POTOMAC YARD

SPECIAL INSTRUCTIONS

FOR THE

Government of Employees

OF

POTOMAC YARD

THE BALTIMORE AND OHIO RAILROAD COMPANY

THE CHESAPEAKE AND OHIO RAILWAY COMPANY

THE PENNSYLVANIA RAILROAD COMPANY

RICHMOND, FREDERICKSBURG AND POTOMAC RAILROAD COMPANY

SOUTHERN RAILWAY COMPANY

IN EFFECT

MAY 1, 1945
The following Special Instructions govern Potomac Yard employes and employes of:

The Baltimore and Ohio Railroad Company
The Chesapeake and Ohio Railway Company
The Pennsylvania Railroad Company
Richmond, Fredericksburg and Potomac Railroad Company
Southern Railway Company.

They take effect May 1, 1945, and cover the operation within Potomac Yard lying between "RO" Tower, "AF" Tower and Potomac Junction, but do not apply to the passenger tracks extending between "RO" Tower and "AF" Tower.

These special instructions will supersede operating rules and any special instructions in conflict therewith. Otherwise, employes of lines using Potomac Yard facilities will be governed by the operating rules and special instructions of their respective employing lines.

Except as superseded herein, Potomac Yard employes will be governed by the Book of Rules of the Richmond, Fredericksburg and Potomac Railroad Company.

Approved:

C. E. McCARTY,
Manager.

J. W. HALL, JR.,
Superintendent.
A. Employes must be conversant with and must obey the special instructions contained herein. If in doubt as to their meaning, they must apply to proper authority for explanation.

B. Accidents, defects in track, bridges, signals and other facilities, or any unusual condition that may affect the movement of trains, must be immediately reported to proper authority. When necessary, proper protection must immediately be provided.

1. (a) General Orders and instructions of tenant lines and Potomac Yard, will be posted on bulletin boards as shown below:

<table>
<thead>
<tr>
<th>Location of Bulletin Boards</th>
<th>Will display orders and instructions of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Mile Run</td>
<td></td>
</tr>
<tr>
<td>Asst. Yardmasters Office</td>
<td></td>
</tr>
<tr>
<td>Southward Forwarding Yard</td>
<td></td>
</tr>
</tbody>
</table>

(b) Employes’ Registers and Standard Clocks are located as follows:

Employes’ Registers:
- Enginehouse—PRR and RF&P crews.
- Four Mile Run—PRR and B&Q crews.

Standard Clocks:
- General Yardmaster’s Office
- Enginehouse

3
(c) Front Brakemen on northward Pennsylvania road trains must register at enginehouse and accompany light engine movements to points where trains are made up.

2. (a) First-aid kits are located at the following points within the terminal:

<table>
<thead>
<tr>
<th>Location</th>
<th>In Charge of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enginehouse Office</td>
<td>Foreman of Enginehouse</td>
</tr>
<tr>
<td>Yard Office, Northward Forwarding Yard</td>
<td>Assistant Yardmaster</td>
</tr>
<tr>
<td>Yard Office, Southward Forwarding Yard</td>
<td>Assistant Yardmaster</td>
</tr>
<tr>
<td>Yard Office, Northward Hump</td>
<td>Assistant Yardmaster</td>
</tr>
<tr>
<td>Yard Office, Southward Hump</td>
<td>Assistant Yardmaster</td>
</tr>
<tr>
<td>Car Foreman’s Office, West Shop</td>
<td>Car Foreman</td>
</tr>
<tr>
<td>General Yardmaster’s Office—Main Bldg.</td>
<td>General Yardmaster</td>
</tr>
<tr>
<td>Wrecking Outfit</td>
<td>Wreck Master</td>
</tr>
<tr>
<td>Stock Pens</td>
<td>Stock Pen Attendant.</td>
</tr>
</tbody>
</table>

(b) Stretchers are located at the following points:

General Yardmaster’s Office—Main Building
Ass’t Yardmasters’ Offices—
Northward Forwarding Yard
Northward Hump
Southward Forwarding Yard.
3. (a) Telephones connected with Potomac Yard Exchange are located at the following points:

1. "AF" Tower.
2. "RO" Tower.
3. Switchman’s box, Braddock Road.
4. Switchmen’s box, north end Reicing Station.
5. Reicing Station platform.
7. Assistant Yardmaster’s Office, Northward Hump.
8. Assistant Yardmaster’s Office, Four Mile Run.
9. Switchman’s box, north end Southward Receiving Yard.
10. Assistant Yardmaster’s Office, Southward Hump.
11. Main Office Building.
12. Assistant Yardmaster’s Office, Southward Forwarding Yard.

