

# THE PENNSYLVANIA RAILROAD CO.

PHILADELPHIA DIVISION

PHILADELPHIA TERMINAL DIVISION

SPECIAL INSTRUCTIONS

FOR

EMPLOYEES

IN

ELECTRIFIED TERRITORY



17782

# **The Pennsylvania Railroad Company**

**PHILADELPHIA DIVISION**

**PHILADELPHIA TERMINAL DIVISION**

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**SPECIAL INSTRUCTIONS**

**FOR**

**EMPLOYEES**

**IN**

**ELECTRIFIED TERRITORY**



## NOTICE.

In connection with the introduction of Electric Train Service, the following Special Instructions are issued for the Information and Guidance of Employes in Electrified Territory.

Rules and Special Instructions pertaining to Steam Train Service will also govern Electric Train Service when applicable.

W. B. McCaleb,  
*Superintendent,*  
*Philadelphia Division.*

C. S. Krick,  
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*Philadelphia Terminal Division.*

FEBRUARY 15, 1915.

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## ELECTRIFIED TRACKS.

The following tracks will be equipped for electric service:—

### MAIN TRACKS.

All passenger tracks between Broad Street Station and "OB."

All main tracks between "OB" and Signal Bridge west of "PA," inclusive.

### YARD TRACKS.

#### PHILADELPHIA:—

Yard running tracks between "B" and South Yard.

South Yard tracks Nos. 1 to 7, inclusive.

South Yard running track.

Market Street running track west of "E-2."

No. 17 track between "N" and "D-1."

#### PAOLI:—

Yard tracks—Paoli Yard, including Wye and Duck-under track.

## GENERAL.

1. The co-operation of every employe is solicited in the direction of preventing personal injury to himself or others. The establishment of safe working conditions and practices is being given particular attention by the management, and the assistance of every employe is necessary to insure success.

Employes should not hesitate to report any condition which they consider unsafe.

Keep all tools and appliances in safe condition for use.

Employes must not perform any work in a careless or dangerous manner. If any other employe engages in a careless or dangerous practice his attention should be called to the danger involved, and if the warning is not heeded, report should be made to the proper authority.

"SAFETY FIRST" should be ever in the mind of each employe.

Attention is directed to book entitled "Instructions for the Guidance and Protection of Employes," issued by the General Manager under date of November 1, 1912. All employes will provide themselves with a copy of these instructions.

2. A first aid box will be placed in each multiple unit car.



3. Employees are requested to offer any ideas or suggestions tending to improve the service, which will be given careful consideration.

4. The rules, regulations and instructions pertaining to enginemen will govern motormen when applicable.

5. Only authorized persons, and except in special cases, not more than two persons, in addition to motorman will be permitted to ride on front platform of multiple unit trains.

6. Motormen of multiple unit trains reporting for duty at Broad Street Station must register on form C. T. 876-B in the Crew Despatcher's Office 30 minutes before leaving time of train, except that motormen on runs with layover of less than one hour will not be required to register between these trips.

7. If motormen fail to report 30 minutes before leaving time, the Crew Despatcher will immediately notify the Crew Clerk at Engine House No. 2, West Philadelphia, who will arrange for another motorman.

8. Motormen in charge of multiple unit trains arriving at Broad Street Station will take train to yard except when they turn in station for an outward trip or when they are relieved by the Yard Master.

9. Motormen of multiple unit trains reporting for duty in West Philadelphia District will register on form C. T. 876-B at 30th Street Turntable (E-6) 45 minutes before leaving time of train from Broad Street Station or from West Philadelphia.

10. Yard motormen reporting for duty in the West Philadelphia District must register at 30th Street Turntable (E-6), before going on duty and Yard motormen reporting for duty at Broad Street Station must register at the Assistant Yard Master's Office, 16th Street, before going on duty.

11. If Motormen fail to report for duty at the specified time, arrangements will be made with the Crew Clerk at Engine House No. 2, to provide another motorman.

12. Motormen of multiple unit trains reporting for duty at Paoli must register on Form C. T. 876-B in the Registry Office thirty (30) minutes before leaving time of train. If motormen fail to report for duty at specified time, the foreman in charge will arrange for another motorman.

