended to provide a safe and prepared response to an emergency and enable the facility to protect the lives and safety of all employees in the event of fire, earthquake or other emergency.

EMERGENCY PHONE NUMBERS
AND
AMTRAK WEST CONTACTS

Exemption 6

Should a fire, earthquake, or other serious emergency occur, the following phone numbers or contacts should be used to summon emergency assistance.

1. EMERGENCY PLAN COORDINATOR:

Name: [REDACTED]
Title: Asst. General Manager
Phone Number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

PRIMARY FACILITY EMERGENCY COORDINATOR:

Name: Vacant
Title: Field Environmental Specialist
Phone number: (206) 382-4728
ATS 766-4728
Cell (206) 396-4122

Name: Vacant
Title: Safety Engineer
Phone Number: (206) 382-4715
ATS 766-4715
Cell (206) 396-3902

GATE GOURMET INTERNATIONAL EMERGENCY COORDINATOR:

Name: [REDACTED]
Title: [REDACTED]
Phone Number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

ALTERNATE EMERGENCY COORDINATORS:

Name: [REDACTED]
Title: Facility Manager
Phone Number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

Exemption 6

Name: [REDACTED]
Title: General Foreman
Phone number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

Name: [REDACTED]
Title: General Foreman
Phone number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

Name: [REDACTED]
Title: General Foreman
Phone number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

Name: [REDACTED]
Title: General Foreman
Phone number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

Name: [REDACTED]
Title: Manager Material Control
Phone number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

Name: [REDACTED]
Title: General Foreman
Phone number: [REDACTED]
ATS [REDACTED]
Cell [REDACTED]

EMERGENCY TELEPHONE NUMBERS

Should a fire, earthquake, or other major emergency occur, the following telephone numbers should be utilized to summon emergency assistance.

(A 9 must be dialed to exit the Amtrak Telephone System.)

Fire Department (Emergency):	9.911
Fire Department (Non-Emergency):	9.386.1400
Police Department (Emergency):	9.911
Police Department (Non-Emergency):	9.625.5011
Paramedics (Emergency):	9.911
Bomb Squad:	9.911
Amtrak Police:	9.1.800.331.0008
Amtrak West Operations Center:	9.1.800.683.4114
Poison Control Center:	9.1.800.732.6985 9.526.2121

UNDERLYING POLICIES AND ASSUMPTIONS

This Emergency Plans has developed upon a set of underlying or basic assumptions. Those assumptions deal with the employees of Amtrak West.

Communicating the plan's basic assumptions relative to the emergency circumstances envisioned is not intended to frighten or unduly alarm our employees. Rather, it is intended to indicate the potential realities involved, so that everyone may be better prepared to successfully cope with an emergency situation, regardless of its magnitude and scope.

The circumstances envisioned may not develop but from a planning and preparedness standpoint, a "worst case" scenario is assumed. An actual emergency may involve other circumstances not anticipated. In that case, the Emergency Coordinator, Emergency

Committee and all employees of Amtrak West, Gate Gourmet International employees will need to adopt their responses to fit the different and probably changing situation(s).

A. BASIC ASSUMPTIONS

The following "basic" assumptions indicate the nature of situation which may confront the King St. Maintenance Facility during various emergencies:

1. FIRE:

If a significant fire should occur, it is assumed that:

- a. The King Street Maintenance administrative offices, welfare facilities and/or shops and/or material control warehouse and/or commissary need to be evacuated immediately.
- b. The King Street Maintenance administrative offices, welfare facilities and/or shops and/or material control warehouse and/or commissary may be filled with smoke, obscuring vision in some instances.
- c. Exits and evacuation routes may be blocked by flames or debris.
- d. There may be significant injuries or fatalities.
- e. People may be trapped in the building.
- f. Outside help from the Fire and Police departments, as well as other emergency agencies, will be available relatively quickly to put out the fire, assist the injured, carrying out Search and Rescue efforts, etc.
- g. All employees will operate within the policies presented in Section "B", page #7 and in accordance with the provisions and guidelines presented in this Emergency Action Plan.

2. EARTHQUAKE

For planning and preparedness purposes, if major earthquake strikes, it is assumed then:

- a. The King St. Maintenance Facility and Commissary may sustain substantial structural damage. Evacuation will be necessary.

- b. Severe non- structural damage may occur. Storage racks may fall, aisles may be blocked, etc.
- c. There may be significant injuries or even fatalities.
- d. People may be trapped in the office or welfare facilities.
- e. There will likely be no water, gas, electricity or phones available.
- f. After shocks and fires will pose a major threat to safety.
- g. The facilities will be essentially isolated and “on its own” in terms of responding to the emergency. Outside help relative to fire, First Aid, Search and Rescue, food, shelter etc., should be assumed to be unavailable, perhaps for several days. Employees will have to care for themselves and each other, utilizing their own skills, training and available resources.

