	STR – Safety Management System Section 10 Emergency Plan	REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 1 of 13
--	--	---

## 10.1 Introduction

This Emergency Plan for the South Tynedale Railway (STR) meets the requirement of The Railways and Other Guided Transport Systems (Safety) Regulations (ROGs) 2006 to have these arrangements in place.

The plan details:

- How the Railway will respond to an emergency that occurs anywhere within its operations and activities.
- The information given to the emergency services to allow them to plan their responses to an emergency on the Railway.

The procedures in the Emergency Plan supplement those detailed in the Railway Rule Book they do not replace them.

The Emergency Plan and subsequent updates shall be made available to relevant external agencies as required.

## 10.2. Definitions

**Accident:** an event that results in injury or ill health.

**Incident:** an event not causing harm but has the potential to cause injury or ill health.


**Emergency:** an unforeseen or unplanned event, which has life-threatening or extreme loss implications and requires immediate attention.

## 10.3. Scope and purpose

This plan is for use in the event of an emergency involving an operating train, or an outbreak of fire or injury on the Railway or its premises. Responses to environmental emergencies (eg spills) are also included in this plan.

It is for the use of all those who at the time are signed-on staff / volunteers who must assume they will become involved in calling out / assisting emergency services and assisting in control of the emergency. All STR staff / volunteers are to familiarise themselves with this plan in the same way they would familiarise themselves with the rulebook.

This plan is also for circulation to all local emergency services, (fire, police and ambulance), to assist them in accessing the incident as quickly as possible, and to enable them to co-ordinate with and receive assistance from the Railway in as efficient a manner as possible.

	<p style="text-align: center;">STR – Safety Management System Section 10 Emergency Plan</p>	<p>REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 2 of 13</p>
--	---	---

## 10.4 The Operation

The South Tynedale Railway is situated in the North Pennines, crossing the county boundary between Cumbria and Northumberland.

The main terminus and base of the railway:

Alston Station, Alston, Cumbria

Post Code CA9 3JB.

Map ref: NGR NY (35) 717467). OS - 1:50000 Series - Landranger Sheet 85.

From this terminus the railway runs north for around 4.5 miles following the valley of the South Tyne river to the current terminus at:

Slaggyford Station Northumberland

Post Code CA8 7NH.


Map ref: (NGR (35) NY676524). OS - 1:50000 Series - Landranger Sheet 85.

The railway runs from Alston through sparsely-populated upland farmland and is heavily engineered, with five viaducts plus several bridges, culverts, and cattle-creeps between Alston and Slaggyford. The location is elevated, with Alston station at an altitude of 871 feet and Slaggyford station at 740 feet. Accordingly, weather conditions can be somewhat inclement, especially on exposed sections during the winter months.

The railway operates passenger services generally between Easter and October and during December each year.

In the context of emergency response, this geographical location presents several challenges:

- Vehicular access to the railway from the public road is very limited and difficult and may require all wheel drive rough terrain vehicles.
- Limited Ambulance, Fire and Police services are stationed in Alston. Response times for backup emergency services may be extended.
- The railway crosses a County boundary and so is served by emergency services from two sets of local authorities, posing possible co-ordination and communication issues.
- Weather and terrain conditions are those encountered on an exposed fell-side environment.
- There is no lighting and few useful buildings along the course of the railway between the terminal stations.

	<p style="text-align: center;">STR – Safety Management System Section 10 Emergency Plan</p>	<p>REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 3 of 13</p>
--	---	---

## **10.5 The Emergency Plan**

### **10.5.1 Emergency Access Routes and Site Evacuation Plan.**

The STR Emergency Access Map is an Appendix to the plan which gives for the entire length of the railway details of all access points to the track, with notes on vehicle suitability etc.

For the plan, the railway is divided up into sections around these access points, with each being given a clear reference.

As soon as STR staff / volunteers have identified the area of the incident, the relevant section reference will be given to the emergency services to enable their first response actions to be on target.

It is important that all staff / volunteers operating trains know where they are on the Railway, and can locate themselves quickly on the Emergency Access Map in order to communicate their location accurately to the DOM / Responsible Person.

### **10.5.2 Actions in response to an Emergency involving an Operating Train.**

#### **10.5.2.1 Train Staff Action.**

Either the Guard or Driver must, once the train is stationary with handbrake applied, and the immediate safety of the line has been secured contact the Alston signalman stating:  
Name & Role.


Location of train as accurately as possible.

The reason for the call (accident, incident, emergency).

- Describe the type of incident.
- The number of persons involved.
- The seriousness of the incident and if it is likely to develop further.
- What has been done to date.
- Request if required the signalman to summon the emergency services.

