Kansas Division



Kansas Division Playbooks Topeka Subdivision Revised May 2022



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Overview:

Safety is controlling risk to exposure for ourselves and others. It's asking ahead of time, "What can go wrong here, and what can we do to prevent those risks and exposures."

BNSF Division Storybooks are a visual tool to help employees better understand the layout of specific territory and industries, to include various risks and ways to mitigate risks to exposures.

This Storybook is a visual tool designed to help employees better understand the layout of specific territories and industries, with spotting/ pulling instructions to include various risks and ways to minimize exposures. It also provides work locations along this subdivision. These "other-than-main-track" locations are listed in the same milepost order as the timetable. Each location has a diagram of the track along with nearby roads and landmarks. You'll find that each location has information detailing some of the exposures to consider when working at that specific location. Please familiarize yourself with this material.

NOTE: This Storybook represents a snapshot in time and cannot detail every potential exposure or other risks at a specific location at all-times as things may change. Before entering a site, train crews must always conduct a safety briefing before work begins to discuss current working conditions and other factors—including Exposures—that could impact safety.

Reminder: *Division Timetables are the primary source for all No Clearance and Close Track Center Restriction locations.*

Job Safety Briefing

Employees will participate in a job safety briefing at the beginning of the shift, before changing jobs and as conditions change. This briefing must include a discussion of the tasks to be performed, present exposures and the associated risks, along with methods to control or minimize any such risks. *(for complete information see TY&E Safety Rule S-1.1)*

Riding In or On Moving Equipment

Ride cars or equipment only if necessary and if you have determined that you can do so safely.

No Clearance Track Center Restrictions

Employees must not ride or knowingly allow others to ride the no clearance side of equipment at the location where no clearance exists, under any of the following conditions:

- \Rightarrow Between a structure and a moving car or engine.
- \Rightarrow Through gates or doorways. (Gates or doors must be secured in the open position).
- ⇒ Into, out of or within enclosed buildings. (Employees must precede the movement, if safe to do so, before entering enclosed buildings. Movements must only be made on that employee's signal within a building).
- \Rightarrow When it cannot be visually determined that equipment on an adjacent track is in the clear or behind the clearance point.
- $\Rightarrow\,$ On industry tracks at locations where signs may be placed, advising of close/no clearance.
- \Rightarrow At locations that have been identified by timetable or special instructions as having a no clearance condition.
- ⇒ At locations that have been identified by timetable or special instructions as having close track centers unless that portion of adjacent track is known to be clear. (for complete information see TY&E Safety Rule S-13.1.5)

Shoving Movements

Cars or engines must not be shoved until the engineer knows who is protecting the movement and how protection will be provided. The employee providing protection for the movement shall not engage in any task unrelated to the movement.

Movement must be stopped within half of the distance specified unless additional instructions are received. (for complete information see GCOR 6.5)

Critical Exposures

Line of fire/release of energy

Does the person place his/her body in a position to avoid being hit, cut, struck or sprayed if something shifts, moves, releases or travels unexpectedly?

Pinch point

Does the person keep fingers and toes out from between objects that could crush or smash them if the objects shifted, closed or came together unexpectedly?

Ascending/descending

When climbing and going from one level to another, does the person use three-point contact, avoid jumping from one level to another, use hand rails on stairs, and look before stepping?

Walking/path of travel

Does the person look in his/her path of travel before moving, scan the path as he/she is traveling, use designated pathways when walking and take the safest route available?

Life saving processes

For the task being performed, do we follow and use the most critical procedures and talk with others in the area about these critical procedures?

| Safety Issue Resolution Process | | | | | | |
|---------------------------------|---|--|--|--|--|--|
| IDENTIFY SAFETY | Identify safety issues that increase an employee's risk to injury or physical plant issues. | | | | | |
| PEPORT SAFETY ISSUE | Report safety issue(s) to a Supervisor, Dispatcher, or Yardmaster | | | | | |
| INTERIM PROTECTION | Provide protection for the safety issue | | | | | |
| RED TAG HARD TO THROW SWITCHES | | | | | | |

| TOPEKA SUBDIVISION | | | | | | | |
|--|---|--------|---------------------------------|-------------------------------------|--|-------------------------------------|--------------|
| | | | | | CONTACT NUMBERS | | |
| Radio Call-In | | | | | | Supt. Of Operations- Kansas East | 913-551-4222 |
| Radio Chan KC West | Radio Channel 069 in service Holliday to N.R. Jct | | | Division Trainmaster Kansas City | 913-481-0987 | | |
| Topeka sub DS | ka sub DS - 15(X) Lawrence - 20(X) Topeka - 21(X) ria sub DS - 14(X) | | Division Trainmaster Emporia | 620-341-7277 | | | |
| Pauline - 22 | (X) | Readin | ig - 23(X) | Em | iporia - 25(X) | Road Foreman of Engines | 913-551-4144 |
| Radio Channel 084 in service Topeka Yard - 21(X) Emergency - Call 911 Dispatcher X=0, Mechanical Desk X=2, Customer Support X=3, Railroad Police X=4, Detector Desk X=5, Argentine Diesel Servicing Facility X=6 | | | | | BNSF Police ROC | 1-800-832-5452 | |
| | | | | | Emergency Numbers for TY&E families | | |
| | | | | | System | 1-800-964-9387 | |
| | | | | | Safety Hotline Numbers | | |
| | | | | | System | 1-800-533-2673 | |
| | | | | | | | |
| Fax | | | Fax | | | | |
| DS104 | DS104 817-867-7104 913-551-2018 | | 3-551-2018 | Reporting Signal Problems | | | |
| Mobile PBX Access | | | | | Telecom (Road Signals) | 817-593-4357 | |
| To Connect: Set (| channel ⁻ | | 220006 220 | cod | e wait for | Rules Hotline Numbers | |
| To Connect: Set channel TxRx, Press access code, wait for dial tone, Press 8, dial 593-7670 for VTR. To Disconnect: Press #1 | | | | | Toll free number | 1-800-539-0418 | |
| Location | ation Mobile | | | Access | Company Line | 1-817-593-6535 | |
| Kansas City | | Tx Rx | | | *1 | Reporting Numbers | |
| Topeka | | | *1 | VTR | 1-800-327-3230; 1-817-593-7670 | | |

De Soto Siding

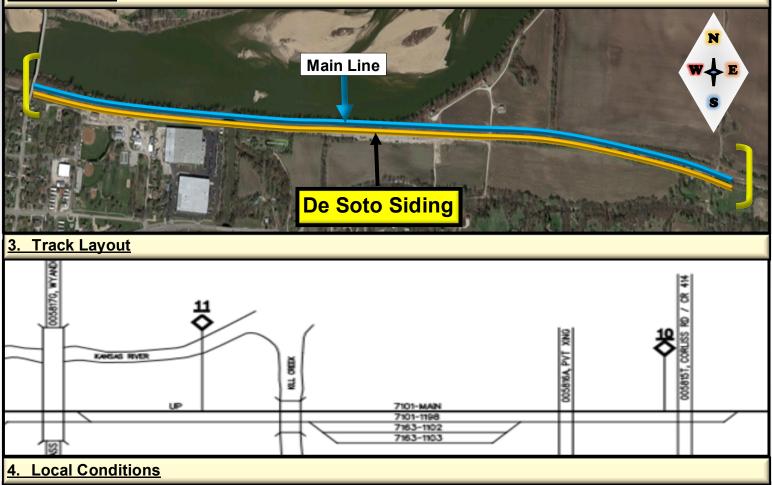
1. Industry location & contact Information

Address: De Soto, KS 66018

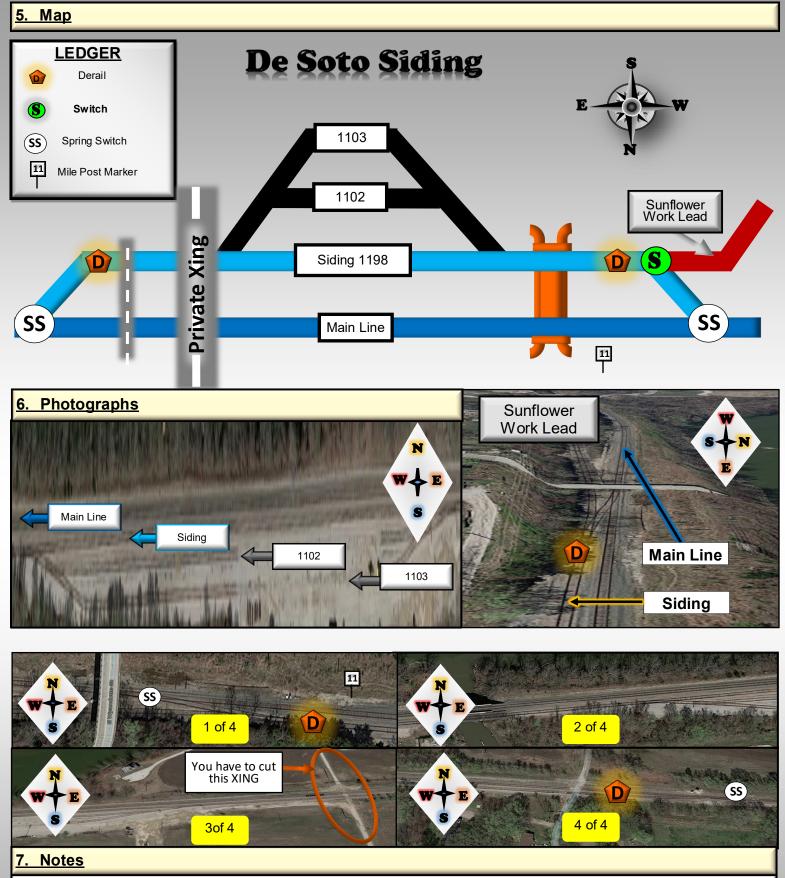
Contact Numbers:

MP: 11.0

2. Aerial View

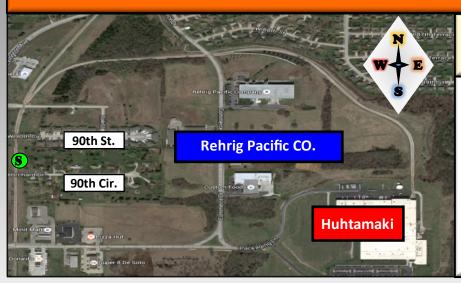


- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & <u>derails are on each track.</u>
- When going to spot Rehrig or Huhtamaki, you will have to go onto the De Soto siding, run around your train, then proceed westbound from the siding onto the Sunflower lead. Remember there is a derail when returning from these industries to the siding & it is a down hill grade.
- If you park a train in the siding, you will have to cut the crossings, if you need to block the
 entrance to the Sunflower lead you will need to have permission from the Dispatcher. There are
 also air lines at the crossings that need to be used to maintain a charged brake pipe, always be
 careful when operating these hoses as they may be under air pressure.
- There is a bridge with no walkway at MP 10.8.



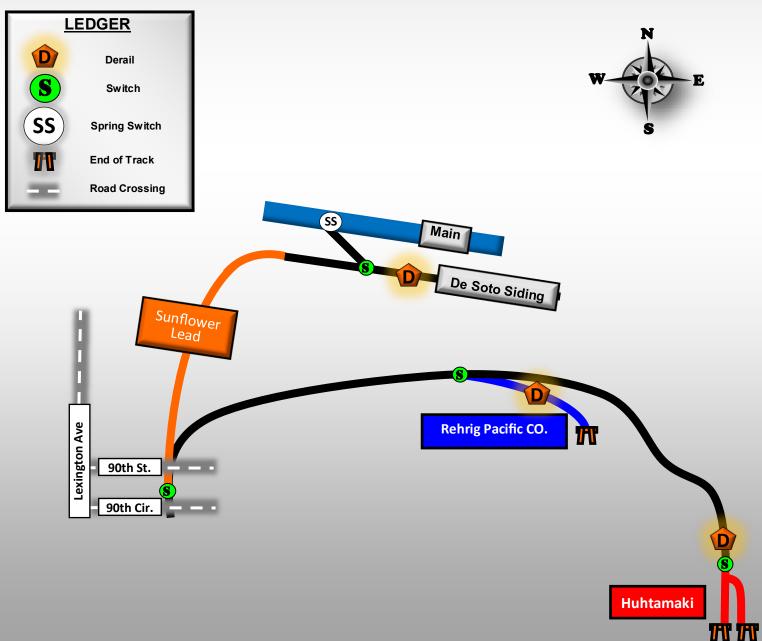
When picking up a train that was tied down at this location & you have to perform a Class 1 airbrake test or you just need to walk your train, there is a bridge between the west end of the siding and the west end of the two setout tracks 1102 & 1103, there is no walk way on this bridge (MP 10.8).

