

Public Safety Communications Vehicle Operations Manual

Cupertino 469
Cupertino Office of Emergency Service

15 July 2021



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Notes

1 Contact Information

Fire, Ambulance, other Emergency (9-1-1 alternate)	408-299-3233
Cupertino Service Center	
Main Office	408-777-3170
After hours, non-emergency	408-299-2311
After hours, Emergency	408-299-2507
Cupertino City Office	408-777-3200
Citizens Corp Coordinator	408-215-8459
CARES Emergency Coordinator	408-839-8798
CARES AEC, Training	408-533-2517
CARES AEC, Membership	408-813-4168
CARES AEC, PSC Vehicle Manager.....	408-761-3647
Santa Clara County Radio Room	408-808-7887

2 Operating Frequencies

CARES Frequencies

CH 1, Tac1, Resource Net	147.570	Tone = 151.4 simplex
CH 2, Tac2, Message Net	146.460	Tone = 151.4 simplex
CH 3, Res1, Resource Net	440.150 +	Tone = 100.0 W6TDM
CH 4, Res2, Resource Net	440.150	Tone = 100.0 simplex
CH 5, Tac5, Tactical, XBand	441.000	Tone,TSQL =151.4 Simplex
CH 6, Tac6, Tactical	147.585	Tone = 151.4 simplex
CH 7, Cmd1, Command	442.000 +	Tone = 151.4 WW6HP
CH 8, Cmd2, Command	442.000	Tone = 151.4 simplex
CH 11, Tac11, Tactical	147.570	Tone,TSQL =151.4 Simplex

County Frequencies

CH 21, SCC Message Net	147.360 +	Tone = 110.9 W6TI
CH 22, SCC Message Alt 1	145.450 -	Tone = 100.0 K6FB
CH 23, SCC Command	442.500 +	Tone = 100.0 WB6ZVW
CH 24, SCC Command Alt	443.275 +	Tone = 107.2 K6SNY
CH 25, SCC Resource Net	146.115 +	Tone = 100.0 AA6BT
CH 26, SCC Resource North	145.270 -	Tone = 100.0 W6ASH
CH 27, SCC Resource South	444.625 +	Tone = 110.9 N6NAC
CH 28, SCC Hospital Net	145.230 -	Tone = 100.0 N6NFI
CH 29, NTS Net	146.640 -	Tone = 162.2 WR6ABD

Packet Frequencies

SCC Office Bldg (San Jose)	145.750, 223.620, W1XSC-1	(CUP Pri)
Crystal Peak (South County)	145.730, 223.560, W2XSC-1	
Mountain View	144.310, 223.540, W3XSC-1	
Frazier Peal (Above Milpitas)	145.690, 223.600, W4XSC-1	(CUP Sec)

Emergency Alert System, stations of interest

KCBS	740 KHz	LP1, National Primary EAS Station
KFBK	1530 KHz	CA State Primary EAS Station
KLIV	1590 KHz	Public AM Station, a CNN affiliate
WQGH344	1670 KHz	Cupertino Community Radio

3 Vehicle Supervisor Responsibilities

The following are the general responsibilities for an individual that assumes the Vehicle Supervisor position.

1. If you are holding the vehicle keys, you are responsible for the Vehicle.
2. Vehicle Operations safety is the responsibility of the assigned Vehicle Supervisor.
3. The Vehicle Supervisor must ensure that all vehicle systems are used in an authorized and prescribed manner.
4. A Vehicle Supervisor must be present at all times that the vehicle is open.
5. Never leave the vehicle unlocked and unattended.
6. If operations are in progress and you must step away from the vehicle for any reason, transfer Vehicle Supervision to another qualified person.
7. If operations are secured and you must step away from the Vehicle, you must **Secure** and **Lock** the vehicle.
8. Vehicle monitoring is required for the following areas:
 - Ensure all external cabling does not create a safety hazard.
 - Monitor fuel levels. Notify the shift supervisor when fuel levels drop below one-half.
 - Ensure the internal and external operating space is free of clutter.
9. Ensure generator or engine fumes do not hinder operations.
10. If any unsafe condition arises, stop the associated operations until the situation is resolved.
11. Use your judgment.