3. OTHER DISASTERS:

Should a disaster other than fire or earthquake occur, then:

- a. The King Street Maintenance administrative offices, welfare facilities and/or shops and/or material control warehouse and/or commissary will need to be evacuated.
- b. There may be significant injuries or even fatalities.
- c. People may be trapped in any or all of the facility buildings and/or structures.
- d. Outside help from Fire and Police Departments as well as other emergency agencies, will be available relatively quickly to assist with treating the injured, carrying out Search and Rescue, etc.

B. UNDERLYING POLICIES:

All employees are to be governed by the following policies concerning emergency preparedness and their response to an emergency situation:

1. Knowing the Plan:

All personnel are to know and understand the provisions of this plan and be prepared to carry out their specific emergency assignments under the plan.

- a. Emergency assignments as defined above, are those duties assigned to the employee by the King St. Maintenance Facility Emergency Plan Coordinator. Employees will perform their assignments to the best of their ability (whether or not they have been specifically trained to perform those particular duties).

2. Full Participation:

All employees are considered to be part of the "emergency response" effort. If you are not specifically assigned to the Search and Rescue Team or the Basic First Aid Team, you are automatically assigned to the Emergency Assembly Center Team, and are to report immediately to the designated location and meet with the King St. Maintenance Facility Emergency Plan Coordinator.

- a. Certain designated individuals have received special training and instructions concerning Medical and Rescue Procedures. " These employees are listed Appendix "A"). See "A" for current list.
- b. In the absence of employees listed in Appendix "A" the King St. Maintenance Emergency Coordinator and/or the Disaster Response Team leaders will assign duties as deemed necessary to members at the Emergency Assembly Center (EAC).
- c. Employees are to be instructed to carry out their assignments to the best of their abilities, whether or not they have specifically trained to perform those particular duties.

3. Practice the Plan:

At least Semi-annually, a full-scale emergency drill is to be conducted, testing the employee's knowledge of the Plan and ability to respond quickly and appropriately to an emergency situation. Once a year, there will be a full-scale practice evacuation of the Administrative/Welfare facility and the shop/warehouse and commissary facilities.

In support of the above:

- a. Emergency escape procedures and route assignments must be posted and all employees must be trained by Supervision in the correct procedure to follow.

- b. New employees will be trained as soon as they are assigned to the Department.
- c. Supervision is required to retrain employees when the plan changes or the worker's responsibilities under the plan change.

A sample "escape procedure" and "escape route" sheet of the type posted in the work areas is contained in Appendix "B".

4. ON-SITE PERSONNEL:

Employees on the site when an emergency occurs must remain on site and report to the Emergency Assembly Center and remain on duty until specifically released by the King St. Maintenance Emergency Coordinator.

In an emergency, all normal "end of shift" times will not longer apply. All personnel must remain until released by the King St. Maintenance Emergency Coordinator. This is necessary to insure that everyone is accounted for and that assigned emergency response duties can be adequately staffed and carried-out.

5. ON DUTY (OFF SITE) PERSONNEL:

Employees on duty but off-site when an earthquake or similar emergency occurs, are to return to the Facility as quickly as possible. If this is not feasible, every effort must be made to contact the Primary Facility Coordinator by radio or any other means available so he/she will know the employee's status and can account for them.

6. INDIVIDUAL PREPARATION:

It is Amtrak's policy to encourage all employees and their families to be prepared for earthquake and other emergencies at home, work, school, and their vehicles. To that end, Amtrak will periodically make emergency preparedness materials, supplies, etc., available to Amtrak West employees.

7. ADHERE TO THE POLICY:

Because lives and safety depend on how well the King St. Maintenance Facility personnel respond to an emergency, it is essential that each person recognize his or her responsibility to fellow employees. In the event of a major emergency, the Kings St. Maintenance Facility personnel must pull together as a team to assist one another and to cope with the challenges the emergency has created. For that reason, it is critical that every employee

follows the provisions of this plan, adhere to the policies it presents, and consistently carry out the duties and responsibilities it contains.

The Emergency Plan Coordinator will investigate all reports on the property and will make the decision regarding total or partial evacuation of the facility.

C. PREFERRED MEANS OF REPORTING FIRES AND OTHER EMERGENCIES:

Notification will be made to the following:

- Fire: Seattle Fire Department, Amtrak Police, Facility Manager and / or General Foreman on duty or on the property.
- Flood: Facility Manager and / or General Foreman on duty.
- Chemical Leak/ Chemical Spill: Facility Manager and / or General Foreman on duty and including the Manager of Safety.
- Violence in the Workplace: Facility Manager and / or General Foreman on duty, The Amtrak Police Department.
- Bomb Threat/ Suspicious Item: Facility Manager and / or General Foreman on duty, The Amtrak Police Department.
- Medical Emergencies: Facility Manager and / or General Foreman on duty on the property. The Seattle Paramedics.
- Severe Inclement Weather: Facility Manager and / or General Foreman on duty.