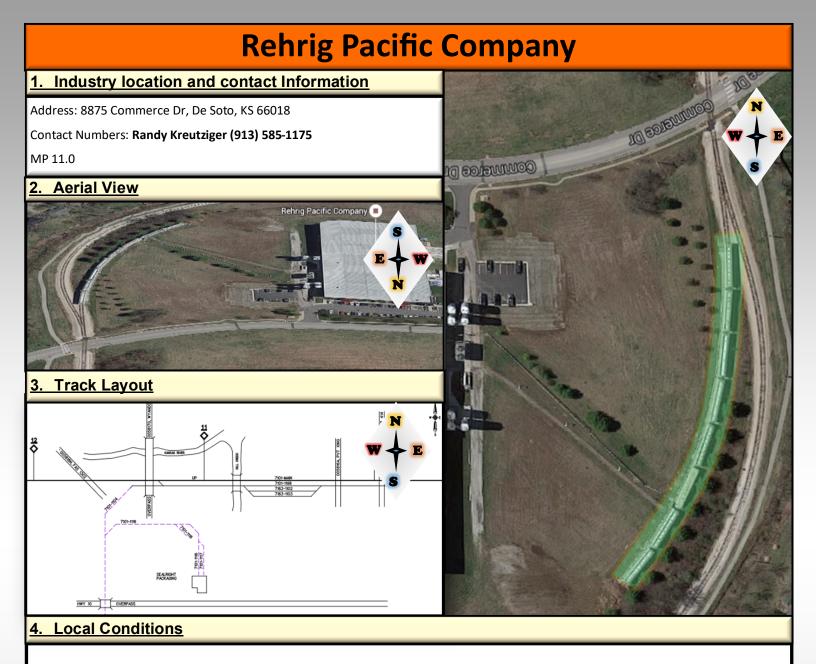
Huhtamaki & Rehrig Pacific CO.



INFORMATION FOR MULTIPLE INDUSTRIES

 When spotting these two locations, you will come in from the De Soto siding onto the Sunflower lead, from there between 90th St. & 90th Circle there is a switch that will take you to the lead that goes to Rehrig Pacific Co. & Huhtamaki.



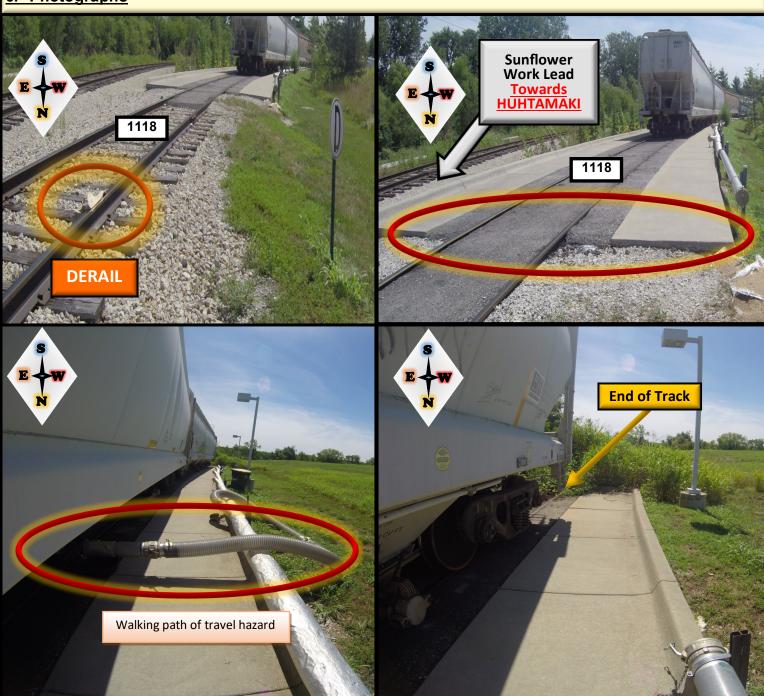


- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & <u>derails are on each track.</u>
- This industry spots hopper cars that use hoses & pipes to unload the product. Watch footing for tripping hazards in the walking path of travel.
- This industry only has one track (click 1118) & it is on a curve, when shoving to spot the cars take this into consideration when getting in a position to protect the shove.
- When you spot or pull you will be going across Commerce Drive crossing, it is a high traffic road.

<u>5. Map</u>

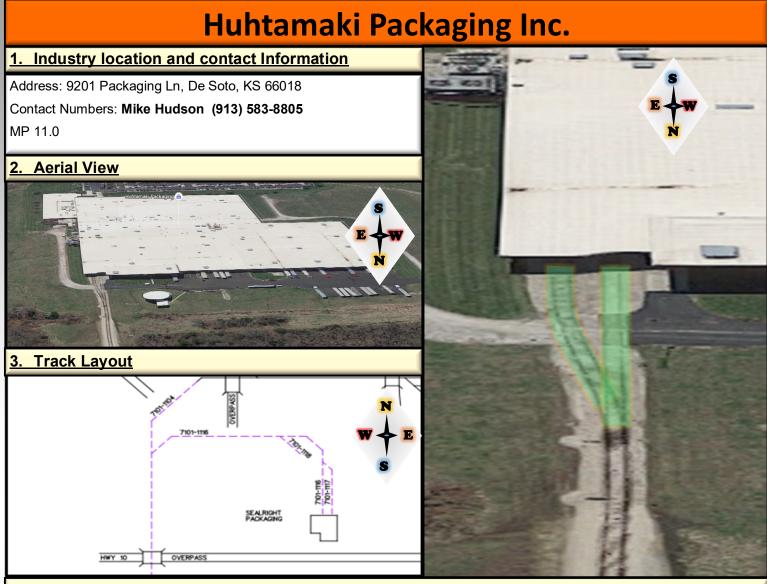
Rehrig Pacific Company LEDGER D Derail S Switch WCH HE COMP SHOES End of Track Road Crossing Always watch your step for possible tripping hazards! 1118 Sunflower Work Lead **Towards HUHTAMAKI Commerce Drive** D E 1118 S **Commerce Drive** nd porprounds Sunflower Work Lead

6. Photographs



7. Notes

- When picking up car(s) that have to be pulled, check for hoses or other equipment still connected to the car(s).
- Watch your step when arriving at this location account of tripping hazards in the walking path of travel & verify that the caps are in place & not hanging.



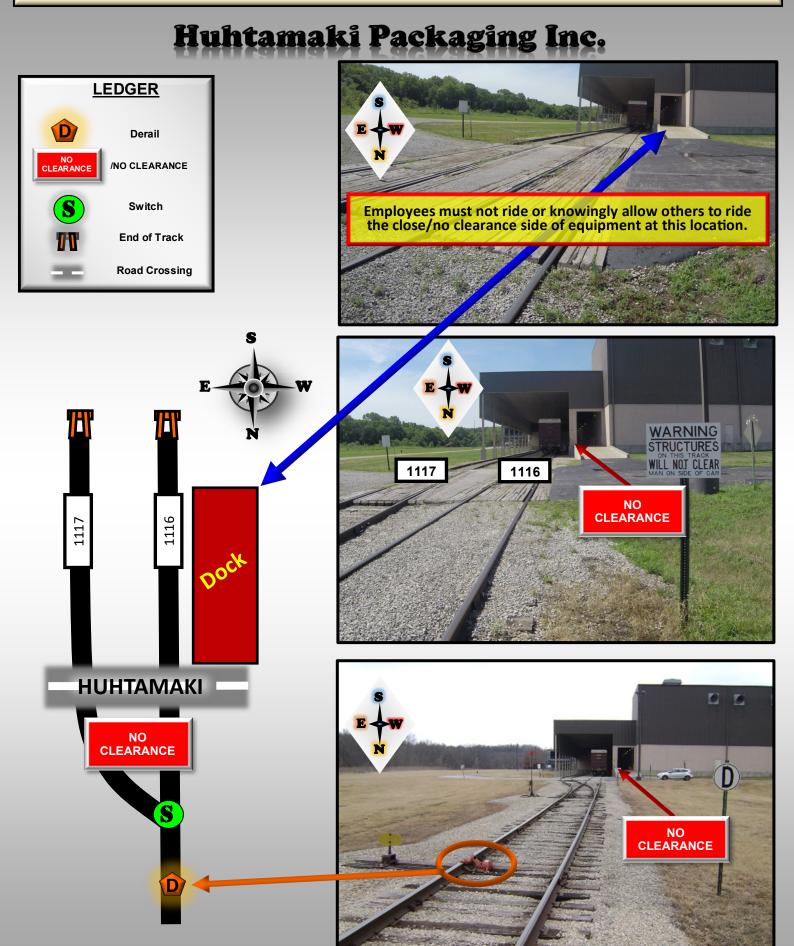
- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & <u>derails are on each track.</u>
- This industry has two tracks that have **NO CLEARANCE** conditions. Do not ride or allow anyone to ride the cars into the building.
- When switching at Huhtamaki, watch for vehicle traffic in the parking lot.

| 4(A). NO CLEARANCE LOCATIONS | 1(A) |). | NO | CLEA | RAN | <mark>CE LO</mark> | DCAT | IONS |
|------------------------------|------|----|----|-------------|-----|--------------------|------|-------------|
|------------------------------|------|----|----|-------------|-----|--------------------|------|-------------|

KANSAS DIVISION TIMETABLE -TOPEKA SUB-DIVISION

Item 7. SPEICAL CONDITIONS—NO CLEARANCE LOCATIONS

| Location | Track Name | Track No. | Obstruction |
|----------|------------|-----------|-------------|
| Desoto | Huhtamaki | 116,117 | Dock |

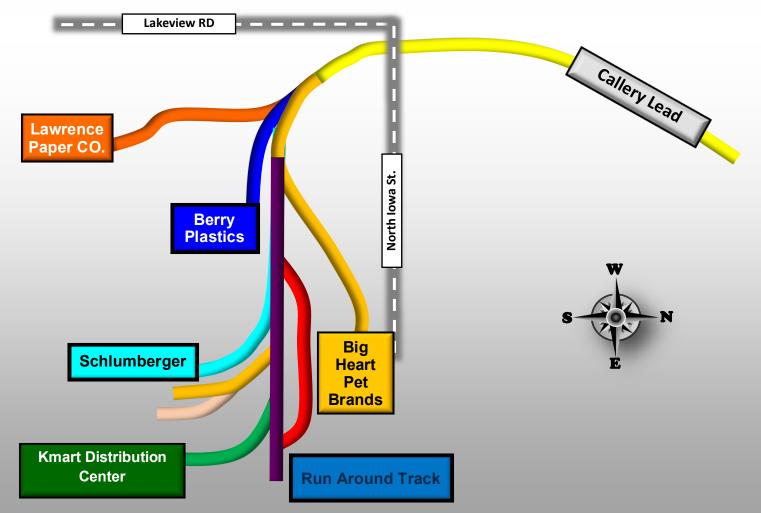




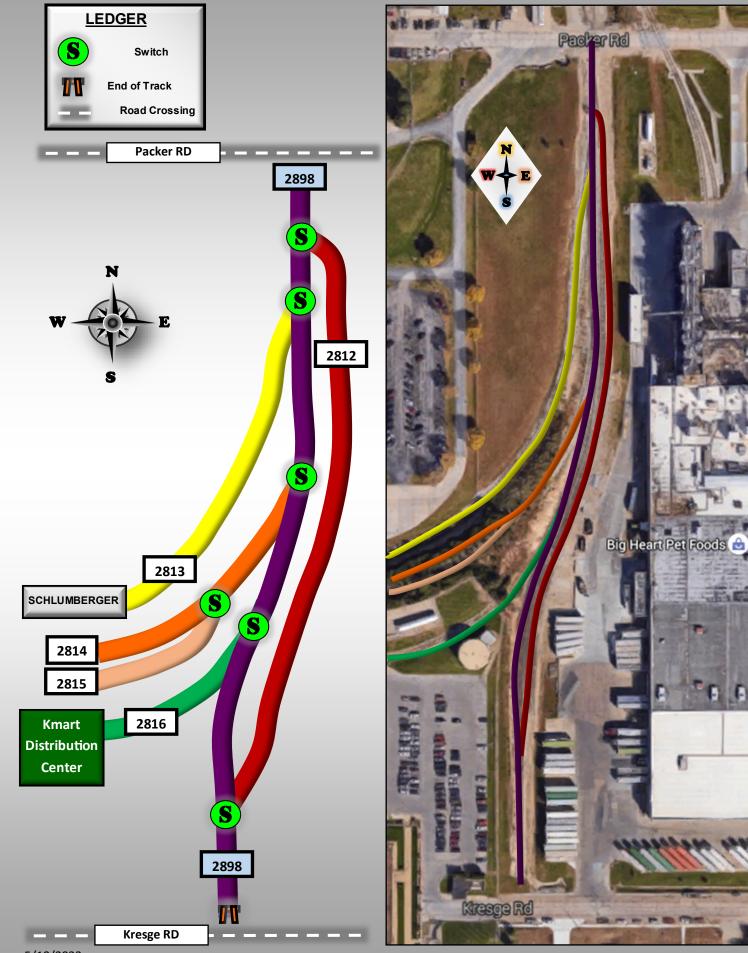
- This industry has a **No Clearance** condition.
- At this industry it is a common work practice to use wheel chocks.
- Spot to 116 track.
- Extra cars and switching room use 117 track.