13. Motormen must not use the whistle unnecessarily, but must sound warning signals when necessary for safety.

14. When classification signals are used on a multiple unit train, they will be displayed from the lower sockets on the front end of leading car.

15. When moving multiple unit cars in yards, by night, the headlight will be displayed on the front of the leading car.

16. Special care must be exercised in moving a train or draft of cars in stations while passengers are being received or discharged from a train on an adjacent track.

17. When two or more trains using electric power have been stopped on the same track a short distance apart, no train must start until preceding train has been under headway thirty seconds.

18. When trains operated by electric power are stopped on grades because of loss of power, conductor and motorman must, if necessary, see that a sufficient number of hand brakes are applied to prevent the train moving in case the air supply falls below the pressure necessary to operate the brakes.

19. No Conductor will be permitted in multiple unit train service unless he has passed a satisfactory examination on Rules, Signals and Physical Characteristics.

20. No Motorman will be permitted to operate a multiple unit train unless he has made at least one round trip during the day, and one round trip during the night, under the pilotage and instruction of a qualified instructor or motorman, who shall sign his name opposite each trip on a blank

provided for that purpose, nor until he has passed examination on electric car equipment.

21. When necessary for the motorman to operate a multiple unit train or car from any other location than the leading end, a properly qualified employe, who has passed a satisfactory examination on rules, signals and physical characteristics, must be stationed at the leading end equipped with proper appliances to give signals to motorman to control the movement.

He must observe all signals and conditions affecting that movement and will be responsible for the proper observance of same.

The movement should be regulated by the motorman in accordance with signals from man at leading end and must not exceed a speed of thirty miles per hour.

If signals from the leading end cannot be seen by the motorman, the movement must be stopped immediately.

22. In case of trouble limiting the power available, it may be necessary to have multiple unit trains operated below the full running position in order to reduce the power requirements. When this necessity arises, the Power Director will notify the Train Dispatcher of the division affected, who will issue suitable orders and see that they are conveyed to each motorman in the

shortest possible time, these orders indicating upon what position the master controller handle must be operated. Motormen must strictly observe these orders until they are superseded by orders to resume normal operation.

23. Motormen, when taking charge of multiple unit trains, must know that the necessary switches are closed before starting.

24. Employees whose duties require them to go under or between multiple unit cars, must not do so until they have taken the necessary precautions to prevent train or cars from being moved.

25. Platform safety chains on multiple unit cars must be hooked in proper position when cars are coupled together, to prevent passengers falling between cars. When uncoupling cars, the safety chains must be unhooked from adjacent cars and hooked up so as to clear buffer plates.

26. Trainmen must not separate multiple unit cars without first disconnecting air hose, safety chains and control jumpers. Jumpers must be placed in vestibule of car from which they are removed.

27. When any pantograph on a train or car is damaged by reason of trouble with the trolley wire, the conductor or motorman must notify the Superintendent from the nearest telephone, advising the location and apparent cause of the trouble. When such

information is received, arrangements will be made, when necessary, to divert trains around the point where the damage occurred, and Power Director notified immediately, so that repairs can be made.

28. Train crews and other designated employes will see that sufficient heat is provided in advance of leaving time to make cars comfortable for the reception of passengers.

29. Trainmen, before leaving multiple unit trains, must open light and heat switches, and see that these switches are properly closed again when taking their trains.

30. When multiple unit trains are stored at terminals or other points, the handles of the brake valve and master controller must be removed and the necessary switches opened.

31. No unqualified employe shall do any work near overhead wires or apparatus unless a qualified employe is assigned to protect him against personal injury.

32. Employes handling material or apparatus on or about tracks under overhead wires must exercise the greatest caution to prevent same from coming close to such wires. Foremen of work, wreck or construction trains in electrified territory must see that workmen do not come close to overhead wires nor allow the material or apparatus which they are handling to do so.

When steam derricks are used in electrified territory a qualified employe must be present to safeguard the workmen. He will arrange to have power cut off overhead wires adjacent to the work when this is necessary, and will be governed by "Instructions to be Followed When Working on High Tension Lines or Apparatus" contained in book on electric power system.