D. FACILITY MANAGER / GENERAL FOREMAN RESPONSIBILITY:

Should an evacuation be necessary, the General Foreman will notify the employees to be evacuated. The Facility Manager and / or the General Foreman will be responsible for the following:

- Assemble and accounting of all employees on duty.
- The Facility Manager and /or General Foreman will notify the Amtrak Police Department at 1-800-331-0008 and inform them of the emergency and evacuation.
- The General Foreman will notify employees to evacuate all shop and office areas and report to the designated (EAC) area for assembly.

E. EMERGENCY ASSEMBLY AREA (EAC):

Should a major emergency occur requiring evacuation of the King St. Maintenance facility, the Facility Manager shall direct all response following the evacuation from a single location called the Emergency Assembly Center.

It is intended that the King St. Maintenance EAC be located in accordance with App. B.

In addition to the above, a secondary assembly area will be located at the Amtrak employee parking lot adjacent to Material Control on the west side.

Following an evacuation, all personnel are to report at once to the appropriate Emergency Assembly Center to be counted for and to begin carry – out their assigned emergency responsibilities or assignments.

F. EMERGENCY SUPPLIES AND EQUIPMENT:

Emergency supplies and equipment (listed in Appendix “C”,) are regular inventory at Material Control or Commissary.

G. KING ST. DISASTER RESPONSE TEAM (DRT):

The King St. Maintenance Facility Emergency Plan Coordinator is to be supported and assisted by the King St. Disaster Response Team (DRT). The Disaster Response Team is responsible for assisting the Emergency Coordinator with these pre-emergency tasks:

- a. Review Action Plan semi-annually and make recommendations for changes, improvements, etc.
- b. Assist with employee emergency training and with conducting periodic emergency practices and drills.
- c. Assist in educating all station employees about this plan and the status of emergency preparedness efforts.
- d. Assist in identifying, obtaining and maintaining emergency supplies and equipment.
- e. Carrying out other tasks as assigned by the Primary Emergency Coordinator.

During an emergency, the DRT is to assist the Emergency Coordinator as needed to:

- a. Assume control of the situation.

- b. Maintain Calm and Order.
- c. Verify the nature and scope of the emergency.
- d. Set-up the EAC and First Aid Stations.
- e. Coordinate any Search and Rescue efforts.
- f. Carry-out other tasks as assigned by the King St. Primary Emergency Coordinator.

H. SPECIAL TEAMS: "SEARCH AND RESCUE"

Two three-person Search and Rescue Teams will be established. One team will report to EAC #1 and the other to EAC #2. Team #1 will be made up of two (2) mechanical designated employees.

Within the Search and Rescue Team itself, voice communication should always be sufficient, because the team should not operate with any member a significant distance away from another. It is essential that the teams keep in contact with the Emergency Plan Coordinator or Primary Coordinator at the EAC by radio.

FIRST AID:

A three-person First Aid Team is to be established, for both the day and night shift. The team will be made up of two persons from the craft and a General Foreman.

In the event of an emergency, and when directed by the Emergency Coordinator, this team is to obtain the first aid supplies from both emergency storage areas and immediately establish and set up the first aid treatment station.

FIRST AID TEAMS (DAY)



FIRST AID TEAMS (2ND SHIFT)



Exemption 6

Exemption 6

FIRST AID TEAMS (NIGHT)



DISASTER RESPONSE TEAM



SUPPLIES AND EQUIPMENT NECESSARY TO OPERATE A COMMAND POST

I. EQUIPMENT TO ESTABLISH THE EAC:

- Lantern 6
- Lantern Bulbs 6
- Lantern Batteries 5 (complete sets)
- Flares 3 Doz.
- Light Sticks (12 hour) 2 Boxes
- Back Packs 2
- Folding Table 3
- Flat Furniture Dolly 2
- Fire Extinguishers (ABC/ 20 lbs.) 6
- Ear Plugs (Box) 1
- Safety Vest 12
- Safety Goggles 12
- Dust Masks 1 Box
- Pick Axe 3
- Sledge Hammer 3
- Engineer Hammer 2
- Pipe Wrench 2
- Hammer 2
- Saw 2
- Pry Bar (6ft.) 2
- Pry Bay (3ft.) 2
- Axe (cutting) 2
- Bolt Cutters (large) 1
- Nails 2 boxes
- Duct Tape 6 rolls
- Box Cutters (w/razor blades) 4
- Tarp Covers (40x30) 6
- Truckers Rope (16 ft. lengths) 12
- Tool Box (w/small hand tools) 1
- Air Horn 6
- Bullhorn 1

EQUIPMENT TO ESTABLISH THE EAC (continued)