Big Heart Pet Brands, Berry Plastics, Schlumberger & Lawrence Paper Company

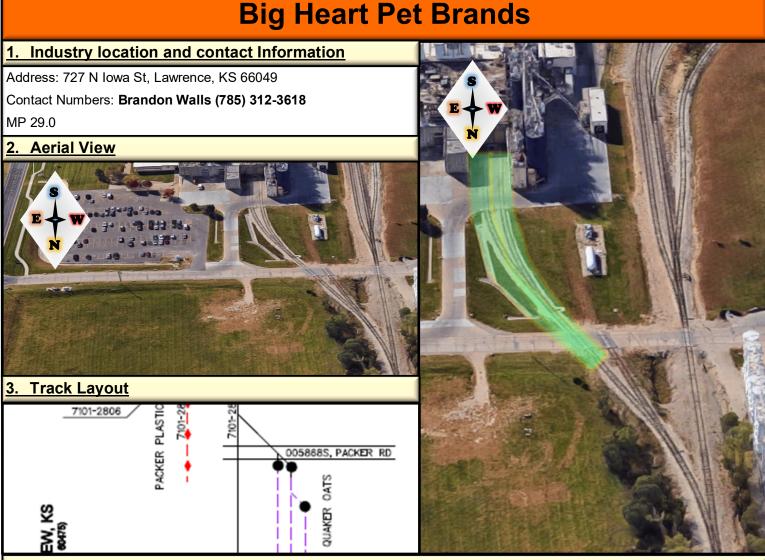




Runaround track at Big Heart Pet Brands



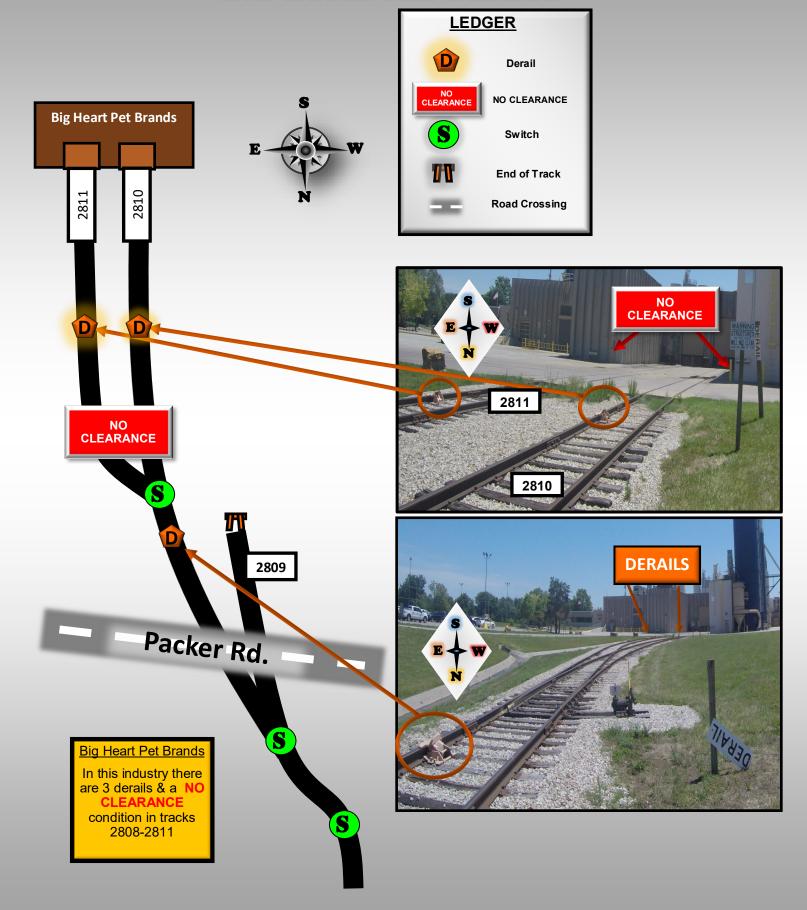
C

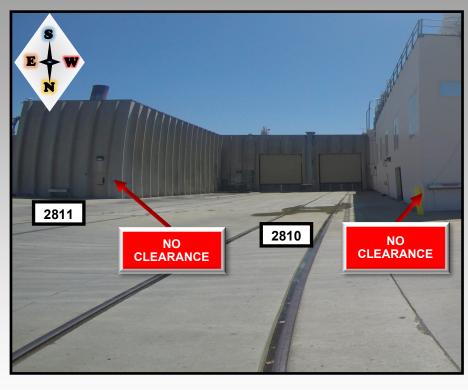


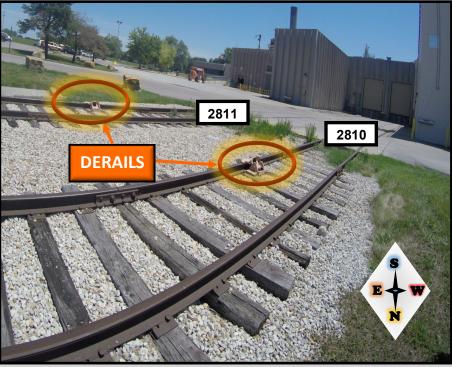
- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & derails are on each track.
- This industry has two tracks that have *NO CLEARANCE* conditions. Do not ride or allow anyone to ride the cars into the building.
- When you get to the Farmer's Market crossing going southbound the grade is uphill.
- This industry has 3 derails.

| 4(A). NO CLEARANCE LOCATIONS | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| KANSAS DIVISION TIMETABLE -TOPEKA SUB-DIVISION Item 7. SPEICAL CONDITIONS—NO CLEARANCE LOCATIONS | | | | | | | | |
| Location Track Name Track No. Obstruction | | | | | | | | |
| Lawrence Big Heart 2808-2811 Structure | | | | | | | | |



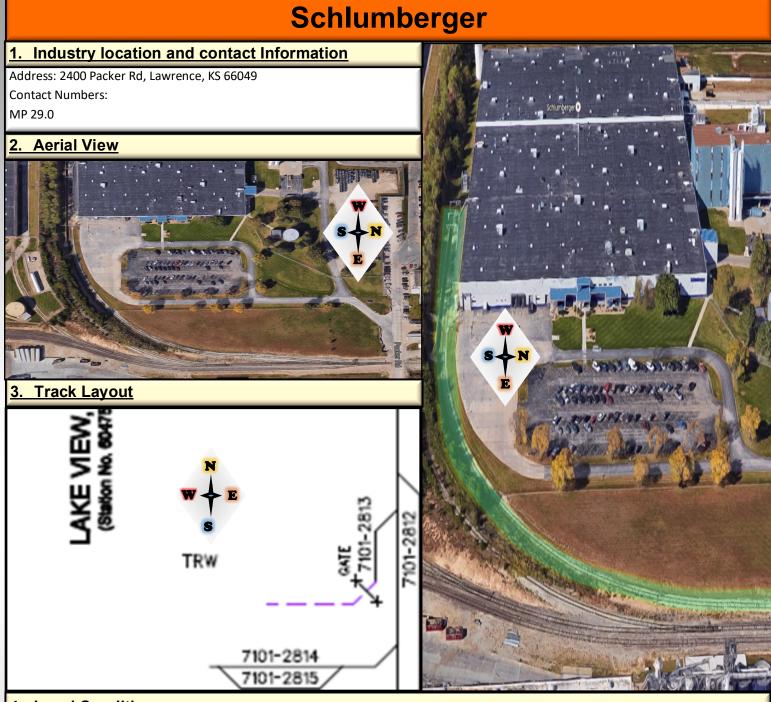






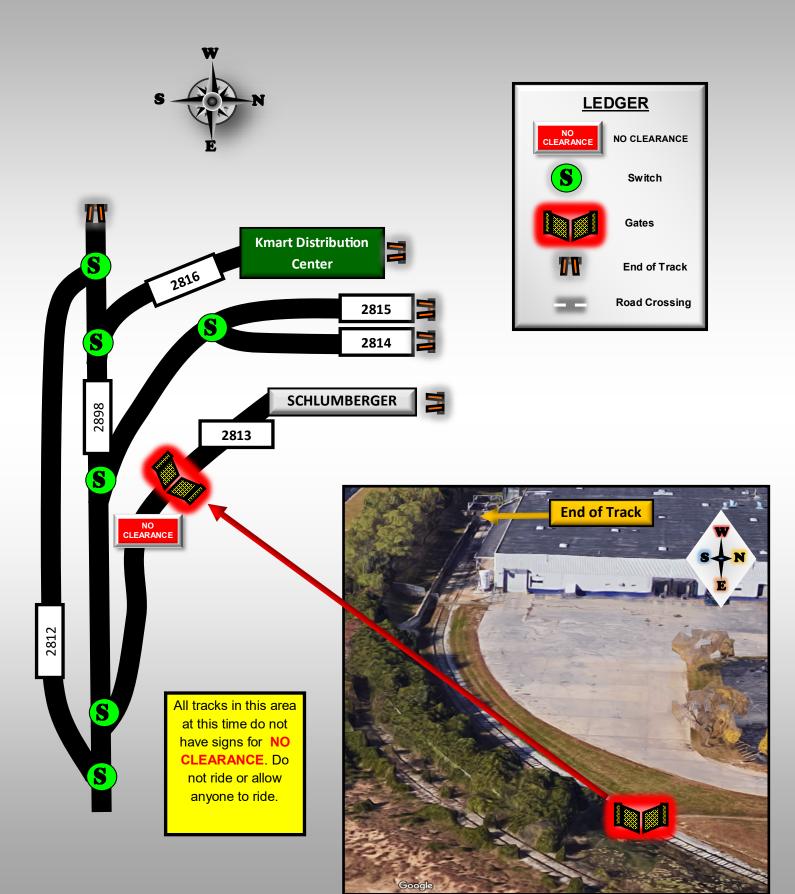
7. Notes

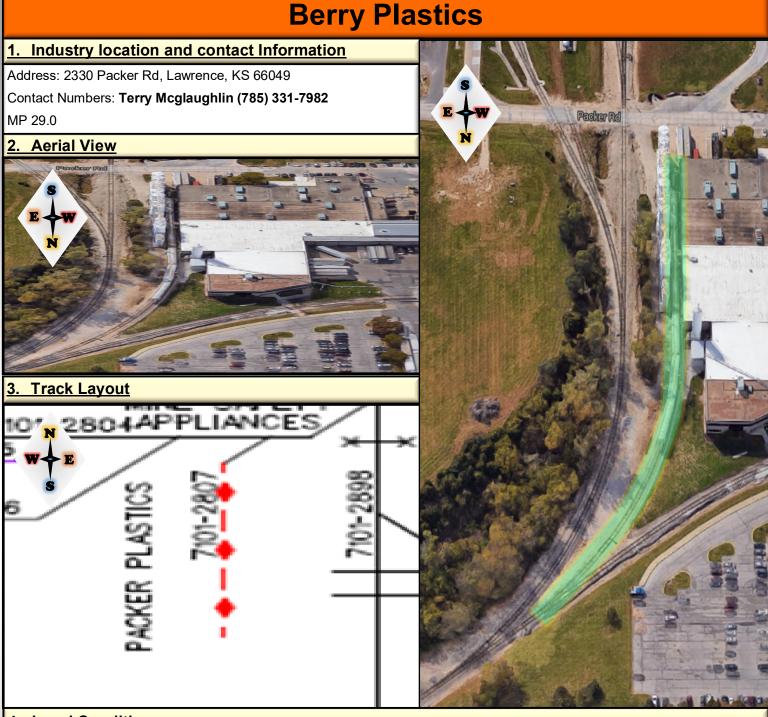
- This industry has **No Clearance** conditions.
- This industry has 3 derails.
- Go through security.
- Pull car: set over & re-spot to 2811 track.



- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & derails are on each track.
- This industry has a **NO CLEARANCE** condition. Do not ride or allow anyone to ride cars.
- When you get to the Farmer's Market crossing going southbound the grade is uphill.
- There is a gate at this location, do not ride or allow anyone to ride when spotting this industry.
- When spotting at this industry the shove moment is on a curve.
- Spot to track 2813.

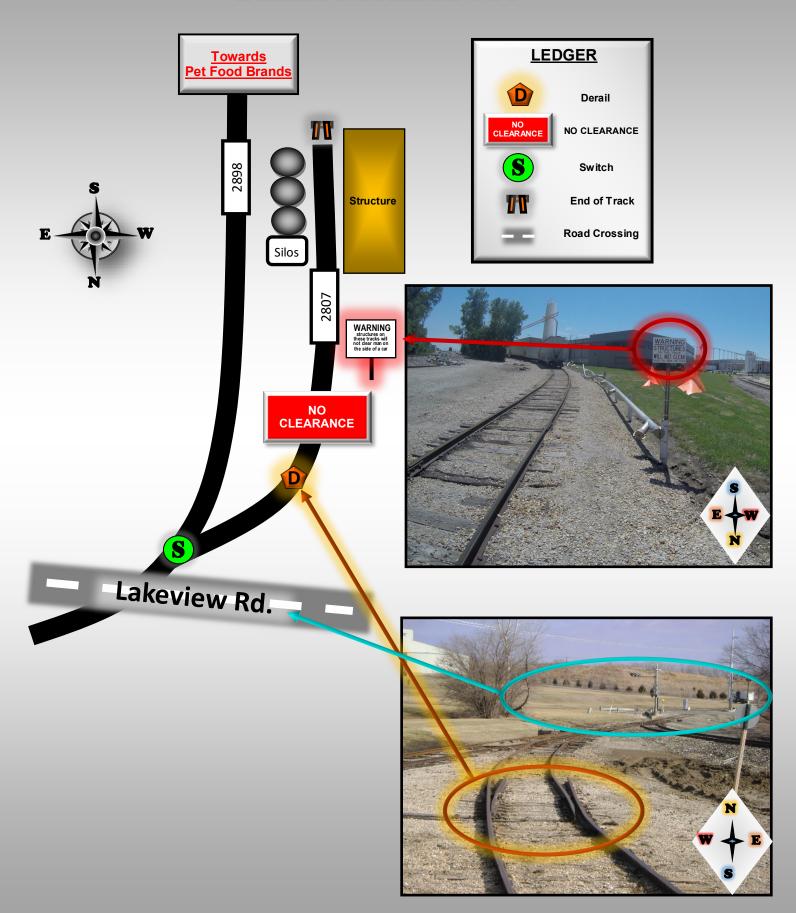
Schlumberger





- This industry has a No Clearance condition.
- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & derail.
- When spotting on this industry the shove moment is on a curve.
- The cars used at this industry use hoses & some special caps to create a vacuum when unloading the car, look out for tripping hazards in the walking path of travel.
- When pulling the cars insure there are no hoses and/or caps attached.

Berry Plastics CO.

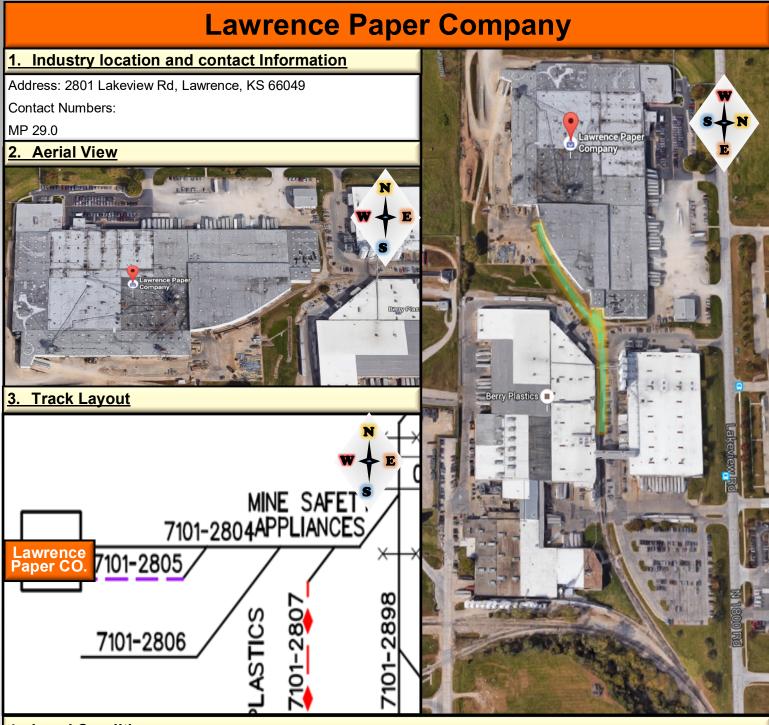


6. Photographs



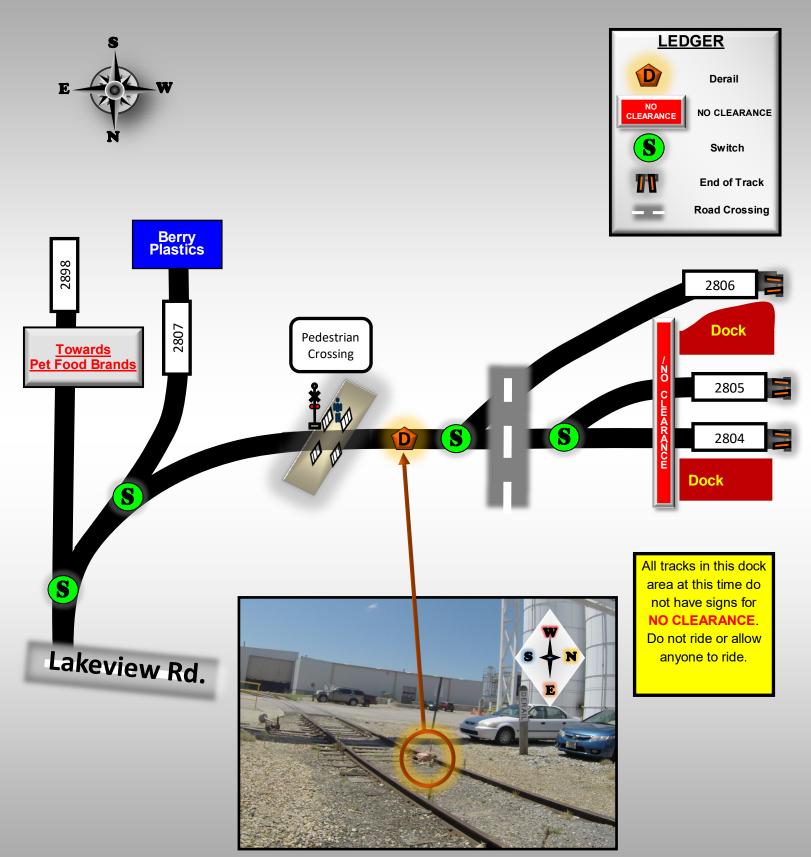
7. Notes

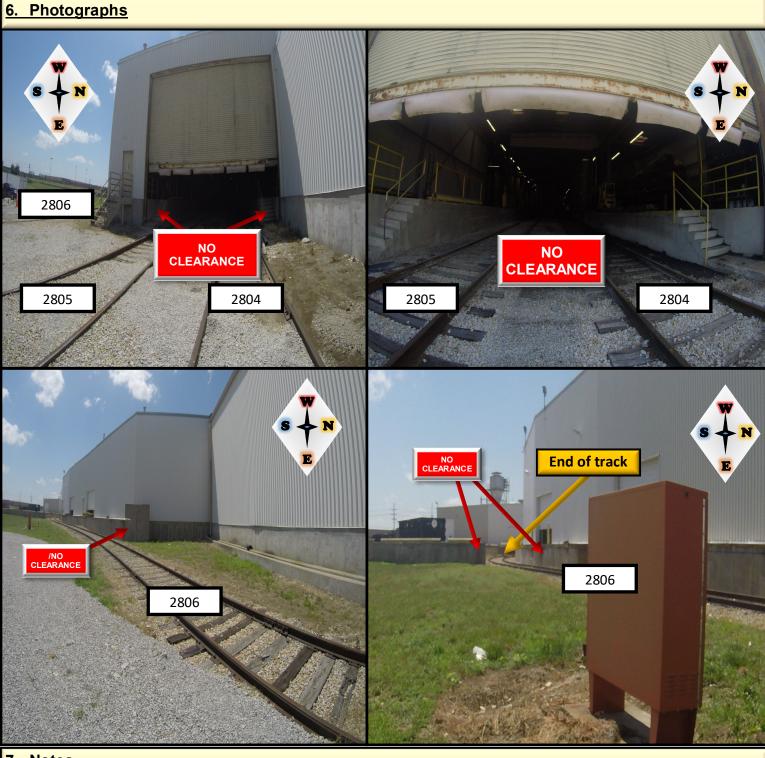
- This industry has a **NO CLEARANCE** condition. Do not ride or allow anyone to ride cars.
- When the flags are up, the cars are ready to be pulled, you will still have to verify that there are no attachments still connected to the car(s). After the cars are pulled place the flags on the ground next to the CLOSE /NO CLEARANCE sign.
- Spot per customer instructions. (1-7 spot)



- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & <u>derails are on each track.</u>
- This industry has a NO CLEARANCE condition. Do not ride or allow anyone to ride the cars into the building.
- When you are shoving up hill to spot this industry remember that there is a pedestrian crossing just past the track that goes towards Berry Plastics.

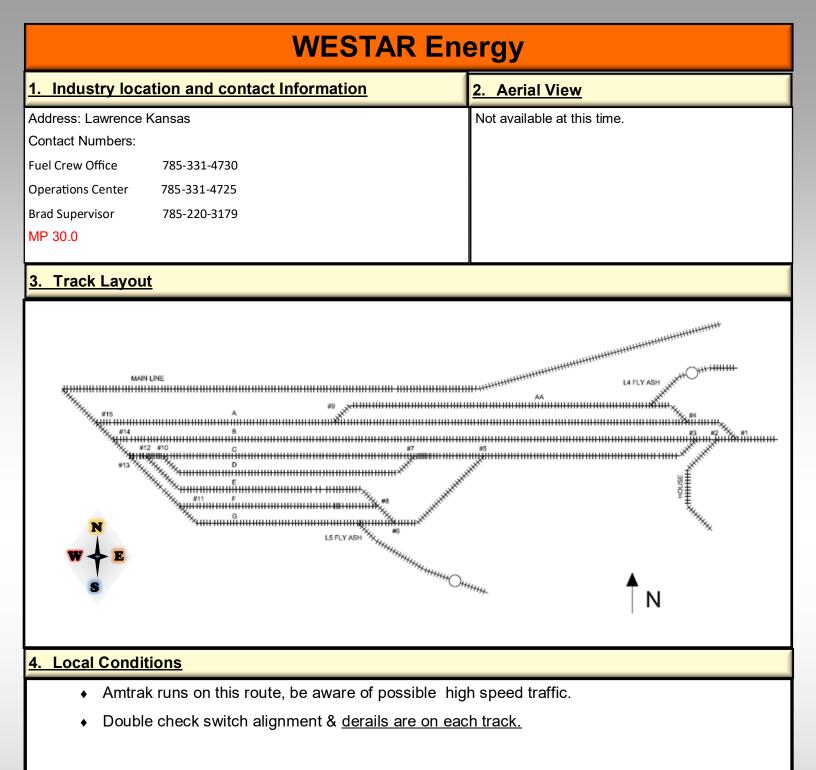
Lawrence Paper CO.