33. There will be no bridge warnings over electrified tracks.

34. Employes should keep at least 14 inches away from all overhead wires.

35. Employes must not go on roof of electric car equipment except in the discharge of their duty. They must first lower pantograph and ground same with handle provided for that purpose. They must exercise great caution to avoid coming close to trolley wire or allowing material or tools to do so.

Employes must not go on top of other high car or locomotive equipment while on electrified tracks.

Yard Masters and Conductors of freight trains will notify caretakers of equipment or shipments, that they must not go on top of equipment in electrified territory.

36. Employes noticing dangling wires must avoid coming in contact with same, must report their location to the Train Dispatcher from the nearest telephone, and

should, if possible, leave some one to watch such wires until their removal, and warn other employes of their location.

37. Employes must exercise caution while working on or about any circuits or apparatus on electric car equipment. The switch controlling the circuit must be opened, or, if the circuit is not controlled by a switch, and trouble is of a serious nature, the pantograph on the car must be lowered. Wood poles are carried on each car to be used for lowering the pantograph, if mechanism gets out of order, with rubber gloves and hands not less than six feet from the hook.

38. Umbrellas, clothing and other material must not be placed where they may come in contact with switches or other portions of electric circuits.

39. All wires and overhead conductors are to be considered alive at all times. Insulation should not be depended upon for protection against shock.

40. No high tension disconnecting switch shall be operated except by means of the wood poles provided for that purpose. Rubber gloves must be worn while using these poles, with hands not less than six feet from the switch.

41. In case of an electrical fire, SAND, not water, should be used to extinguish it. The Power Director should be notified of any electrical fire at once.



42. All occurrences or conditions along the right of way, which are likely to affect the operation of the electric power system must be promptly reported to the Superintendent.

43. The Train Dispatcher shall confer with the Power Director regarding extra movements, or any other condition which makes it necessary to provide additional power.

44. Extra Multiple Unit trains will be designated by the number of the leading car prefixed by the letters "MU." Regular Multiple Unit trains will be designated by the schedule number and if additional record is desired, the number of the leading car in train will be used.

45. Care must be constantly exercised to guard against injury, loss of life or damage to property.

46. All employes must familiarize themselves with rules for Resuscitation from Electric Shock. Rules and cuts will be found in this book.

47. Report should be made promptly to Train Dispatcher of any foreign objects such as kite strings that may be noticed hanging from transmission wires.

48. Regard loose connections to impedance bonds in the tracks as alive and report them promptly to the Train Dispatcher.

49. Care must be exercised when using the squirt hose on locomotives to prevent the stream from striking the overhead wires.

50. Employees are cautioned that they must not be on top of box cars, locomotives or other high equipment when movements are being made from sidings, yards or other tracks which are not electrified to tracks that are electrified.

# STICKERS.

STICKERS.

# STICKERS.

## PERSONAL INJURIES.

When employes or other persons injured on or about the line of the railroad are taken to one of the following places, they will be attended without cost by the local physician named below:—

LOCATION.	NAME.	ADDRESS.	TELEPHONE NUMBER.
Philadelphia	J. L. Bower, M.D....	Broad St. Station.	Spruce 2670.
Philadelphia	B. F. Stahl, M.D....	1727 Pine Street..	Spruce 5192.
West Phila..	W. E. Hughes, M.D..	3945 Chestnut St..	Preston 5180.
52nd Street..	J. M. Smith, M.D....	{ 52d and Jefferson Streets..... }	Belmont 1220.
Overbrook...	G. S. Gerhard, M.D..	{ 58th Street and Overbrook Ave. }	Overbrook 2050.
Narberth....	C. T. Faries, M.D. ..	{ Windsor and Nar- berth Avenues.. }	Narberth 303.
Ardmore....	G. I. McLeod, M.D..	{ 22 West Mont- gomery Avenue. }	Ardmore 422.
Wayne.....	J. C. Egbert, M.D...	{ 115 North Wayne Avenue..... }	Wayne 93-A.
Paoli.....	A. W. Baugh, M.D..	Paoli.....	Railroad.

When employes, or others, are injured at other points, the nearest physician named above will attend them free for one visit at the place of accident.