- Paper Towels 1 case
- Scrubbing Sponges 1 dozen
- Trash Bags (large plastic) 1 case
- Lysol disinfectant Spray
- Kleenex Tissue 6 boxes
- Liquid Cleaner (1 gal. bottle) 4
- SEC Skin Cleaner (1 gal. bottle) 2
- Bleach (1 gal. bottle) 2
- Toilet Paper (rolls) 25
- Hydrogen Peroxide (16oz. btls.) 6
- Cotton Swabs (box) 1
- Aspirin (tri-buffered 200 pill btl.) 2
- Cups (for water) 1 case
- Leather Gloves (6 Lg./6 med.) 12 pair total
- Food (150 people) 3 days

II. FIRST AID STATION:

- First Aid Kits (complete) 4
- Flash Lights 6
- Flashlight Bulbs 9
- Flashlight Batteries 12
- Lanterns 4
- Lantern Bulbs 8
- Lantern Batteries 8
- Latex Gloves (box) 1
- Stretcher 3
- Light Sticks (12 hour) 1 (box)
- Scissors 4
- Thermometer (ea.) 3
- Blankets 25
- Petroleum Jelly (3 ¾ oz. jar.) 4
- Triple Antibiotic cream. (1.5 oz.) 6 tubes
- Extension Cord (50ft.) 3
- Work Gloves (assorted pairs) 6
- Duct Tape (rolls) 6
- Safety Glasses (pair) 12
- Face Mask (respiratory) 1 box

Exemption 6

APPENDIX A

Employees trained in Medical and Rescue Procedures:

Name List:

- [REDACTED] (day shift)
- [REDACTED] (Talgo nights)
- [REDACTED] (day shift)
- [REDACTED] (night shift)
- [REDACTED] (day shift)

APPENDIX B - ESCAPE ROUTES AND ASSEMBLY AREA.

As safety permits, the following routes shall be considered primary escape routes to the Emergency Assembly Center:

Main Office personnel at 187 Holgate Street, Building B, shall go southeast to employee parking lot and report to fence line at southern most point. See MAP A

Warehouse building personnel, including Material Control, shall go northeast through employee parking lot and report to fence line running east/west along Holgate Street South. See MAP A

Cascade employees working in the Talgo maintenance building shall assemble north of the building next to Safeco Field roof support abutment. See MAP B

Commissary employees shall assemble to the east of track 13 and directly north of Holgate Street South. See MAP C

Head Count Tracker Form

- 1. Name (headcounter): _____
- 2. Backup Headcounter: _____
- 3. Department Name: _____
- 4. Assembly Area: _____
- 5. Report headcount to: _____
- 6. Backup to #5 above: _____

Names of those to be head-counted in my area are:

Completed by: _____
(Give a copy to your backup when completed.)

Date: _____

Amtrak West

Emergency Plan For King Street Station Seattle, Wa

**King Street Station
303 South Jackson Street
Seattle, WA 98134**

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INTRODUCTION

This Emergency Plan is part of Amtrak West's Injury and Illness Prevention Plan.

The purpose of this document is to define and communicate the Emergency Plan to all Amtrak employees at the King Street Station in Seattle, WA.

The Emergency Plan insures that employees at this station are adequately prepared to respond to an emergency and protect the lives of employees and the public who may be in the facility when an emergency occurs.

EMERGENCY COORDINATORS

Emergency Plan Coordinators

NAME:	[REDACTED]	[REDACTED]
TITLE:	Manager N.W.	Environmental Specialist
OFFICE:	[REDACTED]	[REDACTED]
ATS:	[REDACTED]	[REDACTED]
CELLULAR:	[REDACTED]	[REDACTED]

Station Emergency Coordinator

NAME:		
TITLE:	Station Agent	
OFFICE:	206-383-	
ATS:	766-	
CELLULAR:		Private ID

Alternate Station Emergency Coordinator(s)

NAME:		
TITLE:	Station Agents (Relief)	
OFFICE:	206-382-	
ATS:	766-	
CELLULAR:	206	Private ID

Exemption 6

EMERGENCY TELEPHONE NUMBERS

Should a fire, earthquake, or other major emergency occur, the following telephone numbers should be utilized to summon emergency assistance:

(A 9 must be dialed to exit the Amtrak Telephone System)

Fire Department (Emergency):	9.911
Fire Department (Non-Emergency):	9. (Area Code 206)
Police Department (Emergency):	9.911
Police Department (Non-Emergency):	9. (Area Code 206)
Paramedics (Emergency):	9.911
Bomb Squad:	9.911
Amtrak West Operations Center	9.1.800.683.4114
**Local Police Department	9. (Area Code 206)
Poison Control Center:	9.1.800.876.4766

ASSUMPTIONS & POLICIES

This Emergency Plan was developed on a set of underlying assumptions. Those assumptions deal with circumstances that employees and the public will most likely face during and immediately following a fire, earthquake or other major emergency at the King Street Station.

Communicating the Plan's basic assumptions relative to the emergency circumstances envisioned is not intended to unduly alarm employees. Rather, it is intended to indicate potential realities so that everyone may be better prepared to successfully cope with an emergency situation.