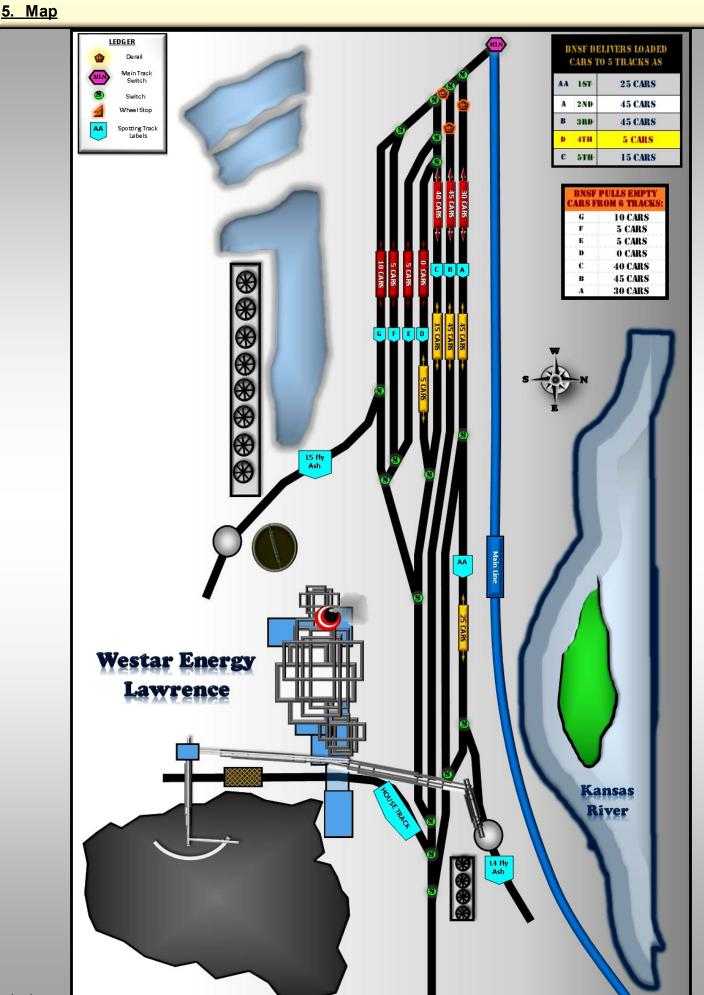




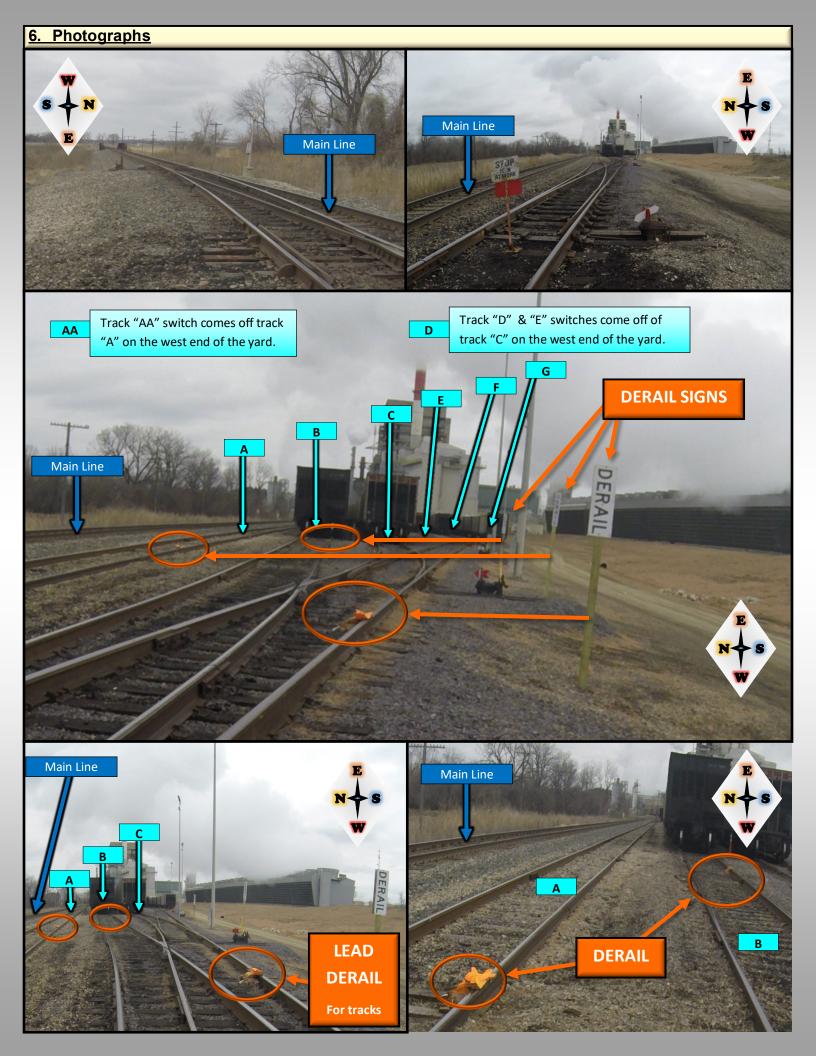
7. Notes

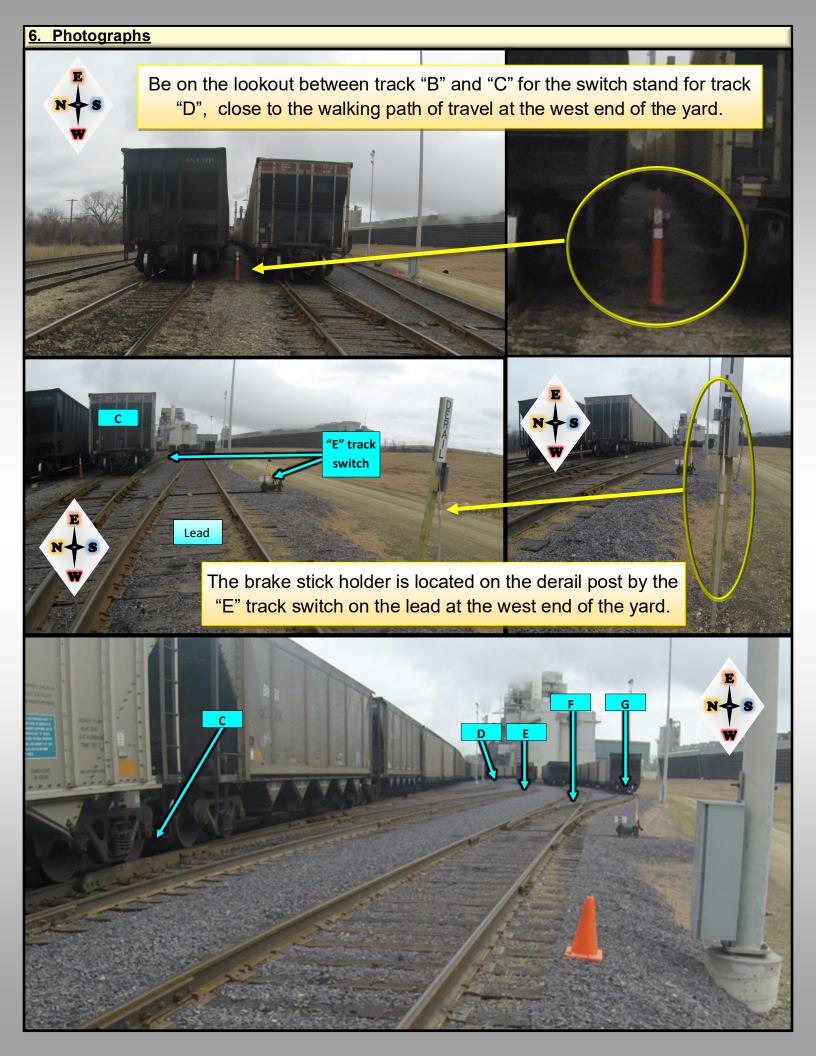
- This industry has a *NO CLEARANCE* conditions on tracks 2804, 2805, & 2806. Do not ride or allow anyone to ride the cars into the building.
- On tracks 2804 & 2805 has an overhead door, ensure that it is all the way up.
- Track 2806 has doors to spot the cars.
- Spot to track 2806.

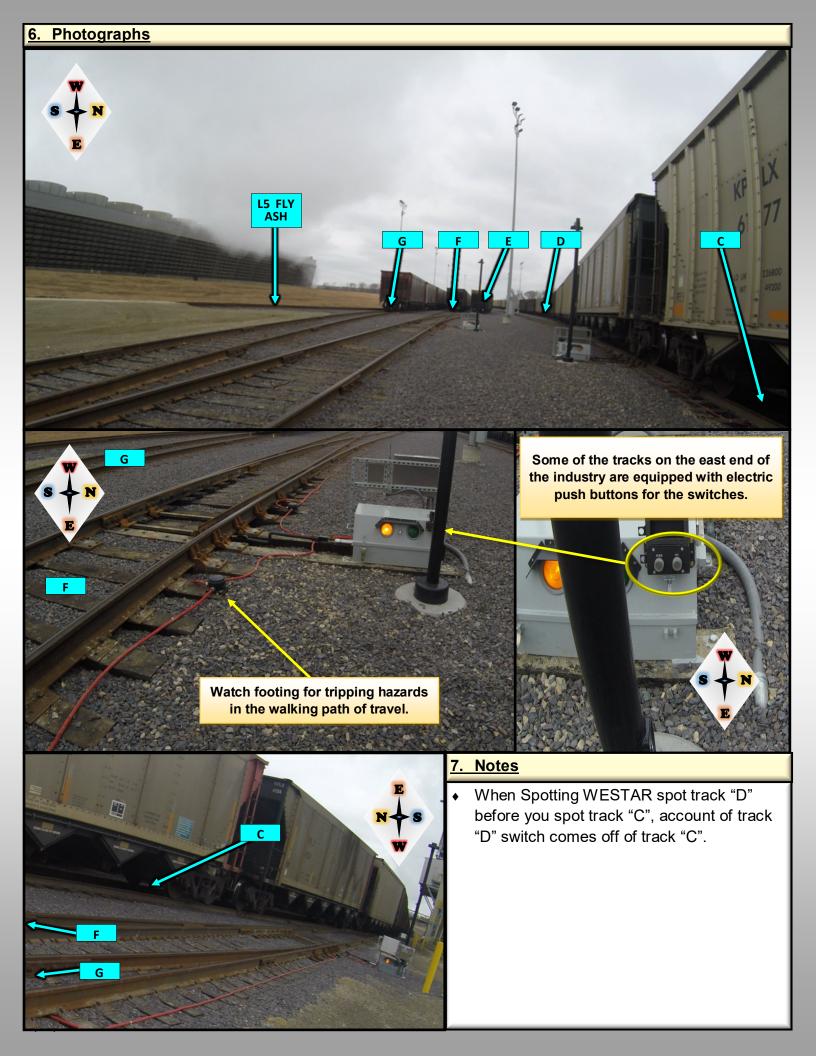


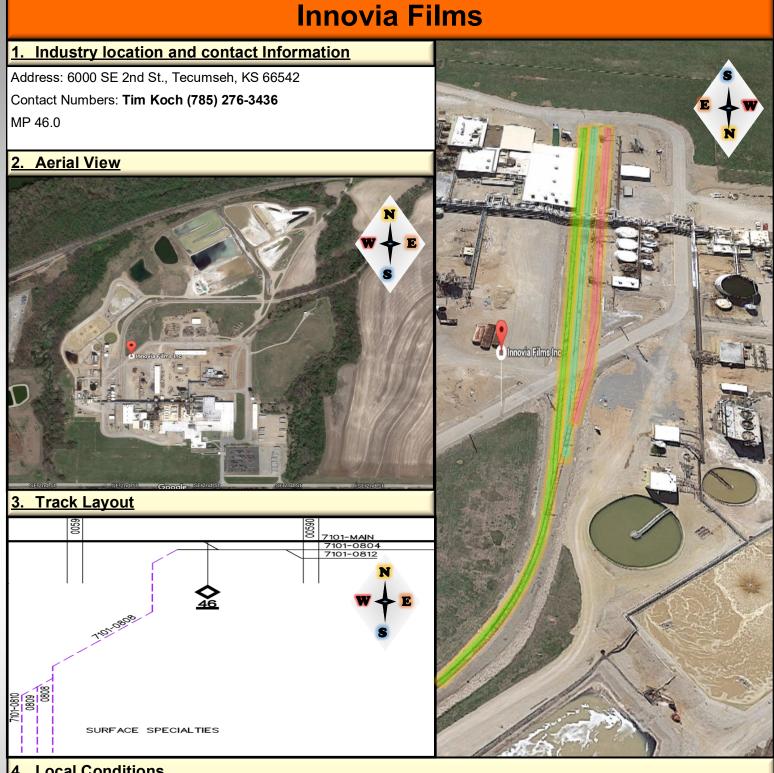


5.