In all cases of personal injury, it will be the duty of any employe of this Company, who may be present, to render all practicable aid to the injured party, to procure promptly the service of the nearest physician, giving preference to those named above, and as soon after as possible, make a full report to the head of his department.

The Railroad Company will be responsible for the cost of medical or surgical services rendered under these circumstances for twenty-four hours after the accident, but not for any longer period unless specially authorized by written order of the General or Division Superintendent.

## HOSPITALS.

LOCATION.	NAME AND ADDRESS.	TELEPHONE NUMBER.
Philadelphia.....	Hahnemann, 15th Street above Race Street.....	Spruce 2276.
	Medico-Chi., 18th and Cherry Streets.....	Locust 1449.
West Philadelphia.	Presbyterian, 39th and Filbert Streets.....	Preston 4763
	University, 3400 Spruce Street.....	Preston 4748.
	West Philadelphia Gen- eral Homeopathic, 1234 North 54th Street.....	Belmont 545.
Bryn Mawr.....	Bryn Mawr.....	Bryn Mawr 1.

When injury is of such a nature as to require the removal of the patient to a hospital, the Train Dispatcher should be notified immediately and he will arrange for ambulance.

When employes or others are killed, immediate notice must be given to the Train Dispatcher and he will notify the Coroner of the county in which the fatality occurred. Bodies must not be removed from the county without permission from the Coroner.



## RESUSCITATION FROM ELECTRIC SHOCK.

The urgent necessity for prompt and persistent efforts at resuscitation of victims from accidental shocks by electricity is very well emphasized by the successful results in the instances recorded. In order that the task may not be undertaken in a half-hearted manner, it must be appreciated that accidental shocks seldom result in absolute death, unless the victim is left unaided too long, or efforts at resuscitation are stopped too early.

In the majority of instances the shock is only sufficient to suspend animation temporarily, owing to the momentary and imperfect contact of the conductors, and also on account of the resistance of the body submitted to the influence of the current. It must be appreciated, also, that the body under the conditions of accidental shocks seldom receives the full force of the current, but only a shunt current, which may represent a very insignificant part of the whole.

When an accident occurs, the following rules should be promptly executed with care and deliberation:—

Follow these instructions even if *victim appears dead*:—

**IMMEDIATELY BREAK THE CIRCUIT.**—With a single quick motion, free the victim from

the current. Use any DRY NON-CONDUCTOR (clothing, rope, board), to move either the victim or the wire. Beware of using metal or any moist material. While freeing the victim from the live conductor, have every effort also made to shut off the current quickly.

**Note.**—Where 11,000 or 44,000 volt circuits are involved, use a treated wood pole as provided at sub-stations, on multiple unit cars, and at certain Block Signal Stations, if available, with hands not less than six feet from victim or wire. If such pole is not available, get current off line as promptly as possible before attempting to remove victim, which should then be done by using a dry piece of rope, board, or clothing as above outlined.

**INSTANTLY ATTEND TO THE VICTIM'S BREATHING.**—(a) As soon as the victim is clear of the conductor, rapidly feel with your finger in his mouth and throat and remove any foreign body (tobacco, false teeth, etc.). Then **BEGIN ARTIFICIAL RESPIRATION AT ONCE.** Do not stop to loosen the victim's clothing now; **EVERY MOMENT OF DELAY IS SERIOUS.** Proceed as follows:—

(b) Lay the subject on his belly, with arms extended as straightforward as possible and with face to one side, so that nose and mouth are free for breathing (see Fig. 1).

Let an assistant draw forward the subject's tongue.

(c) Kneel straddling the subject's thighs and facing his head; rest the palms of your hands on the loins (on the muscles of the small of the back), with fingers spread over the lowest ribs, as in Fig. 1.

(d) With arms held straight, swing forward slowly so that the weight of your body is gradually but NOT VIOLENTLY BROUGHT TO BEAR UPON THE SUBJECT (see Fig. 2). This act should take from two to three seconds. Immediately swing backward so as to remove the pressure, thus returning to the position shown in Fig. 1.

(e) Repeat deliberately twelve to fifteen times a minute the swinging back and forward—a complete respiration in four or five seconds.