4 Vehicle Operations Safety Notice

The City requires that you pay attention to all safety briefings and maintain a safe operating environment at all times. If at any time you see an unsafe behavior or a safety hazard to any staff or participant, you must stay away from the hazard and report it at once to an event official.

Please read and observe the safety issues addressed below. The Shift Supervisor should review this information with all Operators at the beginning of each Operational Period.

Compliance with all Applicable Laws

Vehicle operators are expected to comply with all applicable laws during the course of an event. This includes wearing seatbelts and following all traffic laws, observing speed limits, full stops at stop signs, etc.

Driving Safety

1. If you cannot see the wheels of the vehicle in front of you, you are too close.
2. The mast is the tallest portion of the vehicle. Pay close attention to your vertical clearance while driving.
3. This is a heavy vehicle -- give yourself plenty of room to slow down.
4. We will never be in a rush to get anywhere. Give yourself enough room ahead of you to anticipate changes in road conditions and other driver behaviors.

Vehicle Safety

5. Always put on a Safety Vest before performing work outside the vehicle.
6. NO SMOKING: There are gasoline engines and a fuel tank on this vehicle, both in close proximity to our working area. There is NO SMOKING when inside or outside the vehicle.
7. All gasoline-powered engines emit noxious fumes. The generator will be running to supply us power. Stay clear of the exhaust areas at all times. If you feel faint, notify the Shift Supervisor.
8. Make sure that the vehicle brakes are set and the levelers are deployed before starting operations.
9. The telescoping mast is considered heavy equipment. If used improperly, it could cause injury or damage. Never touch the up/down controls or the manual retract feature unless directed to do so by the Shift Supervisor.
10. Even though all radios work on the 12VDC distribution, there are also 120VAC utility outlets. Respect the 120VAC lines.
11. Call to the Shift Supervisor's attention any safety concerns that you have.
12. Should an emergency or injury occur during this event, call 911 or 408-299-3233.

5 Vehicle Access Checklist

This checklist is performed every time you approach the vehicle when it is in a locked state.

Vehicle Access

- _____ 1. Retrieve the Vehicle Keys.
- _____ 2. Disarm the Alarm. This will unlock the cab doors.
- _____ 3. Unlock the operating compartment doors as required.
- _____ 4. Deploy side and rear steps as required.

6 Vehicle Pre-Departure Checklist

This checklist is performed every time the vehicle is going to be driven. Depending on the last Checklist performed, this may be a validation step to ensure nothing changed since the last time Comm 469 was deployed.

Lower the Mast

If the mast is up, start this step first, then continue with the Vehicle Interior Inspection tasks.

- _____ 1. Mast is lowered (*Section 12*)

Vehicle Interior Inspection

- _____ 2. Shut down all PCs.
- _____ 3. Turn off the rack DC breaker.
- _____ 4. Remove and stow EOC network antenna.
- _____ 5. Secure operating position chairs.
- _____ 6. Stow all radio operating gear.
- _____ 7. Clear all operating positions of loose objects.
- _____ 8. Close all interior cabinet doors and drawers.
- _____ 9. Turn off the vent fan; close the roof vent.

STOP! Do not proceed unless the Mast is completely lowered.

Vehicle Exterior Inspection

- _____ 10. Remove and stow mast upper antennas (as needed).
- _____ 11. Retract leveler (*Section 11*)
- _____ 12. Turn off all DC breakers.
- _____ 13. Turn off all AC breakers except **A2 and A5**.
- _____ 14. Turn off the internal overhead lights using the light switch by the door.
- _____ 15. Disconnect and stow the shore power cable if connected.
- _____ 16. Turn off the generator if it is running (*Section 10*).
- _____ 17. Remove and stow Gen Turi exhaust system (*Section 9*).
- _____ 18. Stow wheel chocks and traffic cones.
- _____ 19. Close and lock all exterior cabinets.
- _____ 20. Close and lock rear door. Secure door retractable steps.

- _____ 21. Close and lock side door. Secure door retractable steps. Stow swing Arm handrail.
- _____ 22. Walk around, walk away, and look up.
- _____ 23. Check behind you for obstacles.