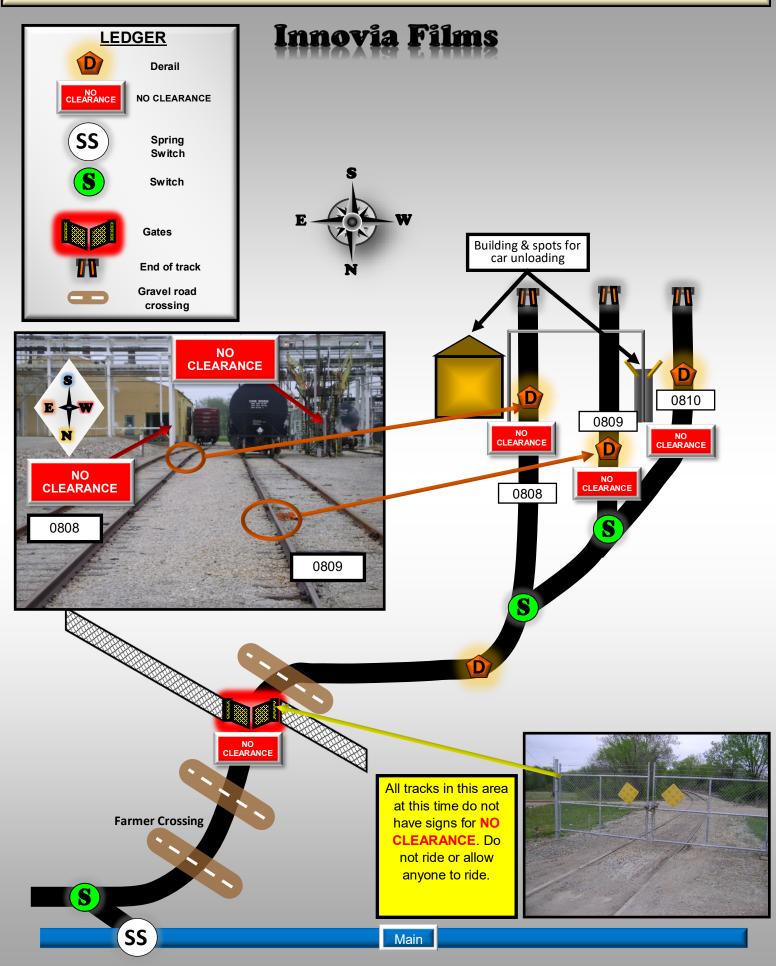




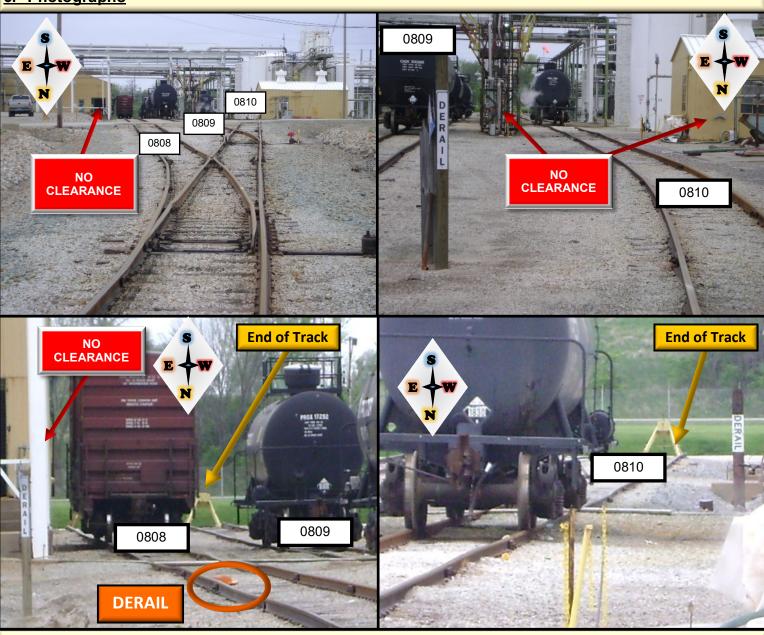




- Amtrak runs on this route, be aware of possible high speed traffic. ٠
- Double check switch alignment & derails are on each track. ٠
- To access this industry you must enter from the west end of the Tecumseh siding. ٠
- At this location there is a gate just west of the first farmers crossing. ٠



6. Photographs



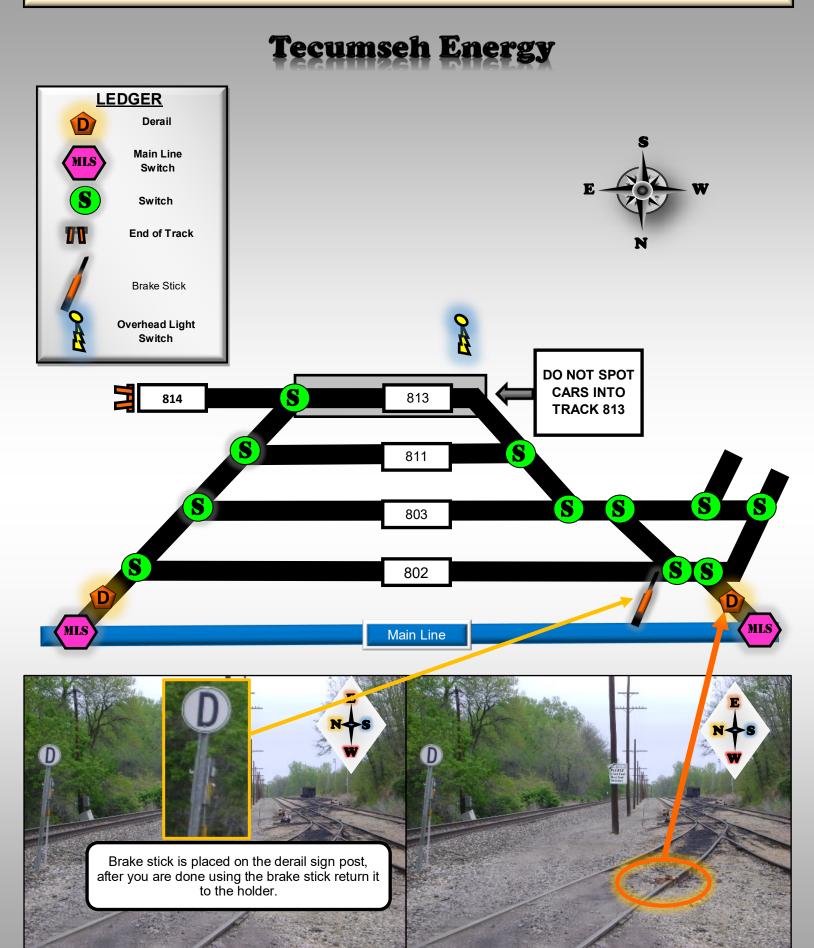
7. Notes

- At this moment there are no signs for **NO CLEARANCE** at this location, there are buildings & structures that will not clear a person riding side of car.
- To spot this industry you have to go through gates, secure the gates before going through them to prevent the gates from swinging around.
- In track 808 box cars only.

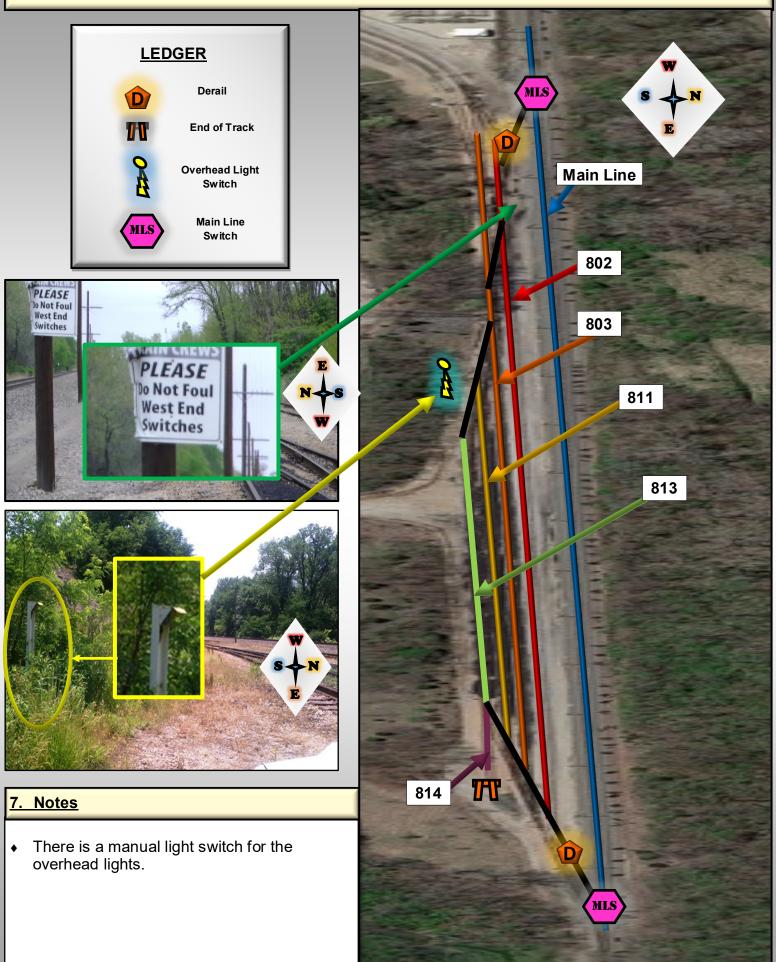
Tecumseh Energy Industry location and contact Information Address: Tecumseh Kansas 66542 Contact Numbers: MP 47.0 **Aerial View** Track Layout UP 7101-004 7101-0802 0802A -7101-0803 7101-0811 7101-0814 7101-0813 7101-0802 9918¥, RESOURCES/KPL WESTERN

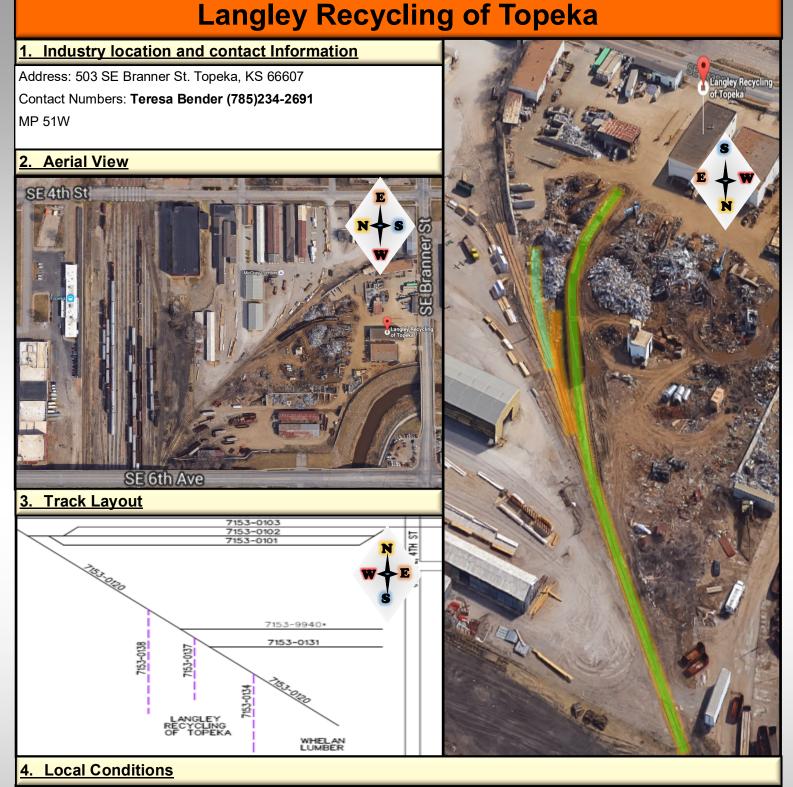
4. Local Conditions

- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & derails are on each track.
- Track 802 will hold 25 coal cars & the remainder should go to track 803, use track 811 if necessary.
- Do not spot cars into track 813, this track is used by the plant's switch crew to set out empties and/or for switching.
- There is a light switch for the overhead lights on the south side of track 813.
- The lights are manual and need to be turned on & off.
- Do not foul west end switches of all tracks.