(f) As soon as this artificial respiration has been started, and while it is being continued, an assistant should loosen any tight clothing about the subject's neck, chest or waist.

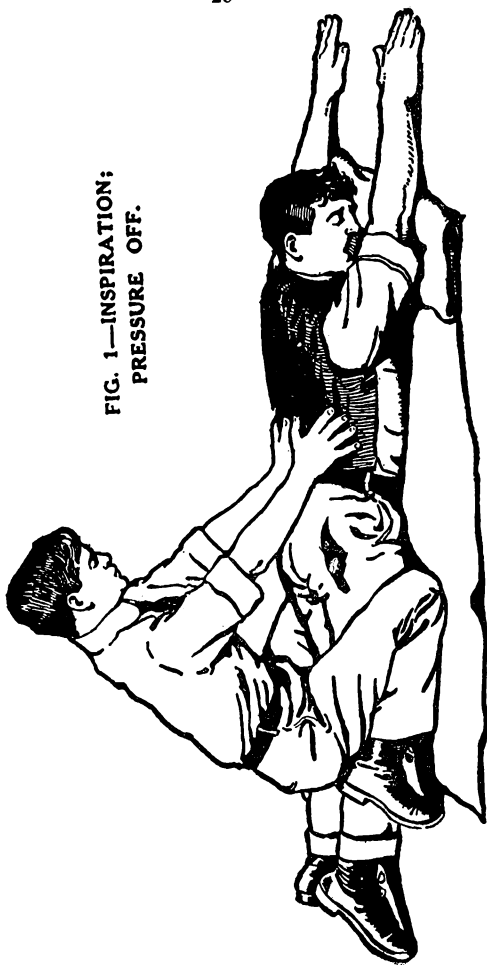
(g) Continue the artificial respiration (if necessary, at least three hours), WITHOUT INTERRUPTION, until natural breathing is restored, or until a physician arrives. If natural breathing stops after being restored, use artificial respiration again.

(h) DO NOT GIVE ANY LIQUID BY MOUTH UNTIL THE SUBJECT IS FULLY CONSCIOUS.

(i) Give the subject fresh air, but keep him warm.

(j) SEND FOR NEAREST DOCTOR AS SOON AS ACCIDENT IS DISCOVERED, giving preference to Company surgeons.

**FIG. 1—INSPIRATION;  
PRESSURE OFF.**





## FIRST AID TO THE INJURED.

All employes are expected to be instructed in "First Aid to the Injured," including the "Resuscitation from Apparent Death by Electric Shock," and in order to aid employes in this important work, the following directions are given, being a repetition of that given in the teaching of first aid:—

The person in authority should take charge, keep cool, send for the nearest physician and give him as nearly as possible the character of the injury. Do not wait to get a number of physicians; this can be done later, if necessary.

Remove injured persons from the wreckage, using the utmost care not to further injure them.

**STRETCHER.**—The stretcher can be used as a cot. It requires three men to place a person properly on a stretcher. Set up the stretcher; place it alongside the injured person. The three men should then stand at the side of the injured person away from the stretcher. One should place his hands under the head and shoulders, the other under the hip and the third take care of the injured part. Lift him up and lay him gently on the stretcher.

**KEEP THE CROWD AWAY** so as to insure plenty of fresh air.

EXAMINE the injuries carefully before doing anything.

DON'T TOUCH open wounds with the hands nor attempt to remove dirt, nor apply unclean dressings of any kind, as infection may be introduced by so doing.

FIRST AID PACKET contains two aseptic compresses wrapped in oil paper, one cambric bandage, one triangular bandage, and two safety pins. In dressing wounds, place the compress on the wound without touching that part which comes in contact with the wounded surface; secure with cambric bandage, and if necessary wrap the whole with triangular bandage. This latter can also be used as a sling and to secure splints. If the contents of one packet are insufficient, use more.

HEMORRHAGE.—To arrest hemorrhage, place compresses on the bleeding parts and secure firmly with cambric bandage; if bleeding continues, apply more compresses and more pressure until bleeding ceases. If this fails, tie a bandage around the limb between the point of hemorrhage and the body, and twist tightly with a stick until bleeding stops, then secure bandage.