Vehicle Start

- _____ 24. Reread the Operations Safety Briefing.
- _____ 25. Ignition ON.
- _____ 26. Turn on headlights; check turn signals.
- _____ 27. Check fuel levels. Refuel if necessary.
- _____ 28. Let the engine warm up for one minute before driving.
- _____ 29. Insure you have your HT with you. Check in to the CARES Net. State you are departing the Service Center.
- _____ 30. Engage **Tow Haul** mode by pressing the button on the end of the gear selector.

NOTE: **Tow Haul** should only be used under 40 mph.

WARNING: Never change **Tow Haul** settings if traveling over **25 mph**.

7 Vehicle Deployment / Operations Checklist

This checklist is performed every time the vehicle arrives at a deployment site. Whenever deployed, do not leave the vehicle unattended.

On Arrival

- _____ 1. Choose a location that is clear of overhead obstructions, well lighted, with little traffic, and as flat as possible.
- _____ 2. Ignition OFF, transmission to Park, apply parking break.
- _____ 3. Turn on Amber Traffic Warning lights if required.
- _____ 4. Make vehicle Operations Log entries.
- _____ 5. Put on a Safety Vest before working in the street.
- _____ 6. Deploy side and rear steps (NOTE: On the rear step, press the end of the pin to release the pin).
- _____ 7. Unlock the rear and side doors.
- _____ 8. Start or update the ICS 214 Unit Log.
- _____ 9. Start an ICS 211B Check-In List as required.

Operations Set up

- a. For a planned or requested activation that includes time to set up C469, perform the **Minimal** and **Additional Setup** steps below.
- b. For an Auto-Activation (earthquake) event or if the CARES net is started remotely, then perform the **Minimal Setup** first to get C469 quickly on the air. Then, once resources are available and the EOC location is determined, perform the **Additional Setup** steps.

Minimal Setup

- _____ 10. Deploy wheel chocks and traffic cones as required.
- _____ 11. Plug in the shore power cable or start generator (**Section 10**).
- _____ 12. Turn on all AC breakers.
- _____ 13. Turn on DC breakers D1, and D5 thru D11.
- _____ 14. For night operations. Also turn on DC breakers:
 - a. D2 curb side exterior lights
 - b. D3 street side exterior lights
 - c. D4 rear door exterior lights
- _____ 15. Deploy the leveling jacks (**Section 11**)
- _____ 16. On the equipment rack, verify the following breakers are on (facing the isle; ON is the switch in vertical position):
 - a. Battery Charger
 - b. Control Panel
 - c. DC Main Breakers are on.
- _____ 17. On the equipment rack, turn on the Rack DC breaker (lower panel, facing Position #3).
- _____ 18. Retrieve and install antennas on the mast.
- _____ 19. Confirm all computers and networking are powered up and operational.

Additional Setup

- _____ 20. For generator operations, install the Gen Turi (*Section 9*).
- _____ 21. Raise the Antenna Mast (*Section 12*).
- _____ 22. Open the roof vent, turn on fan when running the generator set for blowing OUT.
- _____ 23. Confirm all radios are powered up and operational.
- _____ 24. Set up each operating position based on the requirements for the deployment.
(See the *Comm Van Radio Reference Manual*).

8 Vehicle Parking / Shutdown Checklist

This checklist is performed every time the vehicle is parked after a deployment.

- _____ 1. Check Fuel levels. Refuel if necessary.
- _____ 2. Ignition OFF, transmission to Park, apply parking break.
- _____ 3. Turn off all vehicle lights.
- _____ 4. Deploy wheel chocks.
- _____ 5. Connect shore power cable if available.
- _____ 6. Make final Vehicle Operations Log entry – mileage, gasoline used, etc.
- _____ 7. Return all Comm 469 Safety Vests.
- _____ 8. Turn off rack breaker.
- _____ 9. Turn off all control panel DC breakers except **D8**.
- _____ 10. Turn off all control panel AC breakers except **A2** and **A5**.
- _____ 11. Open roof vent; turn on fan to OUT (HOT weather only).
- _____ 12. Close and lock all exterior cabinets.
- _____ 13. Close and lock rear door. Secure door retractable steps.
- _____ 14. Close and lock side door. Secure door retractable steps. Stow swing Arm handrail.
- _____ 15. Arm the vehicle Alarm.
- _____ 16. Log and report any mechanical problems with the Service Center.