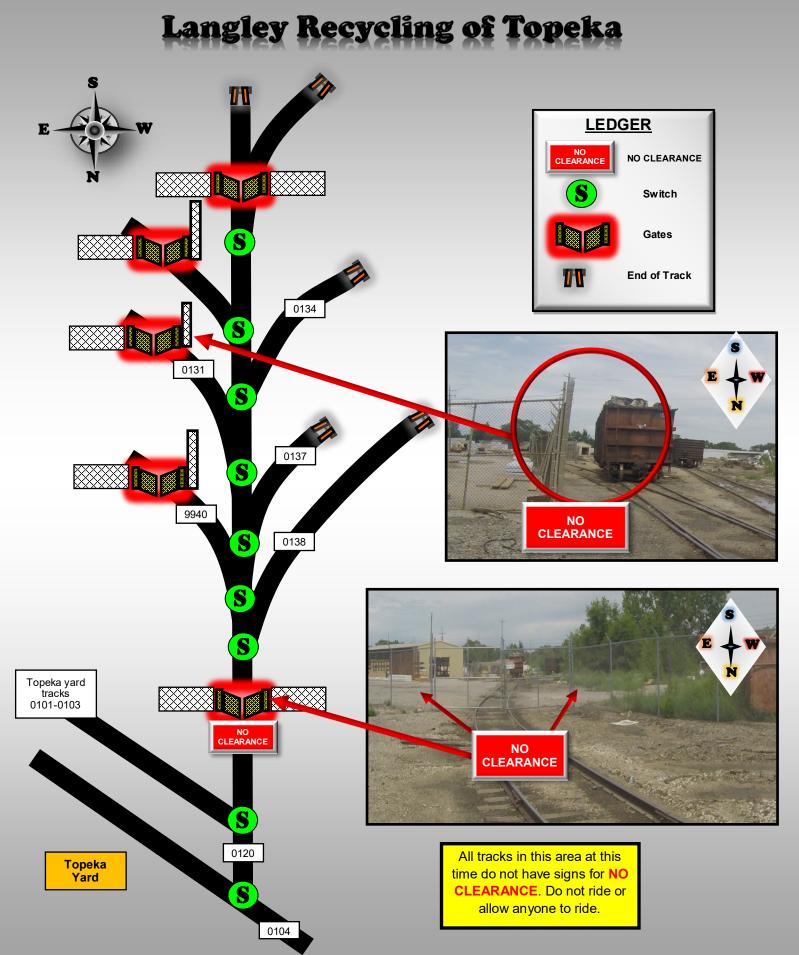


6. Photographs



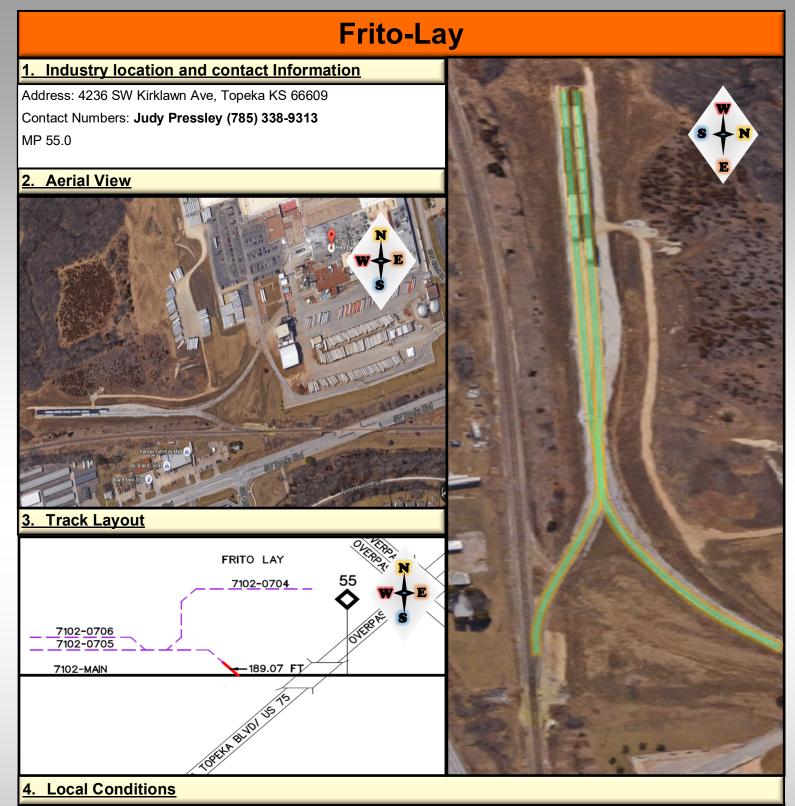


- This industry has a **NO CLEARANCE** condition. Do not ride or allow anyone to ride cars.
- Double check switch alignments.
- At this location there is a gate to enter the industry.
- To access this industry you must enter from the west end of the yard off of the lead that goes to tracks 101-103.



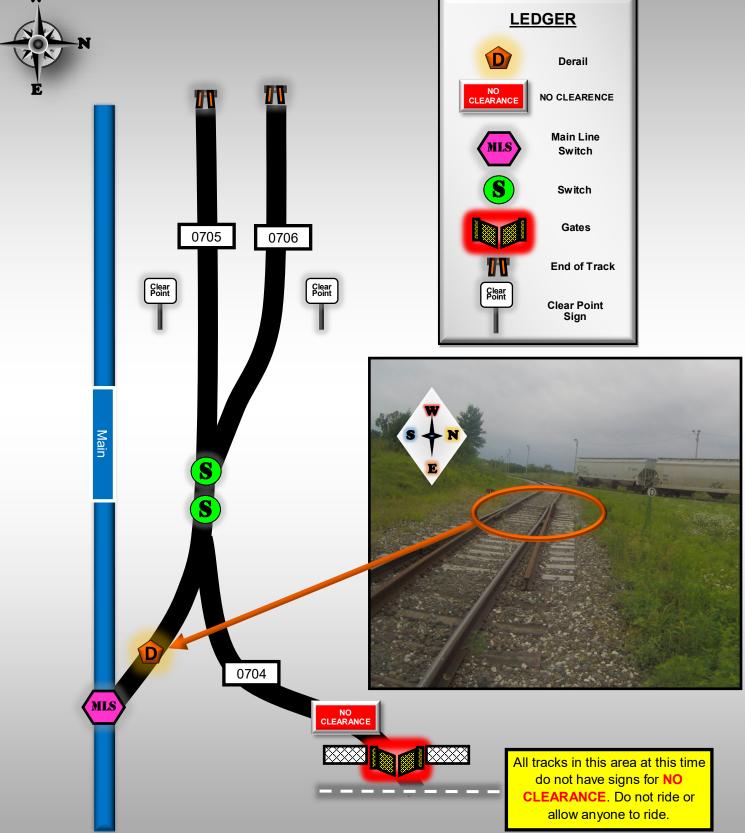


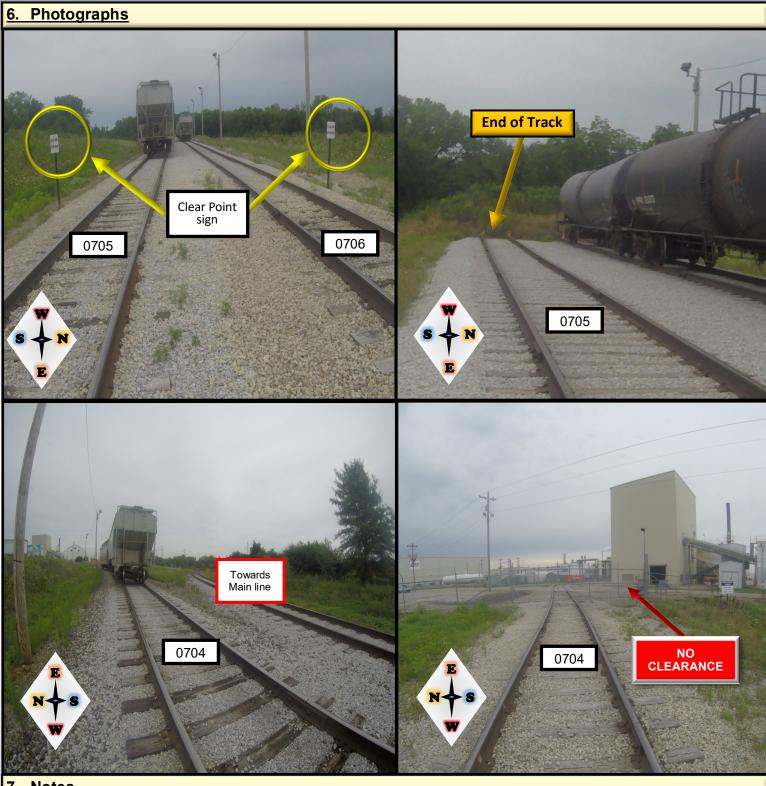
- To spot this industry you have to go through gates, ensure the gates are secure before going through, them to prevent the gates from swinging around
- Do not ride cars in this industry.
- Check for cars left a foul of other tracks.
- Check for debris in the walking path of travel.
- Check cars for overloading & pieces of scrap metal hanging from cars.



- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & derails are on each track.
- This industry has a NO CLEARANCE condition, this industry has gates, do not ride or allow anyone to ride cars.

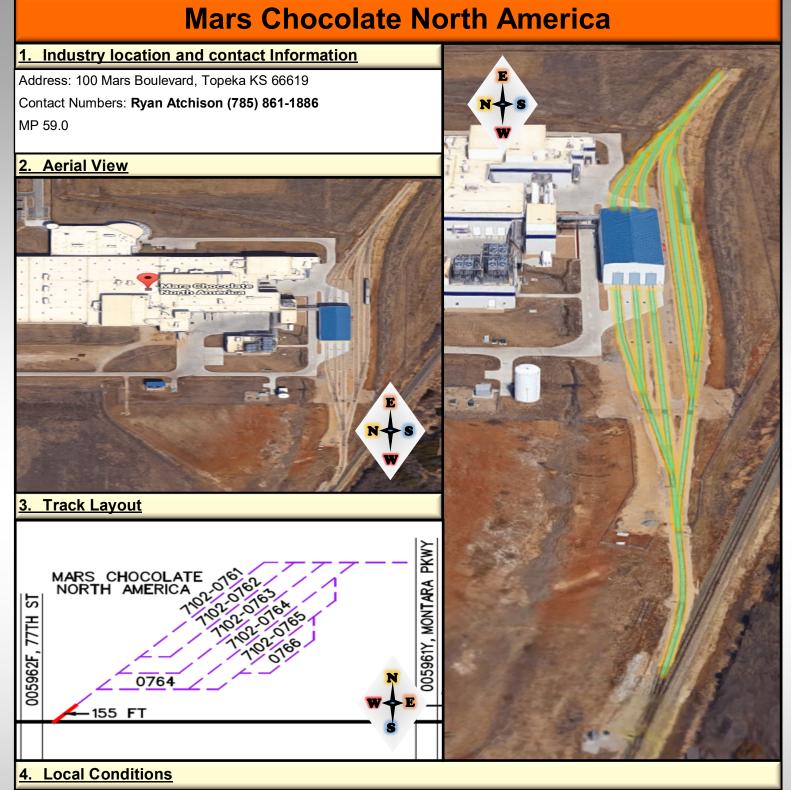
Frito-Lay



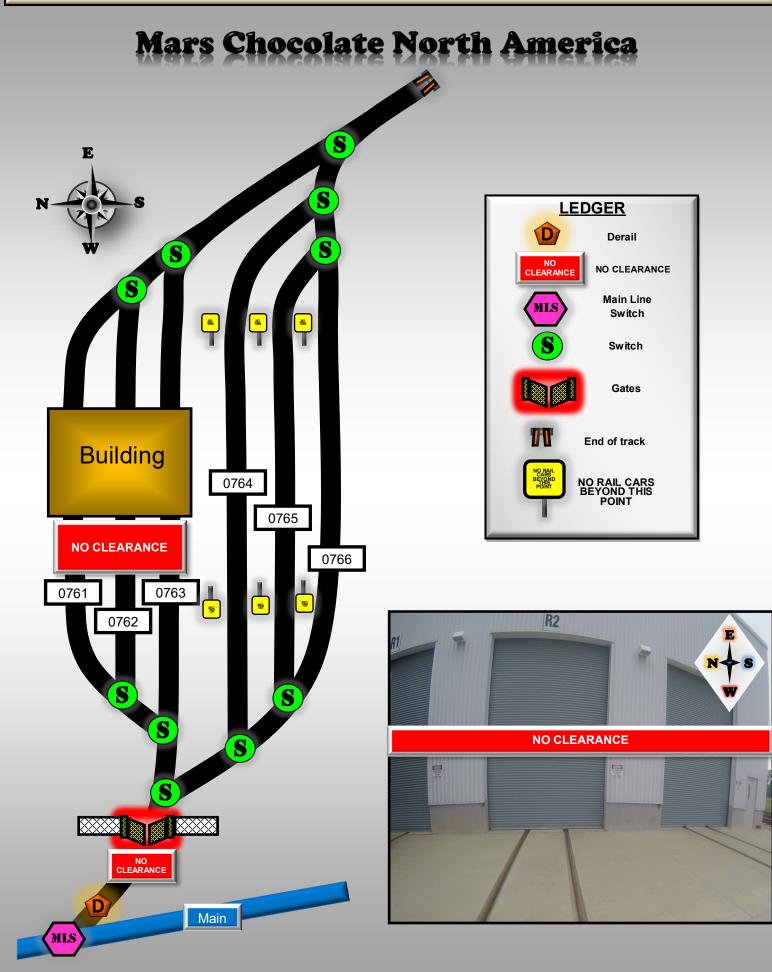


7. Notes

- Deliver (spot) to 705 track. Pull front of 706 track.
- Do not enter 704 track, this is used by customer track.
- The Pauline siding is used to run around cars.



