

Chesapeake Bay Railroaders

July 10, 2018

STANDARD OPERATING PROCEDURES FOR TRAIN OPERATIONS DURING OPEN HOUSE EVENTS (updated)

GENERAL RULES:

1. **Upon entering the Club:** check the message board for current information then, **Please report to the Dispatchers Office prior to running your train.** If you have not already set up a train, the Dispatchers will direct you as to which yard to set up in to try and spread out the traffic.
2. **Engineers may set up their trains before Saturday morning.** Please use the inner tracks in the yards to store your train, leaving the outermost tracks close to the aisle for those setting up and dismantling. This also applies during Open House hours if you if you intend to leave your trains idle and are coming back to run again.
3. **French Creek setup:** trains leaving French Creek will be directed through the reversing loop and then onto the main line.
Langley Yard setup: trains leaving Langley will be sent directly out and connect to the main line through the yard lead turnout at Arsenal.
4. A maximum of two **trains per person (see rule #5)** on the layout at any one time. This not only includes the train you are currently running but also any trains you may have in the yards.
5. **Train Length Limit** – Please limit your train length to whatever will fit on one siding in either French Creek or Langley Yard. In addition to the allowable limit of two trains, engineers will be limited to **TWO sidings per person.** Longer trains will be allowed later in the day during the slower periods such as late in the afternoons. Please check with the Chairman and the Dispatchers prior to running longer trains.
6. **Radios-** Everyone will use a radio including the dispatchers. Please check your radio and headset prior to setting up to make sure it works. Please bring extra batteries for your DCC throttle.

7. No open microphones or voice activated mikes. All **engineers, Yardmasters, Trainmaster and Dispatchers** will use **switch activated headsets**. Confusion is reduced when there is no background chatter being broadcast for all to hear. Open mikes and VOX lead to feedback and confused signals. This will also spare the public from hearing our fopars and the occasional foul language. BTW, please limit the foul language in general.
8. **Language Brevity**- the more engineers we have running at one time the more important this rule becomes. When talking to the dispatcher, **first listen** to hear if anyone is already talking, **then press, pause and talk**. The beginning of messages may not be heard if you press and talk at the same time. All correspondences with the Dispatchers should be **clear and short**. In most cases, you need only identify yourself and your location and confirm given instructions. Remember the dispatchers are trying to talk to several people at the same time and the shorter the message the less confusion. Emergencies, derailments, malfunctioning switches or other equipment problems should be reported immediately.
9. **Dispatchers**- the Open House Chairman will enlist **two dispatchers** at a time. Please see the Open House Chairman if you wish to dispatch. Dispatchers will be assigned on a first come/serve basis. The layout will be divided into two sections with **a separate radio frequency for each section**.
10. **Sound Volume** – We ask those of you running DCC trains with sound to be responsible for the sound level. An overpowering train sound is not cool. Loud is okay, too loud is annoying. Sound levels can be altered the programming station where our DCC computer can adjust the sound level. We are attempting to **limit the decibel level** so as to avoid overpowering train sounds.
11. **Trainmaster and Yardmasters**: the Open House Chairman will appoint himself the Trainmaster, and up to two Yardmasters if needed. This is more important early in the day when we tend to see the highest number of engineers and everyone is trying to set up. If a Yardmaster is assigned to a yard, the Yardmaster will approve and clear all trains prior to being allowed onto the main line.
12. **Dispatcher's office** –Please do not go into the dispatcher's office unless absolutely necessary. If you need to program your loco, please be brief and as quiet as possible in the office.
13. **Standards**– prior to the Open House, please have your cars inspected in order that we may minimize derailments. If you prefer not to have your cars weighted, then at least have the wheels and couplers inspected.
14. **Porta-potty** –please use it. No outdoor peeing in broad daylight please!

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15. **Static layout trains:** additional cars and trains may be set up on the layout prior to Saturday morning on sidings, etc. but not on the main lines or in the yards. Active trains in these areas only please.

16. **Parking:** Please do not park in the lot between the Club and the strip center out front. Move your car to the Rite-Aid lot or elsewhere keeping the immediate parking area open for guests.

The preceding list is in no way comprehensive and I reserve the right to make alterations as needed. Common sense and courtesy should be observed and I ask that you bring to my attention any problems. Thank you for your cooperation in this matter and let us look forward to having a smooth running Open House.

Remember, the most important goals in having an Open House are to entertain the public, have fun and to raise money for the club.

Thank you all very much.

David Van Wagoner

Open House Chairman