

# **EMRA STANDARDS, PRACTICES, & CONCEPTS**

EMRA Document No.: P-ED-10

Adoption Date:

Revision Date: 2025.03.02

Document Revision: 1<sup>1</sup>

## **EMRA Summer Weekend Operating Procedures**

### ***Arrive by 9:45***

- Enter through North Door.
- Turn on lights to north layout area.
  - *NOTE: you may wish to open and secure the outside door to the north viewing area at this time.*
- Close the door between the public viewing area and the layout room.
- Turn on the hallway light.
  - There are 2 switches, one at each end of hall.
- Switch on the Entry light and ceiling fans.
- Turn on all switches across from the southeast door.
- Turn on the layout power.
  - The switch is located on your left as you enter the display room under Fire Valley.
- Turn on radio to monitor Fort Ed activity (for emergencies etc.).
  - Set to channel 1, you may carry the radio if you wish or place in location where you can hear it.

### ***The Viewing Gallery and Outdoor Signs***

The key for the freight shed is in the utility panel cabinet between the washrooms on the big silver spike.

- Unlock the South door, secure open, unlock the Southwest door and secure open.
  - The black curtain is designed to block the sun from viewers. Fort security may have already opened the doors and turned the lights on in the display room.
- Put the new green tall folding sign with the arrow, next to the Recycle/garbage containers by the train crossing signal.
- Put the “Thank you for visiting” sign just south of the freight shed.
  - Signs must not block traffic flow.
- Note there is no need to take down the signs at the close on Saturday; the member operating on Sunday or on a holiday Monday will remove the signs.
- Clean all the viewing windows; the Windex spray bottle and paper are found (and should be returned) to the sill south of the east door.
- Check that there are ample magazines on the table.
- Northwest door to north viewing area will need to be opened from the inside.

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<sup>1</sup> REV-1 by Peter U

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## ***Running Trains (upper level only)***

Two weekend trains may be on the two bridges facing the viewing area.

- The operations coordinator is responsible to ensure after operating nights that the layout is ready for weekend running.
  - Verify the continuous run turnouts are set to upper level (inside Armstrong).
  - If the weekend trains have not been put out, they may be in the Kelowna staging stub tracks and will need to be pulled out.
- If you wish the signals to be operating, the test bench computer must be started.
- Retrieve a radio controlled throttle (or as many as needed) from the throttle storage box.
- Insert battery (verify correct orientation) and select locomotive number.
- Trains should be run at 20-25mph.
- Trains may be stopped on the bridges when no one is viewing to let the locomotives cool off.
- If the Fort is quiet, one train may operated and both members may be downstairs or doing other tasks.
- If it is busy, operate two trains, and someone must always be upstairs to monitor and prevent collisions.
- Occasionally, switch one out onto a siding and shut off the power to the siding so the motor and decoder can cool down.
  
- It is permissible to run your own equipment.
  - Before running non-club DCC locomotives:
    - Shutoff ALL power to track that is not being used for weekend running.
    - If you don't know how to do this, DO NOT run your own locomotives.
  
- Operating non-weekend trains is not recommended and frowned upon. Any equipment that is moved, MUST be put back exactly where and how they were found for the next operating session.

## ***Upper Level Automation***

If automation is available, detailed instructions will be posted at the test bench computer.

## ***Lower Level Automation***

If automation is available, detailed instructions will be posted at the test bench computer.

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## **Tours**

You may invite interested parties inside to view the layout (most people are waiting for the train.) Give a tour, and have them sign the guest book (next to the donation box). Occasionally clean the viewing windows.

Review the detailed Tour Guide Procedures on Pages 4, 5, and 6.

## **Shutdown**

Between 4:30 and 4:45, begin the Shutdown.

- Shutdown automation if being used.
  - Instructions will be at computer
- Shut off programs, computer, and power bar.
- Leave the passenger train on the straight bridge, the freight on the curved bridge. If there is a third train, leave it on the sawmill curve.
  - Not necessary if operations are the next day or if the Fort is not opening the freight shed during the week (this has been the case since reopening after covid).
- Bring in signs, *if there are no operations the following day*.
- Close and lock doors to both viewing areas.
- Turn off Ft Ed radio.
- Verify the door under the stairs is locked.
- Return the keys to the utility panel cabinet.
- Switch all the toggle switches opposite the east door down to Off.
- Turn off the layout power and the hallway lights.
- Turn off lights for north layout area.
- Turn off lights in north basement.

Thank you for helping to fulfill our club's obligation to Fort Edmonton.

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## **Tour Guide Procedures**

Our agreement requires that we have a dynamic display on summer weekends and holidays when the park is open. The size of our layout requires at least two trains running to be of interest to the public. To prevent any unfortunate incidents and provide guidelines for members, the following rules must be followed:

- There **must** be two operators on duty in order to allow conducted tours.
- Before conducting tours, remove all chairs and stools from the upper aisles. Make sure the lower aisles are clear, and any tools lying around are hidden.
- Raise and secure the desk, make sure there are pens, visitor's book and pamphlets available.
- Close the door at the bottom of the stairs. Our lounge and washrooms are out of bounds to the public; direct public inquiries to the washroom in the north viewing area.
- Tours are not advertised or promised. It is up to the member as to when and how frequently he wishes to conduct tours.
- The southeast door must be kept locked at all times. (If viewers see people inside, they will attempt to enter the building also).
- Offer a guided tour from the freight office area; keep the numbers small, no more than eight.
- Advise parents with small children that they must be carried. Strollers must be left outside or in the freight shed viewing area, and unfortunately we will have to discourage handicapped persons in wheelchairs.
- Emphasize the display is still under construction and advise children not to run or touch.
- Visitors carrying shoulder bags, backpacks, etc should be asked to leave them at the door.
- The length and content of your tour should be tailored to suit your audience.
  - Most children just like to see the trains run, so show them around the Upper Level.
  - Train enthusiasts and model builders will appreciate more details about locomotives, cars, structures, and scenery.
- If giving a deluxe tour, start from the desk area, informing them that our members built the building and the layout.
  - From Colombia Gardens, conduct the tour as if it were an operating session, follow your train, one track per view etc. eventually ending up at Vernon.
- Keep the group together and when finished, escort them back, offer them a pamphlet, and ask them if they would like to make a donation and sign the visitor's book.
- The Treasurer will mind the donation box.
- There is always the possibility of theft, so it is important to keep the group together, keeping the temptation low. If incidents or damage occur, please inform one of the executive.

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## ***Information for Tour Guides***

### **The Club**

The EMRA was formed in 1946. The club built layouts in several locations, including the Edmonton Gardens. In 1989, our members started constructing this replica of a 1920 Canadian Northern freight shed. In 1991, the shed was completed, and in early 1992, construction started on the current layout. The last spike was driven in 2000.

### **The Monashee Pacific Railway**

The model railroad we are building is based on an actual railroad that was surveyed and chartered in central British Columbia in 1896, but never built. It was to link Vernon and Castlegar by way of the Monashee Mountains. The layout represents what the club feels the railroad would have looked like in 1959, had it actually been built. In 1959, Canadian railroads were running a mixture of steam and diesel locomotives, as well as regular passenger service. The railroad connects with the Canadian Pacific at Castlegar and with the Great Northern at Columbia Gardens. There are also connections with the Canadian Pacific and Canadian National north of Vernon.

### **The Model**

The layout is a two-level "mushroom" design, allowing almost twice as much mainline running as would be possible on a single level. The track and aisles on the lower level are located beneath the track on the upper aisle. The upper level walkway is one metre above the lower floor, and behind the walls.

- Mainline of 785 feet / 240 metres (12.94 scale miles), passing through 11 towns,
- Total track: 714m (1/2 mile, 8 blocks),
- Takes about 1/2 hour at prototypical speeds,
- Track is code 83 flexible track,
- Over 80 locomotives and 850 cars
- Control system is Digitrax digital command control, with handheld radio controllers allowing an engineer to stay close to the train.
- Three hidden ("staging") yards provide storage for trains

### **The Route**

The largest yard is in Vernon. From there, the model Monashee Pacific winds its way through ten separate aisles, representing rolling hills, river valleys, and steep mountain terrain before arriving at Castlegar, our second-largest yard, on the lower level. Sky-coloured view blocks enhance the feeling of distance.

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## **The Construction of our railroad**

### ***Benchwork*** - roadbed of 2 cm plywood

### ***Scenery***

Corrugated cardboard web, where strips cross, they are attached with hot glue.  
Plastered cloth, then a layer of plaster on top. 1200 kg of plaster have been used.  
Tan earth-coloured latex paint seals the plaster and becomes the basic ground colour  
Scenery is done in layers – dirt, grass, bushes, and trees

#### Rocks and Mountains made of plaster

To make a rock mould, find a rock that has the same features as a boulder or mountain side. Liquid latex rubber and layers of gauge.

To mould in place, mix plaster and warm water, as it starts to harden, cast in place.

#### Scenery in layers

Ground cover is made of coloured ground-up foam rubber in shades of green, brown, and yellow to replicate dirt and grass. Spray with alcohol and glue between layers.

#### Trees

12,000 trees; 10,000 are evergreens – pine, spruce, fir  
(2500 between the hotel and the coal mine)

Wire – cut, straighten

Rope – cut, untwist

Twine on wire, twist with machine

Trim, paint black or gray

Spray contact cement (glue) and roll in green foam. Dry

Drill holes in plaster, or replace holding nails.

#### Shrubs and bushes

Armatures – household shrubs, mountain ash berry clusters, foxtail.

### ***Track***

The track is code 83, mostly flex-track with commercial and hand laid turnouts. All the tracks are connected. The trains climb from the lowest level to the upper floor, along one long track.

### ***Electrical:***

6 km of wire and 225 switch machines

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## **Fire Safety**

Fire Alarms are located at southeast door and at the north end of the north layout area

The Freight Shed is a no smoking area.

In the event of an incident that may force the evacuation of the building, become familiar with the evacuation routes.

*Note:*

- There may be heavy smoke to contend with. If you are on the upper level and the stairs are blocked use the southeast opening; go first then assist others.
- If downstairs take the shortest safe route, either along Edgewood by Fire Valley, under the duck-under (warn visitors of duck-under) to the southeast door, or along by Trail to the north door. If the aisle north of Renata is blocked crawl under the duck-under north of Castlegar and exit via the nearest door.

Note there are fire extinguishers by each exit door which are designed to snuff out small fires before they spread. You should judge the situation before using them; your safety is as important as that of visitors.

Visitors may ask about the wiring and if it is a hazard. Only if asked, point out all high voltage runs through conduit, exposed wiring except extension cords are low voltage.