Either the Driver or Guard once the emergency services have been summoned and the locomotive put in a safe condition should:

- Ascertain if there is anyone on the train who may be able to assist.
- Unless necessary do not de-train the passengers.
- Try and minimize distress and reassure where you can.
- Keep passengers informed by clearly delivered statements.

	<p style="text-align: center;">STR – Safety Management System Section 10 Emergency Plan</p>	<p>REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 4 of 13</p>
--	---	---

### **10.5.2.2 Alston Signaller Action.**

#### **10.5.2.2.1** If requested by the train crew call the emergency services operator by dialling 999

When connected with the emergency services operator you should state:

- Service Required.
- Your name.
- Where you are calling from, as accurately as possible.
- The capacity you are calling in.
- The reason for the call (accident, incident, emergency):
  - Describe the type of incident.
  - Confirm the location of the incident.
  - The number of persons involved.
  - The seriousness of the incident and if it is likely to develop further.

Be prepared to answer further questions or respond to the emergency services operator's requests.

**10.5.2.2.2** Once the emergency services have been summoned contact the DOM to make them aware of the emergency and that the emergency services have been called.

If the emergency services have requested additional STR staff / volunteers to be present at the incident site when they attend the DOM should be made aware of this.


### **10.5.2.3 Duty Operations Manager (DOM).**

#### **10.5.2.3.1 Incident Controller (IC).**

Immediately an incident is notified, the DOM assumes the role of Incident Controller with full responsibility for controlling the STR response to the incident.

In the event that the DOM cannot be located then the Alston Signaller, or another member of staff / volunteer can assume this role.


Alston Signal Box becomes the operations room.

	<p style="text-align: center;">STR – Safety Management System Section 10 Emergency Plan</p>	<p>REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 5 of 13</p>
--	---	---

#### **10.5.2.3.2 Duties of the Incident Controller (IC).**

The Incident Controller will:

- Assess the accident, incident or emergency and devise an adequate and timely response which is properly prioritised, in which several tasks may have to run concurrently.
- Assemble, brief, organise and task available staff / volunteers at Alston
- Contact the emergency services and advise them that he is in place as STR Incident Controller on XXXXXXXX located at XXXXXXXX
- Liaise with external emergency services and agencies.
- From the Incident Operations Room in Alston Signalbox start and maintain a log which records in detail (including times) the events resulting from the incident.
- Contact the Chair of the STR Trustees.
- Contact the STR Health & Safety Adviser.
- Stand by for requests for assistance as required.
- Ensure that suitable investigation procedures are initiated as required.
- Continuously monitor the response plan making changes to the plan as required by the circumstances.
- Establish appropriate welfare facilities.
- Where the emergency services require an STR rep at the Rendezvous Point (RVP), send someone. The DOM must remain on site in the Incident Operations Room.
- Ensure that an incident investigation is started ensuring that all appropriate information is retained for later use in the investigation.
- Ensure that after consultation with the Chair of the Trustees of the STR that RAIB and HMRI are informed as soon as possible when this is required.

	STR – Safety Management System Section 10 Emergency Plan	REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 6 of 13
--	--	---

#### **10.5.2.3.3 Duties of the Emergency Services Liason Officer (ESLA).**

In the event of the emergency services requesting an STR representative to attend the incident alongside them, the ESLA will:

- make themselves known to the emergency services person in charge as the STR representative.
- Confirm that they are the liaison officer between the STR and the emergency services.

At this point the emergency services will assume control of the incident and the STR will act in accordance with their direction.

### **10.5.3 Special Trains required as a result of an Incident.**

#### **10.5.3.1 Relief Train.**

If required, relief or works trains may be mobilized where full compliance with the Rule Book cannot be met, the IC shall institute specific instructions and due care shall be taken in the operation of such trains.

A speed restriction of 5 mph shall be imposed.

#### **10.5.3.2 Emergency Propelling of a Passenger Carrying Train.**

The propelling of a passenger carrying train is permitted under certain circumstances. This action may only be authorized by the IC.

When propelling trains in an emergency the Guard shall:


- Affix the temporary brake actuation gear to the balcony of the front coach.
- Be stationed on the balcony of the front coach and will communicate to the driver with hand signals or flags.

The train shall be propelled at maximum speed of 5 mph.

### **10.5.4. Standing Down**

Orders to stand down will be given by the lead emergency service on the conclusion of the event. All concerned must come to a clear understanding of the post incident, accident, emergency actions / procedures before the order to stand down is given.