9 Gen Turi Exhaust system

Gen Turi Exhaust System directs hot generator exhaust into the vertical discharge tubes above Comm 469.

Set up

- _____ 1. Retrieve Gen Turi bag from inside Comm 469. Contents are:

Description	Qty
Elbow attached to one tube	1
Locking pin assembly	1
Extender tubes	2
Suction cups	2
- _____ 2. Gen Turi mounting adaptor is permanently attached to the Comm 469 exhaust pipe. Verify the locking pin hole is in an up/down orientation.
- _____ 3. Mount the elbow and lower section of tube first. Align the holes and insert the Lock Pin to secure.
NOTE: ensure the assembly is snug to prevent exhaust leaks during operations.
- _____ 4. Slide the middle and upper tube sections together.
- _____ 5. Slide these two sections onto the lower section.
- _____ 6. Pull the bungy straps on either sides of the Gen Turi toward the truck. Bungies should be far enough apart of the tubing to apply tension left and right, and high enough to release pressure on the generator exhaust pipe.
- _____ 7. Suction Cup mounts are placed to accommodate the requirements stated above. In the appropriate position, place the suction cup against the truck, and turn the knurled cap **CLOCKWISE** to create the suction. Attach one bungy. Repeat the procedure for the other bungy.
- _____ 8. Start the generator.
- _____ 9. Test Gen Turi by cutting a ½" by ½" strip of paper and insert it between the Gen Turi elbow and the tube.
CHECK: paper is sucked into the tube and expelled out of the top.

Dismantle

CAUTION! All Gen Turi components will be **HOT**. Ensure you either have work gloves or provide enough time for all components to sufficiently cool down.

- _____ 10. Turn off generator.
- _____ 11. Disconnect Gen Turi bungy from suction cups.
- _____ 12. Remove middle and upper tub sections and separate.

- _____ 13. Remove lock pin and slide elbow away from the exhaust pipe.
- _____ 14. Remove suction cups by turning the knurled cap **COUNTER-CLOCKWISE** to release the suction.
- _____ 15. The mounting adaptor will remain permanently attached to the exhaust pipe.
- _____ 16. Let all parts cool before attempting to put away.
- _____ 17. Store in storage bag provided and stow in Comm 469.



10 Generator Controls

Generator Control

The generator is controlled by a rocker switch on the Power control panel.

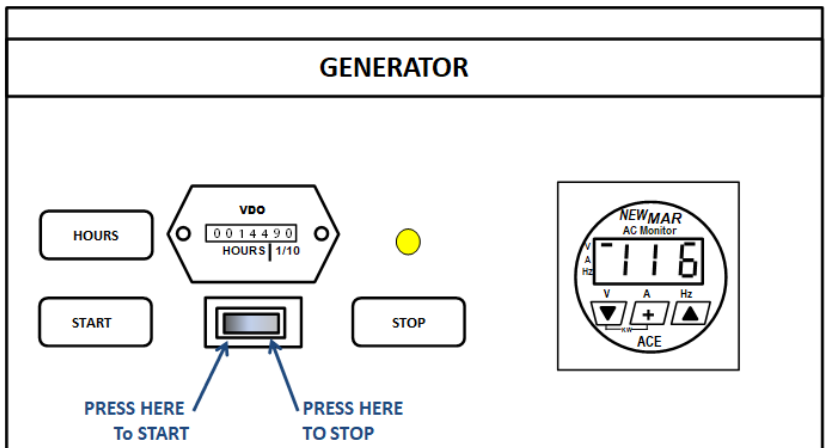
Starting the Generator

1. Press and hold the left side of the rocker switch to start the generator.
2. After the generator starts, use the **V A Hz** keys on the AC monitor meter to select AC Volts, Amps, or Frequency, and verify:
 - proper voltage (114 to 124 VAC)
 - frequency (58 to 62 Hz)

Stopping the Generator

1. Press and hold the right side of the rocker switch to stop the generator.

Switching power from the generator to shore power is automatic. Power defaults to shore power.



