LAYOUT ROOM PROCEDURES

1. Please no food or drink in the layout room, including yardmasters and their assistants.
2. Bathroom is on the right just before entering the layout room.
3. Drinks are in the refrigerator in the dispatcher's office.
4. Please stay out of the layout room unless you have an assignment. The dispatcher will call you when your next assignment is ready.
5. Be mindful of the wires on your throttles, damage to the layout can result from errant wires.
6. There are many throttle holders around the layout, plug your throttle in and place it in the holder whenever possible. This saves battery life.
7. There are step stools at every upper level town location to assist in switching and operation of the turntables.
8. When in the train room, try to stay out of the area of White Hall as much as possible.

TRAIN OPERATING PROCEDURES

1. The train card (gray-freight, blue-passenger, yellow-extra) has the instructions for the associated train. Pickup the train card for your train from the dispatcher and review it before departure. Return the train card to the dispatcher upon completion of the assignment.
2. The required Form As and Form 19s are listed on the front of the train cards.
3. Yellow engine cards give you the DCC address and roundhouse track assigned to the engine. The dispatcher will provide
you with these cards. Return the engine card to the dispatcher after arrival at the White Hall roundhouse or leave in the car card box if terminating outside of White Hall.
4. **PLEASE DISPATCH YOUR ENGINE AT THE END OF YOUR ASSIGNMENT.**
5. All station stops are 5 minutes.
6. All water tower stops are 5 minutes.
7. Roundhouse power switches should be left in the up position for empty tracks and down position for occupied tracks.
8. All engineers leaving White Hall should walk their train to ensure they have the proper cars, the proper paper work and do not exceed any train limits.
9. Return all ground throws to their normal non-yellow position before leaving town. (Rule 104-B & 730)
10. Unless instructed to do so, do not throw any electrical switches or semaphores, these are controlled by the operator.
11. If you have problems with any rolling stock, try to get it to an out of the way location and leave it with a
BAD CAR ORDER slip in its associated car card. **Only pick up the rolling stock as a LAST resort. Try to do what a real railroad would do.**
12. Report any problems with motive power to the superintendent and get instructions on how to handle.
13. **NEVER assist motive power by using your hand except for electrical issues.** If the motive power
can not handle the assigned load then either get additional motive power or double your train.
14. Report any problems with track via BAD TRACK ORDER slips left in the car card box closest to the problem area. (Rule 104-H)
15. When working in Broadway, work from the east and west ends as much as possible to stay out of the way of the White Hall yardmaster and assistant.
16. There are eight power districts so if you loose power it is probably you fault.

SIGNALING PROCEDURES

1. There are color signals and semaphores on the layout. The color signals (except for the RF&P diamond) indicate switch position only. The semaphores are located between White Hall and Swift Run and control access to the next block.
2. **No signal can grant access that has not already been given by either the timetable or train order, they can only restrict access.**
3. Stop at all RED semaphores and except for the helix interlock, any green semaphores you did not see go green.
4. You must have a yellow signal and a green semaphore before you can proceed.
5. You must have a green signal to cross the RF&P diamond.
6. While waiting for clearance, DO NOT FOUL ANY SWITCHES OR PASS ANY COLORED SIGNALS. (Rule 104-A)
7. If the east White Hall semaphore is red, stop and blow three longs to call attention to the yardmaster. Then wait for a clear signal. DO NOT FOUL ANY SWITCHES WHILE WAITING FOR A CLEAR SEMAPHORE. (Rule 104-A)
8. The blue signals at Hood indicate routing only and do not control train movement. (Rule 26-B & 293)
9. Do not push the RF&P diamond requests buttons on the fascia until you come to a complete stop at the RF&P diamond signal.

EASTON & POTOMAC

Timetable 23

Superintendent: Keith F. Stillman

In effect 12:01 A.M.
Monday through Friday midnight
starting 12:01 A.M. January 1, 1928
Eastern Standard Time

EAST CLASS										WEST CLASS				
3rd	2nd	1st								1st		2nd	3rd	
110	30	20	10							11	21	31	121	131
Daily	Daily except Sat & Sun	Daily except Sat & Sun	Daily							Daily	Daily except Sat & Sun	Daily except Sat & Sun	Daily	Daily
A.M.	A.M.	P.M.	P.M.							A.M.	P.M.	A.M.	A.M.	A.M.
8:09	9:26	12:19	3:21			**Potomac Route**				A 8:41	A 2:36	A 11:34	A 6:56	A 7:09
				F	SI	SC		D						
				WSC TV	CON TT	---	White Hall 0	13						
------	s 9:36	-----	------	---	6:00 - 17:00 TT	5	Flat Top 13	12		------	s 2:31	-----	------	------
8:31 (11)	s 9:46	s 12:34	s 3:36	W	6:00 - 17:00 TT, R	N 9 S 8	***Hood (Junction)*** ***25***	18		**s 8:31** (110)	s 2:21	s 11:24	6:46	6:59
------	‖	‖	s 3:48	V	RF&P Con TT	---	Brooke 43	13		s 8:19	^ ‖	^ ‖	^ ‖	^ ‖
A 8:43	‖	‖	A 3:53	WT	6:00 - 17:00 TT	---	Thorny Point 56			8:09	‖	‖	‖	‖
A.M.			P.M.				Helix			A.M.				
	9:58	12:46		---	6:00 - 18:00 TT, R	---	***Swift Run (Junction)*** ***85***	60 ---			2:06	11:09	6:31	6:44
						Shenandoah Route								
	‖	12:53		W	-----	---	Hopkins Spring Water Tower 91	6			2:02	^ ‖	6:27	^ ‖
		s 12:59		---	-----	8	Hopkins Spring 94	3			s 1:56		------	
		s 1:09		---	-----	6	Lacey Springs 107	13			s 1:46		------	
		A 1:15		WTV	-----	N 10 S 11	Broadway 121	14			1:35		6:10	
	P.M.					**Blue Ridge Route**				P.M.		A.M.		
	s 10:24			W	-----	---	Furnace 87	2				s 11:06		6:41
	A 10:30			TV	-----	N 7 S 6	Stanley 102	15				10:50		6:30
	A.M.											A.M.		A.M.
0:34	1:04	0:56	0:32				Time Over Route			0:32	1:01	0:44	0:46	0:39

R E A D D O W N

R E A D U P

NOTES

F - Facilities (W-water, S-sand, C-coal, T-turntable, V-foreign road interchange)

SI - Station info: Time station operator is on duty, TT - teletype on site, R - train register (Town name also in bold italics).

SC - Siding capacity in 36' cars including standard caboose and 2-10-0 engine.

D - Distance between stations in feet.

All times are departure times unless preceded by the letter "A". Bolded times are scheduled meets or passes (number in parentheses below time is the train associated with the meet or pass). Times preceded by the letter "s" are station stops. Times preceded by the letter "f" are flag stops.

East bound trains have priority over West bound trains of the same class. (Direction of travel East or West is determined by the train's direction between White Hall and Hood.)

Trains loose their class and direction priority if more than two hours late at any arrival or departure point and can then only proceed by right (Train Order). (Rule 82)

ALL TRAINS MUST STOP AT SWIFT RUN AND HOOD JUNCTIONS TO SIGN REGISTER AND CHECK FOR ORDERS.