The circumstances envisioned may not develop. From a planning and preparedness standpoint a "worst case" scenario is assumed. An actual emergency may involve other circumstances not anticipated. In that case, all employees will need to adapt their responses to fit the changing situation.

A. Assumptions

The following assumptions indicate the nature of the situation, which may be confronted during various emergencies:

1. **Fire** If a significant fire should occur, it is assumed that:

- a. The alarm will sound and the station will need to be evacuated immediately.
- b. The station may be filled with smoke, obscuring vision in some instances.
- c. Some exits and evacuation routes may be blocked by debris or flames.
- d. There may be significant injuries or even fatalities.
- e. People may be trapped in the building.
- f. Outside help from the Fire and Police Departments, as well as other emergency agencies, will be available to put out the fire, assist with treating the injured, carrying out Search and Rescue efforts, etc.
- g. All employees will operate within the policies presented in Section "B" and in accordance with the provisions in this Emergency Plan.

2. **Earthquake** For planning and preparedness purposes, if a major earthquake occurs, it is assumed that:

- a. The station may sustain substantial structural damage. Evacuation will be necessary.
- b. Severe non-structural damage may occur. Storage racks may fall, aisles may be blocked, etc.
- c. There may be significant injuries or even fatalities.
- d. People may be trapped in the station. A Search and Rescue effort may be necessary.
- e. There will likely be no water, gas, electricity or phones available. Aftershocks and fires will pose a major threat to safety.
- g. The station will be essentially isolated and "on its own" in terms of responding to the emergency. Outside help relative to fire, First Aid, Search and Rescue,

food, shelter etc., will be essentially unavailable, perhaps for several days. Employees will have to care for themselves and each other, utilizing their own skills, training and whatever resources are available at the time.

3. Other Emergencies

Should an emergency other than fire or earthquake occur, it is assumed that:

- a. The station will need to be evacuated.
- b. There may be significant injuries or even fatalities.
- c. People may be trapped in the station.
- d. Outside help from Fire and Police Departments, as well as other emergency agencies, will be available to assist with treating the injured, carrying out Search and Rescue, etc.

B. Policies

All employees are to be governed by the following policies concerning emergency preparedness and their response to an emergency situation:

1. Know the Plan

All personnel are to know and understand the provisions of this plan and be prepared to carry out their specific emergency assignments under the plan.

Emergency assignments as defined are those duties assigned to the employee by the Station Emergency Coordinator. Employees will perform their assignments to the best of their ability, whether or not they have been specifically trained to perform those particular duties.

2. Full Participation

All employees are considered to be part of the "emergency response" effort. If you are not specifically assigned to the Search and Rescue Team or the Basic First Aid Team, you are automatically assigned to the Emergency Assembly Center Team, and are to report immediately to the Station Emergency Coordinator, should an evacuation occur.

- a. Certain designated individuals have received special training and instructions concerning Medical and Rescue Procedures. **These employees are listed Appendix "A".**

b. In the absence of employees listed in Appendix "A", the Station Emergency Coordinator will assign duties as deemed necessary to members at the Emergency Assembly Center (EAC).

c. Employees are to be instructed to carry out their assignments to the best of their ability, whether or not they have been specifically trained to perform those particular duties.

3. Practice the Plan

At least semi-annually, an emergency drill is to be conducted, testing the employees' knowledge of the Plan and their ability to respond quickly and appropriately to an emergency situation. Once a year, there will be a full-scale practice evacuation of the station.

In support of the above:

a. Emergency escape procedures and route assignments must be posted in each work area and all employees must be trained by Emergency Plan Coordinator(s) in the correct procedure to follow.

b. New employees will be trained as soon as they are assigned to the station.

c. Station Emergency Coordinator(s) are required to retrain employees when the plan changes or the worker's responsibilities under the plan change.

4. On-site Personnel

Employees on site when an emergency occurs must remain on site and report to the Emergency Assembly Center and remain on duty until specifically released by the Station Emergency Coordinator.

In an emergency, all normal "end of shift" times will not longer apply. All personnel **must** remain until released by the Station Emergency Coordinator. This is necessary to insure that everyone is accounted for and that assigned emergency response duties can be adequately staffed and carried-out.

5. On Duty (Off-site) Personnel

Employees on duty but off-site when an emergency occurs, are to return to the station site as quickly as possible. If this is not feasible, every effort must be made to contact the Station Emergency Coordinator by radio/cellular telephone or any other means available so he/she will know the employee's status and can account for them.

6. Individual Preparation

It is Amtrak's policy to encourage all employees and their families to be prepared for earthquakes and other emergencies at home, work, school, and in their vehicles.

7. Adhering to the Policy

Because lives depend on how well station personnel respond to an emergency, it is essential that each person recognize his or her responsibility to fellow employees. In the event of a major emergency, station personnel must pull together as a team to assist one another and to cope with the challenges the emergency has created. For that reason, it is critical that every employee follows the provisions of this plan, adhere to the policies it presents, and consistently carry out the duties and responsibilities it contains.