FRACTURE.—Broken bones should be treated with splints, the splints secured in position by triangular and other bandages. The splints should reach from below the lower joint to the one above the fracture. Folded newspapers, pieces of board, heavy



pasteboard or anything sufficient to prevent movement of the broken end of the bones upon each other will answer.

**BURNS.**—Burns should be treated in the same manner as wounds. Do not forcibly remove clothing. Cut the clothes away if necessary. Where there is much pain, common baking soda dissolved in water may be used to saturate bandage. Do not use preparations of oil as they are liable to cause infection.

**SHOCK.**—Shock is a condition of almost complete absence of the signs of life, such as sighing respiration, pale, cold, clammy skin, etc. Don't give whiskey or any other stimulant or drugs; the principal requirements are internal and external heat by means of hot coffee, hot milk and other hot drinks, and the application of heat by means of blankets, hot water bottles, etc. In case of apparent drowning and electric shock, use artificial respiration as taught in First Aid lectures and as indicated in "Resuscitation from Electric Shock."

**UNCONSCIOUSNESS.**—Persons unconscious from any other cause than apparent drowning, overcome by gases and electric shock, should be removed to a quiet place and laid on their back. Keep every one away and let plenty of air get to the sick person. Loosen the clothing about the neck and abdomen.

**FITS.**—A person suffering from a fit should be kept quiet, on his back. Loosen the clothing about the neck and abdomen and be careful he does not injure himself while in the fit.

**HEAT EXHAUSTION AND SUNSTROKE.**—In the former, the skin will be cold and clammy and the condition will be the same as shock. The same treatment will be required. In cases of sunstroke, the body feels hot to the touch and is dry. Apply ice to the abdomen, head and other parts of the body by rubbing with pieces of ice or cracking the ice and putting it in cloths over the parts named above.

## FIRST AID TREATMENT FOR BURNS AND SCALDS.

A remedy has been provided for the treatment of burns and scalds, a supply of which is always carried on hand in the Company's storeroom and kept at all substations and interlocking stations in the electrified territory.

Completely bandage the burn or scalds with contents of First Aid Packet; follow this by thoroughly wetting the bandages, covering the injured part with the solution contained in the bottle, remembering that nothing is to be applied directly to the burn or scald except the bandage contained in the First Aid Packet.

It should be thoroughly understood that this preparation is not to be considered for healing purposes, but merely to save the person from pain until he can be treated by a physician.

## FIRST AID BOXES.

### PHILADELPHIA TERMINAL DIVISION.

In order that all concerned will be familiar with the proper handling of First Aid Boxes, the following instructions will be adhered to:—

ON LOCOMOTIVES.—Inspection to be made by the engine-house people each time engine passes over inspection pit, and report made to Master Mechanic of any boxes missing or with the seal broken.

AT STATIONS, TOWERS, TOOL-HOUSES AND OTHER BUILDINGS.—Inspection to be made monthly by Supervisor and report made to the Division Engineer of any boxes missing or with seal broken.

When the seal of a First Aid Box has been broken for any cause, the box should be removed from the engine or car upon arrival at terminal, and sent to the Master Mechanic, to be replaced by one properly filled and sealed. Employees in charge of stations, towers, tool-houses and other buildings will notify the Supervisor under whose jurisdiction the inspection is made,

as outlined above, who will furnish a First Aid Box properly filled and sealed, to replace the box used, which must then be forwarded to the Supervisor, properly tagged, showing where from and why the seal was broken.

All First Aid Boxes with broken seals received by the Master Mechanic and Supervisors are to be forwarded to the laboratory at Altoona, to be refilled and sealed.

Each box is supplied with six cards, C. T. 375. One of these cards must be filled out for each injured person when the box has been opened and any of the contents used, and the card forwarded to the Master Mechanic or Supervisor, who in turn will forward to the Superintendent.

#### PHILADELPHIA DIVISION.

In order that all concerned will be familiar with the proper handling of First Aid Boxes, the following instructions will be adhered to:—

Inspection will be made monthly by the following persons:—

AT PASSENGER AND FREIGHT STATIONS.—  
By Supervising Agent.

AT TOWERS.—By Division Operator.

AT YARD OFFICES.—By Assistant Train Masters.