120VAC Distribution

All AC distribution is contained on the control panel.

CB	Amps	Load
A1	20	Equipment Rack
A2	15	Interior Lights
A3	20	Air Conditioner
A4	15	Wall Heater
A5	30	Battery Charger
A6	15	Mast Air System
A7	15	Interior Curbside Outlets
A8	15	Interior Street Side Outlets
A9	20	Exterior Curbside Outlets (BSP)
A10	20	Exterior street side Outlets
A11	15	Spare
A12	15	Spare

12VDC Distribution

Most of the DC distribution is controlled from the control panel.

CB	Amps	Load
D1	15	Interior Lights
D2	15	Exterior Lights Curb Side
D3	15	Exterior Lights Street Side
D4	10	External Light Rear
D5	30	Internal DC Power Curb Side
D6	30	Internal DC Power Street Side
D7	15	External DC Power Curb Side (BSP)
D8	10	Vent Fan
D9	15	Leveling Jacks
D10	5	Handheld Spotlight (in mast control cabinet)
D11	10	Mast control system
D12	10	Compartment Lights
D13	1	CO Detector
D14	10	Mast Flood Light

In addition, there are four large DC breakers mounted in the rack.

11 Leveling System

WARNING! Do not press the button marked **Manual**. You risk changing the Leveler control programming.

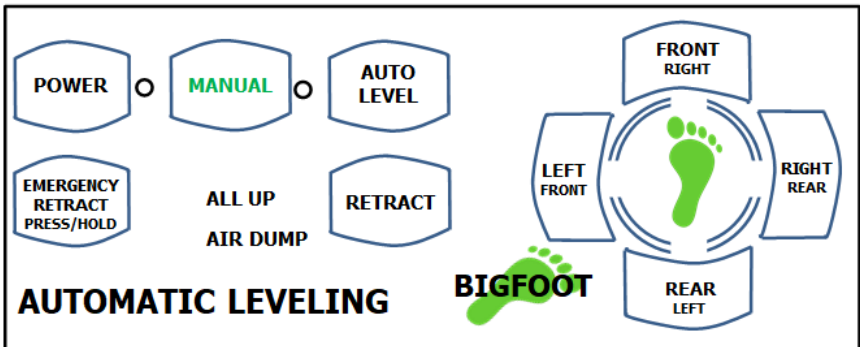
Deploying the Levelers

- _____ 1. Verify breaker D9 is on.
- _____ 2. Verify that no one is in the cab or operating compartment of the vehicle.
- _____ 3. Unlock and open the leveling control cabinet door (curb side, behind the passenger door).
- _____ 4. Turn on the Leveler Controller by pressing the power switch. Verify the power light is on.
- _____ 5. Press the AUTO LEVEL switch. Verify the light comes on. Leveling will take a few seconds as the system determines how best to level the vehicle.
- _____ 6. Wait until the green foot is on, without blinking.
NOTE: a blinking green foot means that the vehicle could not be leveled. Consider moving the vehicle to a location with less slope, or use the leveler pads.
- _____ 7. Close and lock the cabinet door.

Retracting the Levelers

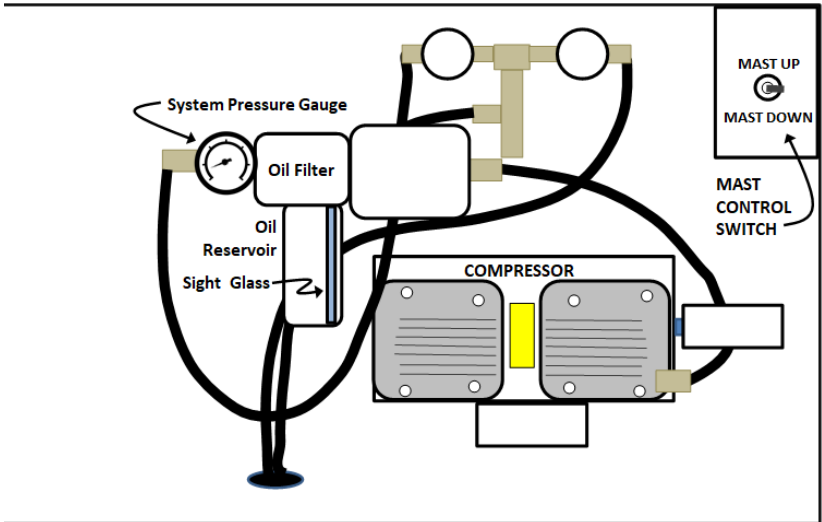
STOP! Do not proceed unless the Mast is completely lowered.