C. Preferred Means of Reporting Emergencies

Notification will be made to the following agencies in each of the following cases:

1. Fire The fire alarm automatically notifies the Seattle Fire Department. Station Agent / Station Emergency Coordinator will notify the Emergency Plan Coordinators and the Operations Center.

2. Flood Station Agent / Station Emergency Coordinator will notify the Emergency Plan Coordinators and the Operations Center.

3. Chemical Leak/Chemical Spill Station Agent / Station Emergency Coordinator will notify the Emergency Plan Coordinators and the Operations Center.

4. Violence in the Workplace Station Agent / Station Emergency Coordinator will notify the Emergency Plan Coordinators and the Amtrak Police Department.

5. Bomb Threat / Suspicious Item Station Agent / Station Emergency Coordinator will notify the Emergency Plan Coordinators and the Seattle Police Department.

6. Medical Emergencies will notify the Seattle Fire Department Paramedics.

7. Severe Inclement Weather Station Agent / Station Emergency Coordinator will notify the Emergency Plan Coordinators and the Operations Center.

D. Station Emergency Coordinator Responsibility

Should an evacuation be necessary, the Station Emergency Coordinator will be responsible for the following:

1. Instruct a fellow employee or personally make a station "evacuation" announcement.
2. Report the emergency to the Operations Center at 1.800.683.4114 and inform them of the evacuation.
3. Assist in directing evacuees to the Emergency Assembly Center (EAC).
4. Report to the Fire / Police Department Incident Commander upon arrival.
5. Record a head count of employees. Contact the Fire Department Incident Commander ASAP.

E. Emergency Assembly Center (EAC)

Should a major emergency occur requiring evacuation of the station, the Station Emergency Coordinator shall direct all response following the evacuation from a single location called the Emergency Assembly Center.

1. The Primary EAC for the Seattle – King Street Station is located at the station entrance area used for Amtrak Thruway buses.
2. The Secondary EAC is parking lot closest to the primary EAC.

Following an evacuation, all personnel are to report at once to the appropriate Emergency Assembly Center to be accounted for and to begin carrying-out their assigned emergency responsibilities or assignments.

F. Emergency Equipment & Supplies

Emergency equipment and supplies (listed in Appendix "C") are located at.

G. DISASTER RESPONSE TEAM (DRT)

The Station Emergency Coordinator is to be supported and assisted by the Disaster Response Team (DRT).

The Disaster Response Team is responsible for assisting the Station Emergency Coordinator with these pre-emergency tasks:

- a. Review the Plan semi-annually and make recommendations for changes, improvements, etc.
- b. Assist with employee emergency training and with conducting periodic emergency practices and drills.
- c. Assist in informing all station employees about this plan and the status of emergency preparedness efforts.
- d. Assist in identifying, obtaining and maintaining emergency supplies and equipment (if part of the plan).
- e. Carrying out other tasks as assigned by the Station Emergency Coordinator.

During an emergency, the Disaster Response Team is to assist the Station Emergency Coordinator as needed to:

- a. Assume control of the situation.
- b. Maintain Calm and Order
- c. Verify the nature and scope of the emergency.
- d. Set-up the Emergency Assembly Center and First Aid Stations
- e. Coordinate any Search and Rescue efforts.

H. Specialty Teams

Search & Rescue

Two three-person Search and Rescue Teams will be established. One team will report to #1 EAC and the other to #2 EAC. Team #1 will be made up of Ticket Agent and Team #2 will be made up of the Lead Baggage Employee.

Within the Search and Rescue Team itself, voice communication should always be sufficient, because the team should not operate with any member a significant distance from one another. It is essential that the teams keep in contact with the Seattle Station Emergency Coordinator at the Emergency Assembly Center, by radio/cellular phone.

First Aid

A two-person First Aid Team is to be established, for both the day and night shift.

In the event of an emergency, and when directed by the Seattle Station Emergency Coordinator, this team is to obtain the first aid supplies from the emergency storage area and immediately establish and set up the first aid treatment station.

First Aid Team (DAY)

NAMES

First Aid Team (NIGHT)