AT TOOL HOUSES AND IN M. W. CABINS.—  
By Supervisors.

ON CABIN CARS.—By Car Inspectors at the different terminal points.

B. & M.—60' BAGGAGE AND COMBINED CARS.—By Car Inspectors at the different terminal points.

Report of any boxes missing, or boxes with seals broken, must be made to the Division Storekeeper, Harrisburg.

ON MULTIPLE UNIT CARS.—By Foreman of Electric Car Shop, Paoli, at inspection periods, and report made to the Assistant Engineer, Electric Equipment, West Philadelphia.

AT SHOPS.—By Master Mechanic.

ON LOCOMOTIVES.—By Engine-House Foreman each time engine passes over inspection pit, and report made to the Master Mechanic of any boxes missing or with seals broken.

AT ENGINE HOUSES.—Inspection to be made monthly by the Master Mechanic. When the seal of First Aid Boxes has been broken for any cause, the box must be removed from the engine or cabin car upon arrival at terminal, and turned into storehouse at terminal, to be replaced by one properly filled and sealed.

Employes in charge of stations, towers, tool-houses, etc., will notify the Division

Storekeeper, Harrisburg, when the seal of a First Aid box is broken, who will furnish a box properly sealed to replace the box used, which must then be forwarded to the Division Storekeeper, Harrisburg, Pa., properly tagged, showing where from and why seal was broken.

Heads of department will issue M. P. 151 or M. P. 450-A for new or additional First Aid Boxes.

All First Aid Boxes with seals broken are to be sent to the Division Storekeeper, Harrisburg, to be forwarded to the laboratory, Altoona, to be sterilized, refilled and sealed.

Each box is supplied with six cards, C. T. 375. One of these cards must be filled out for each injured person when box has been opened and any of the contents used, and cards forwarded to the Superintendent.

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## LIST OF TELEPHONES FOR USE OF EMPLOYES ON DUTY.

### ELECTRIFIED TERRITORY.

Telephones are located at all block stations, sub-stations, agents', supervisors' and yard masters' offices.

Additional telephones are located on iron posts at crossover switches, sidings and

signal posts and bridges Nos. 2 to 203, inclusive, and are equipped with double throw switches with the following connections:—

TELEPHONE NO.	CONNECTED WITH	
	Switch Left.	Switch Right.
2 to 5 inclusive.....	{ West Philadel- phia Exchange }	"A." and "B"
7 and 8.....		"B" and "FW"
10 and 13.....		"FW" and "GC"
15, 16, and 18.....		"GC" and "K"
22 and 32.....		"K" and "GV"
33, 37, 39, 40, and 41.		"GV" and 52
44 and 50 .....		52 and "OB"
51.....		"OB"
53, 57, 63, and 67....		"OB"
69, 72, 75, 81, 85, 87, 89, 92, 95, 100, 103, 108, 111, and 119..		"WH"
125, 130, 133, 138, 141, and 144.....	{ Bryn Mawr Ex- change..... }	"R"
149, 155, 158, 160, 163, 171, 173, and 176..		"SZ"
177, 183, 189, 195, 198, 201, and 203...		"PA"

The Power Director, located at West Philadelphia sub-station, has direct lines to the following points:—

To Interlocking Stations "D-3," "WH" and "PA," and through them to the sub-stations which they control.

To Power House, Philadelphia Electric Company.

To Train Dispatcher's Office, Philadelphia Terminal Division.

To Train Dispatcher's Office, Philadelphia Division.

To West Philadelphia Exchange.

To Bryn Mawr Exchange.

The Line Department is called through West Philadelphia Exchange.

Instructions covering operation of telephones are posted in each telephone box.

When it is necessary to clear the telephone line to reach the Train Dispatcher or Power Director, the words "Power Emergency" will be used by the person desiring line, and all other persons using line at that time must at once give way. These telephones must not be used for private conversation.

## SUB-STATIONS.

LOCATION.	CONTROLLED BY
Arsenal Bridge (No. 2).....	Signalman at "D-3."
West Philadelphia (No. 1).....	Power Director.
Bryn Mawr.....	Signalman at "WH."
Paoli .....	Signalman at "PA."



## STICKERS.

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