

Introduction

This manual provides instructions to assist Operators in dealing with various types of emergency situations. The manual should be kept in an area of the vehicle where it will be immediately available should an emergency occur such as the driver's side door panel. Each employee should read the manual thoroughly and be familiar with the procedures so that in the event of an emergency the manual may be used as a reference rather than a new course of study.

Please remember that in any emergency the first step is to remain calm. Assess the situation quickly and contact your **Foreman/Lead/Safety Representative** immediately to report it. If a situation appears to be life threatening contact 9-1-1- immediately.

The next tab is a list of emergency contact numbers for members of the **Management Team** and additional tabs that describe the steps you should take **for most types of** emergency situations that may occur in the course of your day. Your participation in controlling the emergency or potentially dangerous situation is appreciated. However, you should not take any action that places your own life or safety in danger.

Emergency Contacts

Police/Fire Emergency 911

(Page left blank for emergency contact to be added by each organization)

Personal Injury

All workplace injuries, illnesses, incidents, accidents, sprains, or strains (no matter how slight) shall be reported in a prompt manner (within 24 hours) to your **Foreman/Lead**. If you are injured on your route, immediately notify your Foreman/Supervisor and provide your location. Your **Foreman/Lead** will meet you at your location and transport you to the nearest Banner Medical facility.

Employees with serious and/or life threatening injuries need to go to the nearest Emergency Room (ER) or call 911. Follow-up at the **organization's** designated medical facility after the emergency room care is still required.

Motor Vehicle Accident

Report all incidents/accidents resulting in injuries, damage **to City, company or private** property (even if alleged) by radio or in person immediately following the occurrence to your **Foreman/Lead** regardless of the severity. Per **Management Policy #** , ALL motor vehicle accidents involving a **company/City** vehicle, regardless if the incident occurred on public or private property must be investigated by the Police Department **within the jurisdiction of where the accident occurred.**

If involved in a motor vehicle accident, don't move the vehicle unless you are told to do so by your **Foreman/Lead** or a police officer. If required to keep vehicle in place after accident, set out safety cones as follows:

Two-way Divided Roadway

Front of Vehicle:

1 safety cone 100 feet in front of vehicle

Rear of Vehicle:

- 1 safety cone 10 feet behind vehicle
- 1 safety cone 100 feet behind vehicle

One-way Divided Roadway

Rear of Vehicle:

- 1 safety cone 10 feet behind vehicle
- 1 safety cone 100 feet behind vehicle
- 1 safety cone 200 feet behind vehicle

NEVER leave the scene unless directed to do so by your **Foreman/Lead** or emergency/medical personnel.

NEVER admit fault or accept liability for the incident as the **investigating** Police Department will conduct a thorough investigation and will determine fault for the incident.

Do not argue about responsibility for the incident.

Do not discuss the incident with anyone except your **Foreman/Lead/Safety Representative** or the investigating Police Officer.

Pursuant to Management Policy # , all employees/individuals working in a DOT covered position will be subject to alcohol, drug and/or controlled substance testing as required by federal and state regulations if there has been an accident and the circumstances surrounding the accident meet the established criteria under applicable DOT programs. If the circumstances do not apply to DOT criteria, then the **responding Foreman/Lead/Supervisor** may require the individual to be tested under the reasonable suspicion protocol.

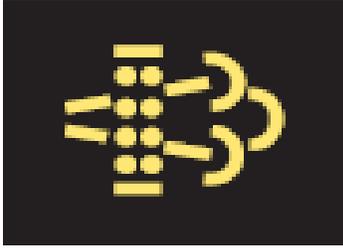
Inoperative Vehicle

NEVER operate your vehicle with low air or oil pressure or with high water temperature. If a gauge or warning signal indicates these conditions you must carry out the following steps:

1. Locate a safe place to stop such as a large uncongested parking lot.
2. Immediately shut off the engine to prevent further damage. Ensure the ignition is still on so your radio is still operational, however, shut off all powered equipment such as the A/C, clutch fan, and AM/FM radio to prevent further engine/component damage.
3. Use radio to contact **Foreman/Lead** and provide your location and the vehicle issue. Try to provide as much information as possible about your vehicle's condition.
4. Await Fleet Services to diagnose issue and contact your **Foreman/Lead** once Fleet has advised if the condition will be repaired or towed from the location.

Diesel Particulate Filter (DPF) Light

Solid Waste vehicles 2008 and newer may be equipped with an emissions system which includes a particulate filter that collects carbon deposits throughout the operation of the vehicle. The following indicator may show up on your vehicles warning light panel:



This warning light may either be solid or flashing. A solid DPF light indicates that regeneration is required within 2-6 hours. A flashing DPF light indicates regeneration is needed immediately. Should your vehicle require a manual regeneration you must:

1. Find a safe area to park which should be away from overhead hazards such as trees, wires, etc.
2. Notify your **Foreman/Lead** that the vehicle needs to complete a regeneration process.
3. Ensure that your hopper door is closed. During the regeneration process the temperature of the exhaust is between 1200-1400 degrees Fahrenheit presenting a possible fire hazard.
4. Activate the regeneration switch and allow the truck to idle and completely finish the regeneration cycle. **(This process could take as long as one hour to complete.)**
5. Ensure the safety of others by keeping the area around your truck clear of pedestrians or vehicles throughout the regeneration process.
6. Upon completion of the regeneration process, the DPF light should turn off indicating the vehicle is ready for operation.