NAMES

Disaster Response Team

NAMES

Emergency Assembly Center (EAC) Equipment & Supplies

• Lantern	6
• Lantern Bulbs	6
• Lantern Batteries	5 (complete sets)
• Flares	3 dz.
• Light Sticks (12 hour)	2 boxes
• Back Packs	2
• Folding Table	3
• Flat Furniture Dolly	2
• Fire Extinguishers (ABC/ 20lbs.)	6
• Ear Plugs (box)	1
• Safety Vest	12
• Safety Goggles	12
• Dust Masks	1 box
• Pick Ax	3
• Sledge Hammer	3
• Engineer Hammer	2
• Pipe Wrench	2
• Hammer	2
• Saw	2
• Pry Bar (6 ft.)	2
• Pry Bar (3 ft.)	2
• Ax (cutting)	2
• Bolt Cutters (large)	1
• Nails	2 boxes
• Duct Tape	6 rolls
• Box Cutters (w/razor blades)	4
• Tarp Covers (40X20)	6
• Truckers Rope (16 ft. lengths)	12
• Tool Box (w/small hand tools)	1
• Air Horn	6
• Bullhorn	1
• Paper Towels	1 case
• Scrubbing Sponges	1 dozen
• Trash Bags (large plastic)	1 case
• Lysol Spray	6 cans
• Kleenex Tissue	6 boxes
• Liquid Cleaner (1 gal. bottle)	2
• Liquid Disinfectant (1 gal. bottle)	4
• SEC Skin Cleaner (1 gal. bottle)	2
• Bleach (1 gal. bottle)	2
• Toilet Paper (rolls)	25
• Hydrogen Peroxide (16 oz. btl.)	6

- Cotton Swabs (box) 1
- Aspirin (tri-buffered 200 pill btl.) 2
- Cups (for water) 1 case
- Leather Gloves (6 Lg./6 med.) 12 pair total
- Food (150 people) 3 days

First Aid Station Equipment & Supplies

- First Aid Kits (complete) 4
- Flash Lights 3
- Flashlight Bulbs 6
- Flashlight Batteries 5 (complete sets)
- Lanterns 4
- Lantern Bulbs 8
- Lantern Batteries 8
- Latex Gloves (box) 1
- Stretcher 3
- Light Sticks (12 hour) 1 (box)
- Scissors 4
- Thermometer (ea) 3
- Blankets 25
- Petroleum Jelly (3 ¾ oz. jar.) 4
- Triple Antibiotic Ointment (1.5 oz.) 6 tubes
- Pampers (newborn) 2 pkgs.
- Pampers (medium) 2 pkgs.
- Pampers (large) 2 packages
- Baby Wipes (box) 2
- Baby Lotion/Johnson's (btl.) 2
- Extension Cord (50 ft.) 3
- Work Gloves (assorted pairs) 6
- Duct Tape (rolls) 6
- Safety Glasses (pair) 12
- Face Mask (respiratory) 1 box

APPENDIX A

Employees trained in Medical and Rescue Procedures:

List Here

APPENDIX B

Sample of "Escape Routes" and assembly area.

Station level goes to North Patio Bus Shed area.

2nd. and 3rd. Floor goes to Upper Parking Lot

APPENDIX C

Emergency Supplies and Lists

List detailed location of "roll-up" locker station level and contents.

List detailed location of Cargo container and contents.

APPENDIX D

Emergency Assembly Check Sheet for employees on duty.

AMTRAK EMERGENCY EVACUATION INSTRUCTIONS

The instructions noted below summarize site specific guidance for emergency situations. For a complete copy of the Emergency Evacuation Plan, contact your local Safety Department.

DEPARTMENT:	Station
LOCATION:	Carbondale, IL
REVISION:	0
ISSUE DATE:	10/12/01
PAGE:	1 of 1

EMERGENCY EVACUATION PROCEDURES – Carbondale, IL

In the event of evacuation of Station offices based on fire- related emergency:

- The fire alarm system will be activated.
- Locate exit signs and leave using established, or nearest routes.
- Remain at street level until instructed otherwise.
- Do not use elevators.
- Employees will – assemble in parking lot east of the station on South Illinois Street.
- Agents, Supervisors will ensure employees exit work areas and are accounted for.
- When the fire-related emergency is clear, authorization will be given by the Fire Department to silence alarm. Employees will be directed to return to offices.

In the event of building evacuation based on bomb threat, terrorist attack, civil disorder, air crash, hurricane, tornado, earthquake, or severe winter weather:

- ***Notify Amtrak Police National Communications Center at 1-800-331-0008.*** Amtrak Police or Carbondale Police will determine whether or not to evacuate. The SBU president, General Manager, Assistant General Manager, Safety Department, or alternate will be notified of the nature of the emergency and the extent of the evacuation.
- For weather related emergencies where building evacuation may be impractical, an alternate response will be directed.
- The fire alarm will generally be used to signal an evacuation.
- The designated evacuation route leads in front of the station, east of the station on South Illinois Street, to a minimum point 300 yards from the station, unless otherwise directed.
- Once threat or emergency is clear, Carbondale Police will authorize return to building.

GUEST MOVEMENT DURING EMERGENCIES

- The Agent, Assistant General Manager or his designee will coordinate with Carbondale Police to direct the evacuation of guests from the station area.

TRAIN MOVEMENT

- The Station Agent, Assistant General Manager of The City of New Orleans or his designee will advise CNOC and CNIC Dispatcher on the need to cease train

AMTRAK EMERGENCY EVACUATION INSTRUCTIONS

The instructions noted below summarize site specific guidance for emergency situations. For a complete copy of the Emergency Evacuation Plan, contact your local Safety Department.