- _____ 8. Verify breaker D9 is on.
- _____ 9. If the power light on the leveler controller is not on, press the power button.
- _____ 10. Press retract button.
- _____ 11. Verify all levelers have retracted.
- _____ 12. Turn off the Leveler Controller; Verify the power light is off.
- _____ 13. Close and lock the cabinet door.



12 Mast System

Read this entire procedure before proceeding.



Raising the mast

STOP! Do not proceed unless the Levelers are correctly deployed.

WARNING: Confirm the overhead clearance before deploying the antenna mast.

- _____ 1. Verify the Vehicle location is clear from overhead obstructions.
- _____ 2. Verify AC breakers A6 and DC breakers D10 & D11 are on.
- _____ 3. Unlock and open the Mast Control Cabinet (street side, rear cabinet).
- _____ 4. Check mast oil reservoir level at the sight glass; the oil color is Light Blue. If less than 50%, notify the Comm 469 Manager.
- _____ 5. If it is dark outside, use the hand spotlight for observing the overhead as the mast is raised.
- _____ 6. Raise the mast by holding **Mast Control Switch** in the **MAST UP** position. Continue holding the switch up until the compressor starts to stutter (different noise) or stops. The pressure gauge should read about 32 psi. The time to raise the mast is about 7 to 10 minutes.
- _____ 7. Close and lock the Mast Control Cabinet.
- _____ 8. If desired, press the **Mast Light Defeat** button on the forward side of the Power Distribution panel to turn off the roof mast light.
- _____ 9. Notify the Shift Supervisor of the mast deployment.

Lowering the mast

- _____ 10. Unlock and open the Mast Control Cabinet (street side, rear cabinet).
- _____ 11. Set the **Mast Control Switch** to the **MAST DOWN** position. It will take about 5 minutes to lower the mast.
- _____ 12. When done, leave the **Mast Control Switch** in the **Neutral** (middle) position. The pressure gauge may continue to read pressure, and will bleed off over time.
- _____ 13. Close and lock the Mast Control Cabinet.
- _____ 14. Remove any antennas that need to be stowed as necessary; replace the antenna caps.

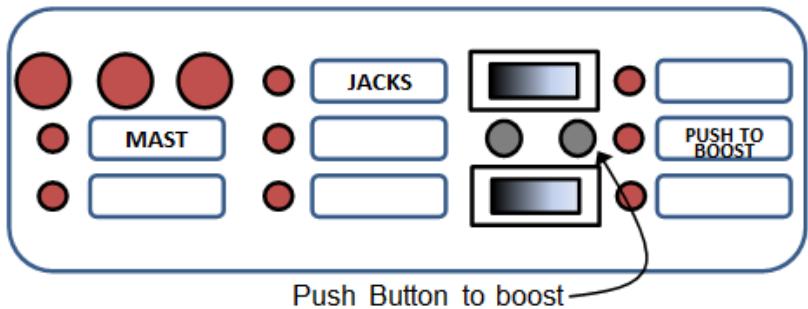
13 Dash Warning Panel

The Dash Warning/Control Panel is located left of center in the Cab.

Warning Indications

The main function of this panel is to alert the operator if either the Pneumatic Mast or Lever Jacks are deployed when attempting to operate the vehicle. Alarm conditions are as follows:

- **Alarm LEDs.** If the Mast and/or Leveler systems are deployed and the vehicle engine is started, the 3 larger upper-left LEDs will illuminate.
- **Alarm LEDs and Siren.** Same as above; additionally, the gear shifter is placed in any gear position other than Park.



WARNING: Attempting to move the vehicle with either of the Pneumatic Mast and Lever Jacks deployed will critically compromise the integrity of the Vehicle.