(b) Yard telephones and instructions covering their use are located at the following points:

1. In box located on mast of Signal 108.1.
2. In concrete booth between tracks 4 and 5, north of entrance to Southward Receiving Yard.
3. In concrete booth south of “Duckunder”.
5. In box on catenary pole near power switches at north end tracks 4, 5 and 6, one-half mile south of "RO" Tower.
6. In box at Signal Bridge just south of "RO" Tower.
7. In Switchman's shanty on Southern Lead in Southbound Classification Yard, just north of Monroe Avenue Highway bridge.

4. All trains, yard movements and engines must move at a speed that will permit stopping short of other yard movements, trains and obstructions or switches not properly lined.

5. (a) Freight Running Tracks:

<table>
<thead>
<tr>
<th>Assigned Direction</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
</tr>
<tr>
<td>Southward</td>
<td>Connection with southward main track at &quot;RO&quot; Tower</td>
</tr>
<tr>
<td>Southward</td>
<td>Crossover south of Braddock Road—&quot;DK&quot;</td>
</tr>
<tr>
<td>Northward</td>
<td>Connection with main tracks at &quot;AF&quot; Tower</td>
</tr>
<tr>
<td>Northward</td>
<td>Junction of tracks 4, 5 and 6, one-half mile south of &quot;RO&quot; Tower</td>
</tr>
</tbody>
</table>
(b) Emergency Route:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Assigned Direction</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1 track (track on west)</td>
<td>Inbound</td>
<td>Potomac Junction</td>
<td>Four Mile Run</td>
</tr>
<tr>
<td>No. 2 track (track on east)</td>
<td>Outbound</td>
<td>Four Mile Run</td>
<td>Potomac Junction</td>
</tr>
</tbody>
</table>

(c) Reverse movements on tracks described in Rules 5 (a) and 5 (b), except on southward freight running track between “RO” Tower and north end southward receiving yard as covered by Rule 10, must not be made except on written authority over the signature of the General Yardmaster.

6. Movements over crossing at intersection of track leading to stock pens with the double track emergency line must be made in manner described below; the stock pen track breaks out of No. 48 track just west of the emergency line:

Conductors in charge of yard movements to and from the stock pens must send a trainman to the crossing over the emergency line, ahead of the movement. This trainman must be sure that no movement is approaching on the emergency line before permitting crossing to be occupied. If any movement is seen or heard approaching, yard movement must be kept clear of crossing until movement on emergency line has passed.
Movements on emergency line are required, under instructions in effect, to approach crossing under complete control, prepared to stop clear in case they find crossing occupied. This must be done regardless of indication displayed by dwarf signals located on emergency line on each side of stock pen track.

7. Movements on freight running tracks must display markers, lighted by night, or if markers cannot be displayed, must display a red flag by day or a lighted red lantern by night on rear of rear car or on rear of engine if running light or pushing cars, to indicate the rear end of movement.

8. The following color-light signals govern the movement on southward freight running track from "RO" Tower to north end of southward receiving yard:

**Southward Home Signal**

The middle signal on southward home signal 370 feet north of "RO" Tower, governs the movement into southward freight running track and has three indications:

- **Red**: Stop.
- **Yellow**: Proceed prepared to stop at signal 1093.
- **Green**: Proceed at maximum speed of thirty miles per hour.

The top signal governs movements on southward passenger track. The bottom signal is an "any
route” signal. Movements may enter southward freight running track on yellow indication on this bottom signal, but must proceed prepared to stop short of other yard movements, trains, or obstructions north of signal 1093.