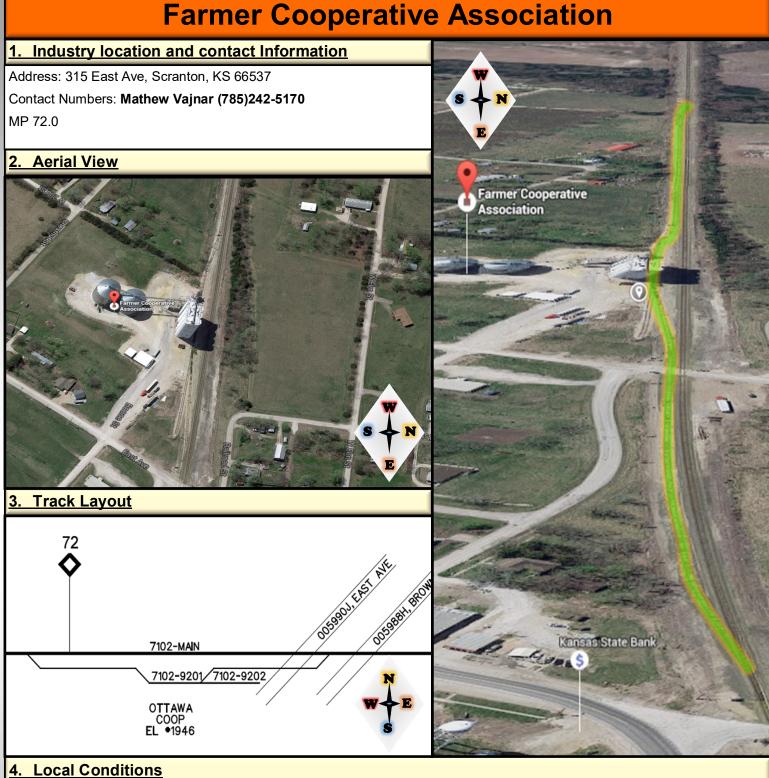
- Amtrak runs on this route, be aware of possible high speed traffic.
- Double check switch alignment & derails are on each track.
- This industry has a *NO CLEARANCE* condition, this industry has gates, do not ride or allow anyone to ride the cars.





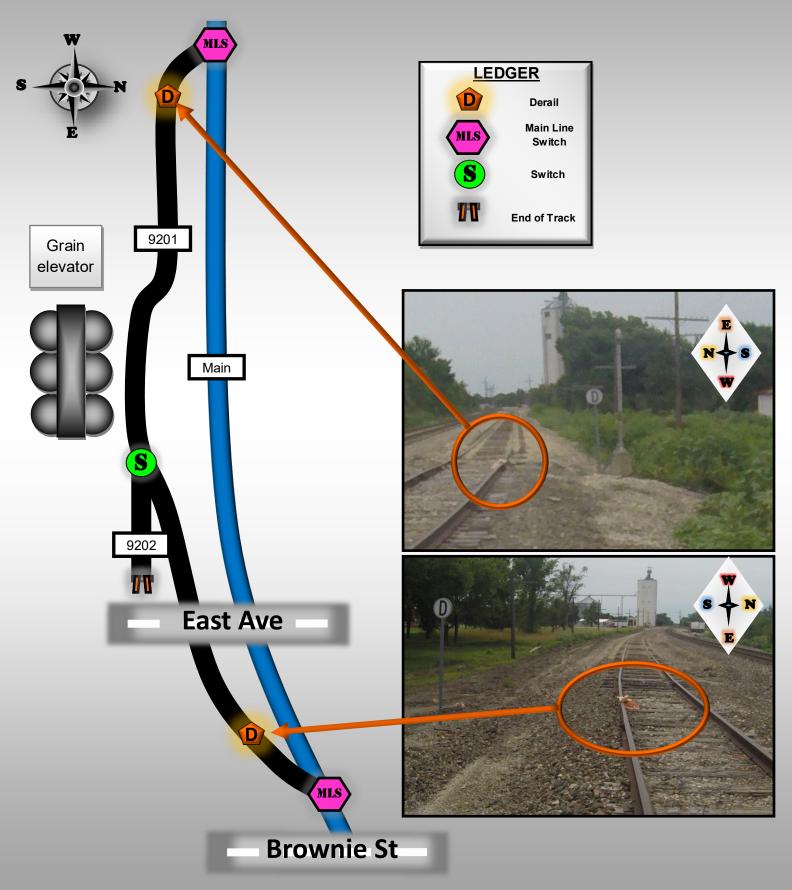
7. Notes

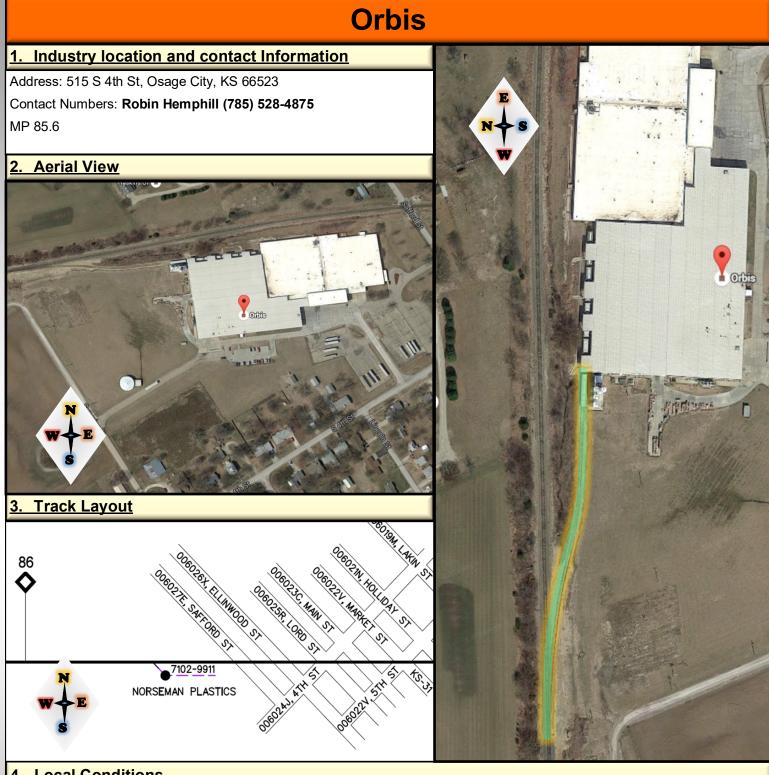
- Spot inbound cars to 764 track.
- Pull cars from 765 track.
- Do not enter tracks 761, 762 & 763. These tracks are for customer use only.



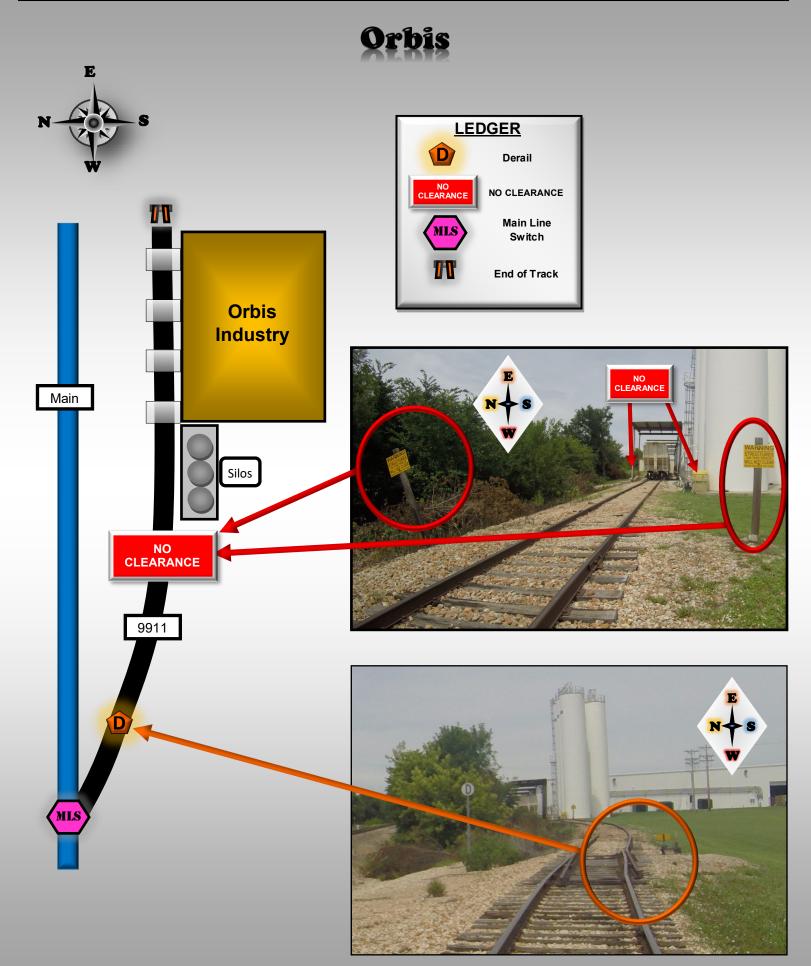
- - Amtrak runs on this route, be aware of possible high speed traffic.
 - Double check switch alignment & derails are on each track.
 - 9202 track holds 2 cars. (protect the shove into spur track accordingly)
 - 9201 cars holds the rest (20 cars), if necessary cut East Avenue.

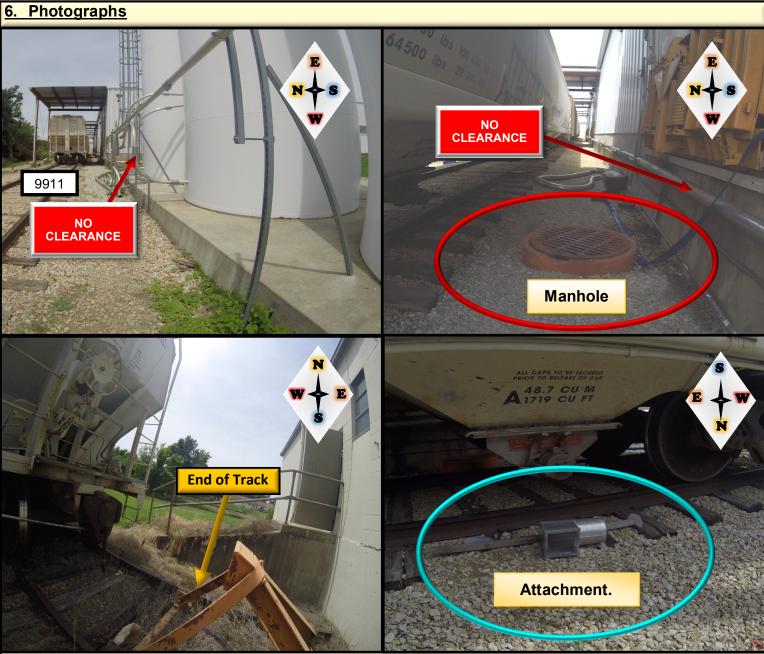
Farmer Cooperative Association Scranton





- 4. Local Conditions
 - Amtrak runs on this route, be aware of possible high speed traffic.
 - Double check switch alignment & <u>derails are on each track.</u>
 - This industry has a **NO CLEARANCE** condition. Do not ride or allow anyone to ride cars.
 - This industry spots hopper cars that use hoses & pipes to unload the product. Watch footing for tripping hazards in the walking path of travel.





7. Notes

- Ensure that the attachments have been removed before pulling cars.
- At this location there is a manhole cover between the building & the industry track close to the walking path of travel at the west end of the building.
- Use caution when releasing handbrakes on cars account of end of track bumping post.