NEVER MOVE THE TRUCK WITH EITHER THE MAST OR LEVELER JACKS DEPLOYED.

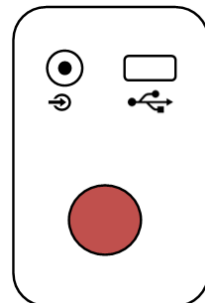
Battery Boost

In the event the vehicle battery isn't sufficient to start the engine, press the **Boost Button** to tie in the compartment battery system with the vehicle battery system.

Door Open Warning

The Door Open indicator is located on the lower right side of cab console, to the right of the backup camera monitor.

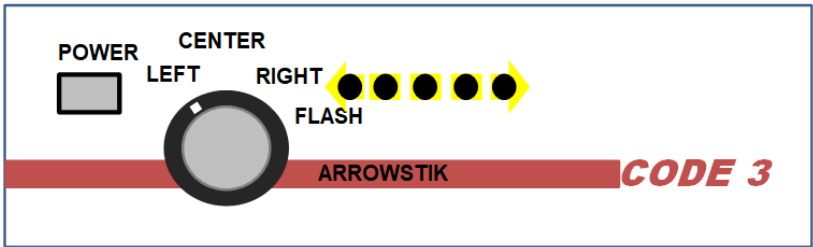
If the Ignition key is in the On position and either the rear or side compartment door is open, then the Red Door Open alarm indicator will be illuminated.



14 Traffic Advisor Lights

This is the front- and rear-facing signaling device that alerts on-coming traffic with a visual warning and a correct direction for oncoming traffic.

CAUTION: This system is powered off the vehicle battery and is available for use regardless of the state of Cab key position. Care should be taken not to drain the vehicle battery. See **Section 13 Dash Warning Panel**, Battery Boost for information on how to address this.



Power: Push button; On / Off

Function

Left: Lights flash in the Left Direction pattern.

Right: Lights flash in the Right Direction pattern.

Center: Lights flash from in to outside in a split pattern

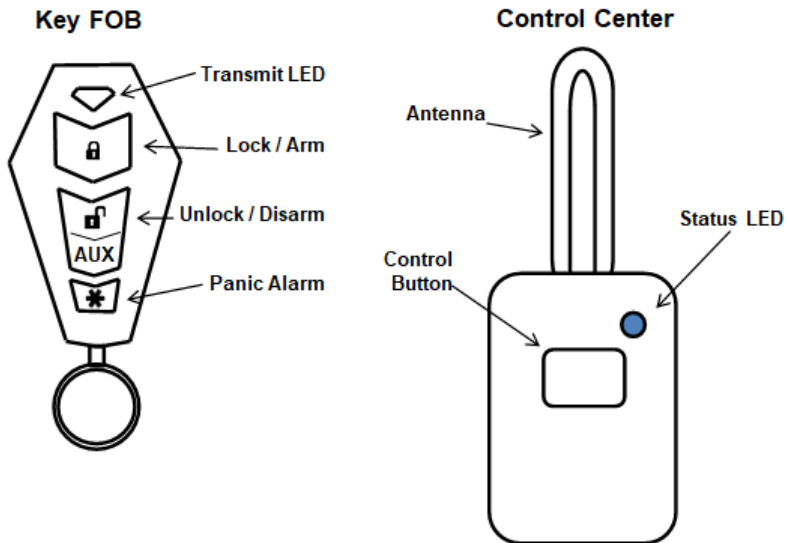
Flash: Flashing Light pattern

15 Vehicle Security System

The Vehicle is equipped with a protective alarm system with door sensors on the six (6) openings:

1. Cab doors, drivers and passenger side
2. Operations Area doors, rear and side doors
3. Generator compartment
4. Mast control cabinet

The following two items make up the Security Alarm System:



Key FOB

The Alarm system has been integrated with all Cab door locking controls into one system. The original Truck Key FOB still works to open the door, but will not disarm the security system. The Key FOB does the following:

1. Transmit LED – Blue LED, illuminates whenever a FOB control is pressed.
2. Lock / Arm – Arms the alarm system. Locks the 2 Cab doors. Single chirp when the alarm is set.
3. Unlock / Disarm – Disarms the alarm system. Unlocks the 2 Cab doors. Two (2) chirps when the alarm is disarmed.
4. AUX – Press for 2 seconds, then the Lock/ARM or Unlock/DISARM for silent execution of these two controls.
5. * - Causes the alarm to sound.