Signal 1093
Signal 1093, located 3550 feet south of “RO” Tower and 1150 feet north of the “Duckunder”, equipped with grade signal. This signal has two indications, as follows:

Red: Stop, then proceed at a speed that will permit of stopping short of other yard movements, trains, obstructions or switch south of “Duckunder” open or unlocked.

Note: Trains finding grade signal, beneath the automatic signal, displaying yellow indication, with automatic signal displaying stop, will proceed as outlined in preceding paragraph, without stopping.

Yellow: Proceed prepared to stop at signal 1085.

Signal 1085
Signal 1085 located 2400 feet south of the “Duckunder”. This signal displays a fixed yellow indication and marks the end of the track circuit. Beyond this signal all movements will proceed prepared to stop short of other yard movements, trains or obstructions.

9. Electric illuminated sign located just south of “RO” Tower, on west side of main tracks, indicates
track to be used beyond switch located 900 feet south of "Duckunder." When number "1" is displayed train or yard movement will proceed on southward freight running track in accordance with signal indications, beyond the switch mentioned to a point 150 feet north of north switch of crossover leading from southward freight running track to Nos. 1 and 2 tracks southward receiving yard, where stop will be made unless proceed hand signal is received from switchtender on ground; trains stopping at this point will not proceed until signal is received from switchtender.

When either letter "A" or "B" is displayed train or yard movement will proceed in accordance with signal indications to the switch 900 feet south of "Duckunder" where it will pull in on first track west of freight running track if letter "A" was displayed; and on second track west of freight running track if letter "B" was displayed.

The switch at this point is equipped with an electric lock controlled from "RO" Tower and before it can be operated permission must be secured, by telephone at that location, from the Operator at "RO" Tower who will say when lock is unlocked. Switch may then be operated by removing hook from keeper.

This switch is connected by pipe line with derails in tracks "A" and "B", back of clearance point, and switch must not be closed until movement entering either of these tracks is beyond the derail.
After movement is clear of derail and switch is closed, hook must be inserted in keeper to permit signal system to function normally.

10. Northward movement on southward freight running track must not be made beyond signal 1085 or from electrically locked switch south of “Duck-under” without permission from Operator at “RO” Tower, and then only under protection of flag or on authority of the Operator after it has been definitely determined that the track to “RO” Tower is clear.

11. Southward freight trains consisting of 115 cars or more, destined to Potomac Yard, must stop clear of switch leading to tracks designated in Rule 9 as “A” and “B” and report by telephone to Assistant Yardmaster, Southward Hump, for instructions as to the manner in which train will be yarded.

12. Switches at north end of tracks 4, 5 and 6 one-half mile south of “RO” Tower are controlled and operated from “RO” Tower.

13. (a) Three-position dwarf signals govern northward movements on tracks Nos. 4, 5 and 6 through switches covered by Rule 12, with signal indications as follows:

   Green: Proceed.
   Yellow: Proceed prepared to stop short of other yard movements, trains or obstructions.
   Red: Stop.
(b) Movements entering Northward freight running track from No. 5 and No. 6 tracks must not exceed a speed of fifteen (15) miles per hour through turnouts, for the entire train.

(c) A member of crew of movement stopped at dwarf signals must immediately go to the telephone and notify the operator at “RO” Tower of their arrival.

(d) An emergency horn, which can be blown by the Operator at “RO” Tower, is located near these dwarf signals. When this horn is blown, a member of crew in charge of movement standing at dwarf signals will immediately call Operator on telephone.

(e) A crew informed by the Operator at “RO” Tower that signal indication more favorable than “Stop” cannot be displayed on northward dwarf signal governing their movement, may proceed on verbal authority of the operator after determining that the switches are properly lined for their movement and that the other northward signals do not display a more favorable indication than “Stop”.

14. Two-position dwarf signal located on the west side of the northward freight running track, approximately forty (40) feet north of No. 4 switch, governs southward movements to tracks 4, 5 and 6, and will display indications as follows:

Red: Stop.
Yellow: To all routes; proceed prepared to stop short of other yard movements, trains or obstructions.

