



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 Parking lot**

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.

1. If you notice signs of a potential fire (smoke flames, hissing/crackling sounds) coming from a Battery Electric Bus (BEB) parked on the lot or connected to a charger.
2. Notify the Foreman and call fire department (911).
3. If it is safe, enter the bus and push the stop charge button on the dash PLC screen.
4. If it is safe, turn off power to the charger by pulling down lever on side of the charger, then disconnect charging cable from bus. See figure 1.0
5. If the fire is at the rear of the bus and you can't safely disconnect power at the charger, first turn all buses charging off at drivers PLC screen. Then go to grey Main Breaker box on north side of CNG station. Open breaker box and turn off main breaker to the charging stations. See figure 1.1 & 1.2 for instructions.
6. If it is safe, turn high voltage switch off in the Engine compartment.
7. Once power has been removed from vehicle, if it is safe to do so push or pull the bus with the tug to an isolated location away from all other buses and structures. The area between the north and south lot could be used.

8. If it is not safe to move the bus, move all other buses away from the bus on fire to minimize damage to other assets and to isolate the fire.



Figure 1.0 Charging Station





Figure 1.1 Breaker box exterior
Figure 1.2 Breaker box interior