Once the stand down has been given the post-incident phase will begin in order to restore the railway to its normal state.

	<p style="text-align: center;">STR – Safety Management System Section 10 Emergency Plan</p>	<p>REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 7 of 13</p>
--	---	---

### **10.5.5 Actions in response to an Emergency involving an outbreak of fire or injury on STR premises.**

#### **10.5.5.1 First Action**

In the event of a fire being discovered the alarm must be raised – See SMS Section 9.1.3

Once the fire alarm has been raised or an accident occurs requiring medical help then the emergency services should be summoned by dialling 999:

You should state:

- Service Required.
- Your name.
- Where you are calling from, as accurately as possible.
- The capacity you are calling in.
- The reason for the call (accident, incident, emergency):
  - Describe the type of incident.
  - The number of persons involved.
  - The seriousness of the incident and if it is likely to develop further.

Be prepared to answer further questions or respond to the emergency controller's requests.

**10.5.5.2** Once the emergency services have been summoned contact the DOM / Responsible Person to make them aware of the emergency and that the emergency services have been called.

If the emergency services have requested additional STR staff / volunteers to be present at the incident site when they attend the DOM / Responsible Person should be made aware of this


#### **10.5.5.3 Duty Operations Manager (DOM) / Responsible Person.**

##### **10.5.5.3.1 Incident Controller (IC).**

Immediately an incident is notified the DOM / Responsible Person assumes the role of Incident Controller with full responsibility for controlling the STR response to the incident.

In the event that the DOM / Responsible Person cannot be located then the Alston Signaller, or another member of staff / volunteer can assume this role.

Alston Signal Box becomes the operations room.


	<p style="text-align: center;">STR – Safety Management System Section 10 Emergency Plan</p>	<p>REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 8 of 13</p>
--	---	---

### **10.5.5.3.2 Duties of the Incident Controller (IC).**

The Incident Controller will:

- Assess the accident, incident or emergency and devise an adequate and timely response which is properly prioritised, in which several tasks may have to run concurrently.
- Assemble, brief, organise and task available staff / volunteers at Alston
- Contact the emergency services and advise them that he is in place as STR Incident Controller on XXXXXXXX located at XXXXXXXX
- Liaise with external emergency services and agencies.
- From the Incident Operations Room in Alston Signalbox start and maintain an log which records in detail (including times) the events resulting from the incident are accurately recorded.
- Contact the Chair of the STR Trustees.
- Contact the STR Health & Safety Adviser.
- Stand by for requests for assistance as required.
- Ensure that suitable investigation procedures are initiated as required.
- Continuously monitor the response plan making changes to the plan as required by the circumstances.
- Establish appropriate welfare facilities.
- Where the emergency services require an STR rep at the Rendezvous Point (RVP), send someone. You must remain on site in the Incident Operations Room.
- Ensure that an incident investigation is started ensuring that all appropriate information is retained for later use in the investigation.
- Ensure that after consultation with the Chair of the Trustees of the STR that HSE, ORR or Local Authority are informed as soon as possible when this is required.



	STR – Safety Management System Section 10 Emergency Plan	REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 9 of 13
--	--	---

#### **10.5.5.3.3 Duties of the Emergency Services Liason Officer (ESLA).**

In the event of the emergency services requesting an STR representative to attend the incident alongside them, the ESLA will:

- Make themselves known to the emergency services person in charge as the STR representative.
- Confirm that they are the liaison officer between the STR and the emergency services.

At this point the emergency services will assume control of the incident and the STR will act in accordance with their direction.

#### **10.5.5.4 Evacuation of STR Buildings in the event of a Fire or Security Alert.**


On the discovery of a fire the alarm shall be raised and all members of staff or public in the building shall evacuate the building via the marked fire exits or main entry door. The evacuation instructions are contained in the Fire Risk assessment.

A special instruction is included for Santa Days is in the Fire Risk Assessment.

#### **10.5.5.5 Standing Down.**

Orders to stand down will be given by the lead emergency service on the conclusion of the event. All concerned must come to a clear understanding of the post incident, accident, emergency actions / procedures before the order to stand down is given.

Once the stand down has been given the post-incident phase will begin in order to restore the railway to its normal state.

	STR – Safety Management System Section 10 Emergency Plan	REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 10 of 13
--	--	--

## **10.5.6 Actions in response to Environmental Emergency.**

### **10.5.6.1 Definition.**

A sudden-onset event or accident resulting from a single natural, technological, or human-induced factor, or a combination of these, that cause or threaten to cause severe environmental damage as well as harm to human health.