DEPARTMENT:	Station
LOCATION:	Carbondale, IL
REVISION:	0
ISSUE DATE:	10/12/01
PAGE:	2 of 1

movement in and out of station areas depending upon the nature of the threat or emergency.

AMTRAK EMERGENCY EVACUATION INSTRUCTIONS

The instructions noted below summarize site specific guidance for emergency situations. For a complete copy of the Emergency Evacuation Plan, contact your local Safety Department.

DEPARTMENT:	Station
LOCATION:	Jackson, MS
REVISION:	0
ISSUE DATE:	10/12/01
PAGE:	1 of 1

EMERGENCY EVACUATION PROCEDURES – Jackson, MS

In the event of evacuation of Station offices based on fire- related emergency:

- The fire alarm system will be activated.
- Locate exit signs and leave using established, or nearest routes.
- Remain at street level until instructed otherwise.
- Do not use elevators.
- Employees will – assemble in parking lot east, under the tracks on West Capital Street.
- Agents, Supervisors will ensure employees exit work areas and are accounted for.
- When the fire-related emergency is clear, authorization will be given by the Fire Department to silence alarm. Employees will be directed to return to offices.

In the event of building evacuation based on bomb threat, terrorist attack, civil disorder, air crash, hurricane, tornado, earthquake, or severe winter weather:

- ***Notify Amtrak Police National Communications Center at 1-800-331-0008.*** Amtrak Police or Jackson Police will determine whether or not to evacuate. The SBU president, General Manager, Assistant General Manager, Safety Department, or alternate will be notified of the nature of the emergency and the extent of the evacuation.
- For weather related emergencies where building evacuation may be impractical, an alternate response will be directed.
- The fire alarm will generally be used to signal an evacuation.
- The designated evacuation route leads in front of the station, east under the tracks on West Capital Street, to a minimum point 300 yards from the station, unless otherwise directed.
- Once threat or emergency is clear, Jackson Police will authorize return to building.

GUEST MOVEMENT DURING EMERGENCIES

- The Agent, Assistant General Manager or his designee will coordinate with Jackson Police to direct the evacuation of guests from the station area.

TRAIN MOVEMENT

- The Station Agent, Assistant General Manager of The City of New Orleans or his designee will advise CNOC and CNIC Dispatcher on the need to cease train

AMTRAK EMERGENCY EVACUATION INSTRUCTIONS

The instructions noted below summarize site specific guidance for emergency situations. For a complete copy of the Emergency Evacuation Plan, contact your local Safety Department.

DEPARTMENT:	Station
LOCATION:	Jackson, MS
REVISION:	0
ISSUE DATE:	10/12/01
PAGE:	2 of 1

movement in and out of station areas depending upon the nature of the threat or emergency.

Amtrak Emergency Evacuation Instructions I

Emergency Evacuation Procedures for Employees and Passengers MOBILE, AL

Date: 03/18/03 Revision: Page -1- of -2-

Office Responsible for Plan: New Orleans, LA Fire

- The fire alarm system will be activated.
- Locate exit signs and leave using established, or nearest routes.
- Remain at street level until instructed otherwise.
- Employees will assemble on Water Street and Government Streets, in front of the Adams Mark Hotel. The alternate assembly area is across Water Street at Royal Street Parking Lot.
- Agents, Supervisors will ensure all employees exit work areas and are accounted for.
- When the fire related emergency is clear, authorization will be given by the Fire Department to silence alarm. Employees will be directed to return to offices.

Bomb Threats and Other Terrorist Activity Emergencies

- *Notify Amtrak Police National Communications Center at 1-800-331-0008. Amtrak Police or Mobile Police will determine whether or not to evacuate, The Superintendent, Assistant Superintendent, District Manager or alternate will be notified of the nature of the emergency and the extent of the evacuation.*
 - For weather related emergencies where building evacuation may be impractical, an alternate response will be directed.
 - The fire alarm will generally be used to signal an evacuation.
 - The designated evacuation route leads to assemble on Water Street and Government and Streets, in front of the Adams Mark Hotel. The alternate assembly area is across Water Street at Royal Street Parking Lot
 - The alternate route would be
- Once threat or emergency is clear, Mobile Police will authorize return to building.

Other Emergencies

Civil disorder, air crash, hurricane, tornado, earthquake, or severe winter weather.

- *Notify Amtrak Police National Communications Center at 1-800-331-0008. Amtrak. Police or Mobile Police will determine whether or not to evacuate. The Superintendent, Assistant Superintendent, District Manager or alternate will be notified of the nature of the emergency and the extent of the evacuation.*
- For weather related emergencies where building evacuation may be impractical, an alternate response will be directed.
- The fire alarm will generally be used to signal an evacuation.
- The designated evacuation route leads to Water and Government Streets, in front of the Adams Mark Hotel. The alternate assembly area is across Water Street at Royal Street Parking Lot.
- Once threat or emergency is clear, Mobile Police will authorize return to building.