15. Color-light interlocked signals which govern movements entering northward freight running track at “AF” and the aspects of those signals, are described below:

From RF&P

Signal 20-R, located on east side of RF&P northward main track 479 feet south of “AF” Tower. Three signals are mounted on this mast:

The top signal governs northward movements proceeding on passenger track.

The middle signal governs movements entering northward freight running track and has two indications:

Red: Stop.

Yellow: Proceed at a speed that will permit of stopping short of other yard movements, trains or obstructions.

The bottom signal is an “any route” signal; movements may enter northward freight running track on yellow indication on this bottom signal but must proceed prepared to stop short of other yard movements, trains or obstructions.
From Southern

Signal 4-R on the east and Signal 8-R on the west, on brackets, are supported by one mast on the east side of Southern tracks 1094 feet south of "AF" Tower; between these two signals supported by the same mast is a fixed purple signal representing the southward freight track, movements on which are not governed by either Signal 4-R or Signal 8-R.

Signal 4-R

This governs movements approaching on northward freight track.

The top signal governs movements entering the northward freight running track and has two indications:

   Red: Stop.

   Yellow: Proceed at a speed that will permit of stopping short of other yard movements, trains or obstructions.

The middle signal carries only a fixed red indication which can be disregarded if proceed indication is given on either the top or bottom signal.

The bottom signal is an "any route" signal; movements may enter northward freight running track on yellow indication on this bottom signal, but must proceed prepared to stop short of other yard movements, trains or obstructions.
Signal 8-R

This governs movements approaching on northward passenger track.

The bottom signal is an "any route" signal and trains or yard movements can be put in northward freight running track on a yellow indication on this bottom signal. In accepting such an indication, movements must proceed prepared to stop short of other yard movements, trains or obstructions.

Signal indications authorizing movements into the northward freight running track as described above, must not be considered as block signal indications. They are entirely independent of any other signal indications and do not convey any information as to whether or not the track ahead of the signal is occupied.

16. The northward color-light signal located south of Duke Street Overhead Bridge, on northward freight running track, has two indications:

Yellow: Proceed at a speed that will permit stopping short of other yard movements, trains or obstructions.

Red: Stop, then proceed, looking out for open switch or other movements between this signal and switch leading to Alexandria Freight House.
This is not to be considered an automatic block signal, but is only intended to give information as to whether or not the crossover switches opposite Alexandria Freight House, and switch leading to Alexandria Freight House Tracks, are open or whether or not movements at those particular locations foul or occupy the northward freight running track.

17. Movements must approach crossovers under control expecting to find them in use. Crossover switches leading to or from freight running tracks or advance tracks must be left lined in normal position after being used, with target or light showing green to approaching movement.

18. Ladder tracks, running and thoroughfare tracks, at switches or through crossovers, must not be fouled until switches are properly set for the desired route and until it is known that no conflicting movement is approaching.

19. Road engines proceeding to the hump after being detached from train, must remain clear until permission to proceed is obtained from the Assistant Yardmaster or hump conductor on duty and until the switches are lined for the movement to the hump.

20. A crew instructed to pull out on the ladder at the hump end of the Receiving Yard will not pass the clearance point until switches are properly lined
and until signal authorizing movement beyond the clearance point is received from a member of the hump crew.

21. When freight trains arrive in the Receiving Yard, or when northward trains arrive in ice house track, road crews must detach engine from train and guide same to hump in accordance with instructions contained in preceding paragraphs, lining switches, as required, for engine to proceed to the ash pit. Southern Railway crew must place their engine on designated track when not being immediately relieved by hostler crew.

22. Conductors handling northward perishable trains into Potomac Yard with cars to be re-iced must have icing report on head end of train on arrival, report to be delivered promptly to the platform foreman at Re-Icing Station. When trains are split at the Re-Icing Station, the icing report must be delivered when the head end of train pulls in the first track.