Examples include but are not limited to:

Spillage of Diesel Fuel or Lubricating Oil on unmade ground.  
Discharge of Hydraulic Oil when a pipe bursts on a piece of industrial equipment.  
Discharge of contaminated water into a watercourse.  
Spillage of Pesticides.  
Failure of spill protection equipment.

### **10.5.6.2. First Action.**

The STR Staff member / Volunteer involved in the emergency should wherever it is safe to do take immediate steps to contain any spillages using the spill kits, booms etc that are available.

Once the site of the emergency has been protected, they should then contact the DOM / Responsible Person advising them of the incident.


### **10.5.6.3 Duty Operations Manager (DOM) / Responsible Person.**

#### **10.5.6.3.1 Incident Controller (IC).**

Immediately an incident is notified, the DOM / Responsible Person assumes the role of Incident Controller with full responsibility for controlling the STR response to the incident.

In the event that the DOM / Responsible Person cannot be located then the Alston Signaller, or another member of staff / volunteer can assume this role.

Alston Signal Box becomes the operations room.

	<p style="text-align: center;">STR – Safety Management System Section 10 Emergency Plan</p>	<p>REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 11 of 13</p>
--	---	--

#### **10.5.6.3.2 Duties of the Incident Controller (IC).**


The Incident Controller will:

- Assess the accident, incident or emergency and devise an adequate and timely response which is properly prioritised, in which several tasks may have to run concurrently.
- Assemble, brief, organise and task available staff / volunteers at Alston.
- From the Incident Operations Room in Alston Signalbox start and maintain a log which records in detail (including times) the events resulting from the incident.
- Contact the Chair of the STR Trustees.
- Contact the STR Health & Safety Adviser.
- Stand by for requests for assistance as required.
- Ensure that suitable investigation procedures are initiated as required.
- Continuously monitor the response plan making changes to the plan as required by the circumstances.
- Ensure that an incident investigation is started ensuring that all appropriate information is retained for later use in the investigation.
- Ensure that after consultation with the Chair of the Trustees of the STR that the Environment Agency are informed as soon as possible when this is required.

#### **10.5.7. Evacuation of STR Building/s in the event of an Environmental Emergency.**

If an Environmental Emergency requires the evacuation of an STR building/s all members of staff / volunteers as well as the public in the building shall be evacuated from the building/s via the marked fire exits or main entry door.

The evacuation instructions are contained in the Fire Risk assessment.

	STR – Safety Management System Section 10 Emergency Plan	REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 12 of 13
--	--	--

## 10.6 Investigations.

Following an emergency there will be a detailed investigation into the circumstances and events that took place initiated by the DOM / Responsible Person, supported by the STR Health & Safety Adviser and if deemed necessary by the Chair of the STR Trustees an external competent investigator.


All STR staff / volunteers are required to cooperate fully with this investigation.

Initial interviews with STR staff / volunteers and other witnesses should be conducted as soon as possible after the emergency is declared over or with 24 hours.

Pictures, artefacts, records etc associated with emergency should be collected and stored securely for later use by the investigators.

## 10.7 Appendices.

Emergency Contact List.  
STR Railway Emergency Access Map.  
STR Fire Risk Assessment.

	STR – Safety Management System Section 10 Emergency Plan	REF: SMS 10 ISSUE: 01 DATE: May 2021 PAGE: 13 of 13
--	--	--

## Emergency Contact List.

### Emergency services.

- Fire, police, ambulance- dial 999
- Mountain Rescue- dial 999, ask for police and request “mountain rescue”

### Regulators.

- Rail Accident Investigation Branch- during office hours 01332-253333
- HM Railway Inspectorate- during office hours 0207-282-3910
- RAIB & HMRI - out of office hours 0205-445-4554
- Environment Agency pollution hotline 0800-807-060

### Local Service Suppliers.

- Henderson’s Garage (transport- minibuses, taxis) 01434-381204
- Moredun Garage (plant, equipment) 01434-381318
- Alston Taxis (transport- up to 6 people) 01434-381386
- Wrights Buses (Nenthead garage) 01434-381200
- Alston Cottage Hospital minor injuries unit 01434-381218
- Alston GP practice 01434-81214
- Pennine Environmental Solutions 0800-783-7747

### STR Contacts.

- Chair of STR Trustees. 07740 612 084 (D Granath)
- Vice Chair of STRPS Trustees. 07766 881 647 (K Malone)
- STR Volunteer Coordinator. 07542 485 048 (I Millward)
- STR H & S Adviser. 07880 564 360 (A Hallington)
- STR Alston Office. 01434 321540
- STR Alston Signalbox. 01434 382070