



Memorandum 2023

Date: 11/1/2023

To: All Employees

From: Thomas Pascarella, Director of Fleet and Facility Maintenance

Subject: **Emergency Procedures for BEB Fire in Shop**

It is important to be familiar with emergency procedures before an emergency. In the event of an electric bus fire, all employees are expected to: remain calm, utilize common sense, and exercise professional judgment while conducting these procedures. Only procedures that can be done safely should be followed.

If you notice signs of a potential fire (smoke, flames, hissing/crackling sounds) coming from a Battery Electric Bus (BEB) parked inside the shop:

1. Notify the Foreman and call the fire department (911).
2. Pull the building fire alarm.
3. Evacuate the shop.
4. Open garage bay doors to help ventilate any smoke or fumes.
5. If it is safe, turn high voltage switch off in the Engine compartment.
6. If it is safe, use the tug to push or pull the bus on fire out of the shop.
7. If it is not safe to move the bus on fire, move all other operational buses out of the shop.
8. Follow instructions from emergency responders and management.

If you have any questions please contact your Foreman or any Manager.