23. When trailing movement through spring switch is stopped before movement is completed, slack must not be taken nor reverse movement made until switch has been reversed by hand. The following spring switch is in use in Potomac Yard and is indicated by sign at that location:

Dividing switch for Relay Yard (Old House Transfer) and Ash track lead at base of incline from Northward Hump.
24. The normal position of switch leading from east ladder, north end of Northward Receiving Yard to spur track used for storage of Southern Railway locomotives, will be for ladder track. Employes after using this switch for movements in or out of the spur track must see that the switch is left in normal position for the ladder track.

25. Southern Railway road engines being handled light from Potomac Yard to Alexandria, must not use Braddock Road crossover to the Southward freight running track, which requires a reverse movement, but must use the straight-away crossover through the Southward cabin yard tracks at old "DK", to southward freight running track. In case of emergency, the crossover at Braddock Road may be used under proper protection.

26. All Conductors upon arrival with their trains will promptly deliver bills for all cars in train to Assistant Yardmaster's Office.

27. When fire is discovered on railway property or where it may reach the property, whistle signal of three long blasts followed by a succession of short blasts of engine whistle will be sounded. This signal will be repeated until it is known that the alarm has served its purpose.

28. When a sudden or severe application of the brakes takes place or an equipment failure occurs that may obstruct adjoining tracks, immediate action must be taken to stop any trains or yard movements that may be approaching on such tracks. (Attention
of crews using southward freight running track from “RO” Tower is directed to the fact that with head end of train on diverging track approaching Duckunder, rear of train is still on track immediately adjacent to passenger tracks.)

29. Cars must not be left standing in classification tracks at pull-out ends without being properly secured with not less than five (5) efficient hand brakes, to avoid cars running out from subsequent couplings. If less than five (5) cars are left in a track, hand brakes will be left set on all of them.

30. Crews of trains arriving in Receiving Yards must apply sufficient hand brakes on rear of train to make it secure.

31. Enginemen and firemen must keep a constant lookout when necessary to observe hand flag and lamp signals, and indication of fixed signals.

32. Enginemen must not leave their engine while on duty, except in case of necessity and then the fireman must be left in charge.

33. Enginemen and firemen must handle and fire engines so as to eliminate the emission of smoke, as far as practicable.

34. Ash pans of engines must not be cleaned at any point other than enginehouse except in case of emergency. If necessary to dump ash pan in yard, care must be taken to prevent fire hazard, and fire must be completely extinguished before leaving point where dumped.
35. Not more than one employe shall ride at one time on the front end of engine or tender foot-board or steps on leading end, except that Pennsylvania and Baltimore and Ohio Railroad employes will comply with safety rules of those respective companies.

36. Employes are warned of close overhead and side clearance at various points in Potomac Yard. They must not go on top of box cars, high loads or engines while movements are being made at points where overhead clearance is close, nor must they ride on the side of cars or engines at points where side clearance is close.

37. Employes are permitted to ride or work on top of cars or other equipment in the performance of their duties in electrified territory where minimum clearance of twenty-four feet, six inches (24’ 6”’) is provided between trolley wire and top of rail, not permitting any part of their person or equipment to get closer that three feet (3’) to wires. Such locations are designated HIGH WIRE territory, limits of which are marked by HIGH WIRE and LOW WIRE signs, viz:
38. The fog whistle located on the east side of No. 5 advance track at Four Mile Run will be used to assist car inspectors in making air brake test of trains dispatched from No. 5 advance track. It also may be used for trains dispatched from other outbound tracks at that point when those interested are advised.

The following code of signals will be used:

Fog Whistle: One long and one short blast—Engineman apply brakes.

Two long and one short blast—Engineman release brakes.

Four short blasts—Brake test completed.

Eng. Whistle: One short and one long blast—Air brake trouble, leakage, etc.

39. Electric engines must not be moved through Cabin car tracks Nos. 1, 2, and 5, located south of the yard office at Four Mile Run.

40. A Racor switch is in service on the running track at the north end of No. 10 lead crossover switch just north of the Assistant Yardmaster’s office at Four Mile Run. Employes using this switch must see that it is properly latched before any movement is made over it.