FAILURE TO CARRY OUT A REGENERATION PROCEDURE MAY CAUSE COMPLETE CLOGGING OF THE FILTER AND WILL RENDER YOUR VEHICLE INOPERATIVE.

Overhead Line Contact

Should your vehicle come into contact with an overhead data/power line you must carry out the following steps:

1. Do not move the vehicle/equipment if the wire is hung up on any part of vehicle and does not pose any immediate hazard.
2. If there are obvious sparks between the wires and any **critical** part (**engine, hopper, etc.**) of your vehicle pull away from the wires if it is safe to do so.
3. **TREAT EVERY WIRE AS ENERGIZED.**
4. Remain in the truck at all times unless the vehicle is on fire.
5. Press the orange "Emergency" button on your vehicle's communications radio **or use cell phone to contact your Foreman.**
6. Provide the following information to the **Foreman/Lead**:
 - Your name
 - Emergency Situation
 - Location

- Vehicle #
 - Disposition
 - Identify any immediate hazards that can be observed
7. **Foreman/Lead** will call 911 and advise you of emergency response dispatch.
 8. **Foreman/Lead** will contact a member of the Management Team and will send help immediately.
 9. From the cab of your vehicle, warn anyone in the area to stay clear of any downed wires.

IF YOUR VEHICLE IS ON FIRE AND YOU MUST EXIT THE CAB YOU MUST FOLLOW THESE STEPS:

1. Open the cab door and exit facing out.
2. Use the handholds to move to the lowest step on your vehicle.
3. Jump clear of the vehicle with your feet landing together. **DO NOT TOUCH ANY PART OF THE VEHICLE OR ANYTHING ELSE WHEN YOUR FEET TOUCH THE GROUND AS THIS WILL CAUSE YOU TO BE ELECTROCUTED.**
4. Hop or shuffle a minimum of 30 feet away from the vehicle in small steps keeping your feet as close together as possible. This will minimize the path of electric current and will prevent electrical shock.

Vehicle Fires

Never operate Solid Waste vehicles with paper, plastic bags or other objects near the engine or in the area between the back of the cab and the body of your vehicle. If you observe debris in the area, use the trash tong located in your cab to remove the item.

Throughout your route, you should constantly observe your vehicle's body for smoke, hot spots in the truck body which would be indicated by blistering paint, or any smoke observed through your vehicle's camera inside the hopper.

If a fire is observed at any time, contact your **Foreman/Lead** immediately via radio, call 911 if possible, and begin the following emergency procedures:

Fire located in the engine, cab, or hydraulic reservoir area:

1. Immediately stop the truck in a safe area (on the side of the road away from houses or business areas).
2. Once in a safe area, shut down your vehicle.
3. Exit your vehicle and assess the situation.
4. Do not open the hood if the fire is inside the engine compartment as this may add oxygen to the fire which will cause it to flare.
5. **CNG VEHICLES: If it is safe to do so, shut off the CNG valve located on the driver's side of the rear corner of the body.**
6. If it is safe to do so, engage the battery disconnect for your vehicle.
7. If the fire seems small enough to extinguish with the vehicle mounted fire extinguisher and you have been trained in the proper use of the fire extinguisher, attempt to put out the fire.

Fire located in the body of the truck:

1. Attempt to pack the load as tightly as possible by actuating the packer blade in an effort to smother the fire.
2. Immediately locate a safe area away from residents or businesses where you can eject the hot load without creating additional fire hazards for residents. Try to avoid high traffic areas. A wide open parking lot away from the roadway would be an ideal location.
3. Discharge the load and move your vehicle at least 100 feet away from the fire.
4. If the fire seems small enough to extinguish with the vehicle mounted fire extinguisher and you have been trained in the proper use of the fire extinguisher, attempt to put out the fire.

Should you attempt to use the fire extinguisher remember the acronym P.A.S.S:

1. **P**ull the pin out of the fire extinguisher handle.
2. **A**im at the base of the fire.
3. **S**queeze the handle.
4. **S**weep the hose from side to side.

Spills

The following procedures should be carried out for ALL fuel, oil, hydraulic, or other liquid materials that may leak from an assigned Solid Waste Vehicle:

1. Immediately contact your **Foreman/Lead** to advise of the spill location. Provide as much information as possible including the approximate size and type of the spill. If it seems to be a hydraulic spill, try to determine which hydraulic line is broken.
2. Immediately locate a safe position to park your vehicle and try to keep travel to a minimum.
3. Once parked in a safe position, shut your vehicle off, exit the cab and engage the battery disconnect to minimize further leaking of fluids.
4. Set out traffic safety cones as follows:

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1 safety cone 100 feet in front of vehicle

Rear of Vehicle:

1 safety cone 10 feet behind vehicle

1 safety cone 100 feet behind vehicle

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Rear of Vehicle:

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1 safety cone 100 feet behind vehicle

1 safety cone 200 feet behind vehicle

5. Wearing the appropriate PPE, use the 2.5 gallon container of **spill absorbent** located in the toolbox mounted on your vehicle to contain as much of the spill as possible until further help arrives. Please be aware of any oncoming traffic throughout these activities.