Control Center

The Alarm Control Center is mounted on the upper section of the windshield and consists of the following:

1. In-vehicle antenna
2. Blue Status LED: indicates the alarm status. The light will be on when the alarm is set.
3. Control Button: places the system in **Emergency Override Mode**.

Emergency Disarming of the Alarm

The Key FOB battery should last about 2 years. In the event of a battery failure, do the following:

1. Ensure you have the Key FOB with you.
2. Gain access to the Cab using the vehicle key. The Alarm will sound if previously activated.
3. On the Control Center, press the Control Button. The system should disarm.
NOTE: This step requires the Key FOB to be in close proximity for this procedure to work.

Alarm Chirp Codes

No of Chirps	Meaning
1	System is Armed
2	System is Armed, but a door is not closed
2	System is disarmed, no violations occurred
3	System is disarmed, _____ was previously opened
4	System is disarmed, _____ was previously opened
5	System is disarmed, _____ was previously opened
6	System is disarmed, _____ was previously opened

NOTE: Setting the engine Key to ACCY will clear the alarm history.

16 Cabinet Locks

Outside Cabinet Locks

All outside cabinets have locks to ensure the security of their contents. Most of the locks are of the type indicated in the figure below.

There are two keys that handle all cabinet locks. Each lock is color-coded to make identifying the correct key easier.

To unlock a cabinet,

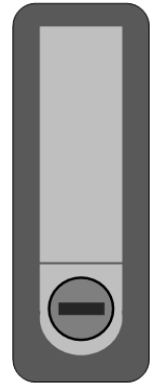
1. Identify the key to use by the color tag by the cabinet lock.
2. Insert the key and turn it counter-clockwise 90 degrees to the horizontal position.
3. Remove the key, and press the keyhole to open the latch.
4. Do not reset the lock if the cabinet door is not closed.

To lock a cabinet,

5. Identify the key to use by the color tag by the cabinet lock.
6. Close the cabinet door.
7. Insert the key in the keyhole.
8. With the other hand, press the area above the keyhole to keep it from unlatching (popping out).
9. Turn the key clockwise 90 degrees to the vertical position.
10. Remove the key.



Keyhole
Locked Position



Keyhole
Unlocked Position

17 Accident Reporting

In General

In the event Comm 469 is involved in an accident involving another vehicle or pedestrian, the Operator is required to do the following 2 things:

1. Call 9-1-1. The city requires a Police Report on all such accidents.
2. Locate and follow the instructions in the "**Accident and Instruction Forms**" manilla envelope. This is in the engine cover pocket in the Cab and contains the following 5 documents:
 - a. **Basic Accident Information and Instructions**, Blue half page (reproduced below)
 - b. **Vehicle Accident Report**, 2-sided, folded in half, 4 half pages (Pooled Liability Assurance Network Joint Powers Authority).
 - c. **Vehicle or Equipment Accident Damage Report**, City of Cupertino, multi-part form
 - d. Automobile Liability Coverage Information, Orange 1/2 page
 - e. Vehicle Registration

Basic Accident Information and Instructions

**** DO ****

1. Introduce yourself by name and title
2. Offer to get aid – police, paramedics, relative
3. Set out flares and other warning devices
4. Obtain statements from involved parties as to how the accident happened
5. Obtain names of possible witnesses
6. Identify workers in the area by company, address, etc.
7. Determine the weather conditions
8. Obtain the name, address, phone number and age of injured
9. If possible, determine if alcohol or drugs were involved
10. Take photos, if possible
11. Fill out as much of the (i) **Vehicle Accident Report** as practical, and (ii) City of Cupertino **Vehicle or Equipment Accident Damage Report** and give to your supervisor immediately.

**** DO NOT ****

1. **DO NOT** admit the city is responsible or admit any liability
2. **DO NOT** move an injured party unless it is for their own protection
3. **DO NOT** leave injured alone; wait for help to arrive
4. **DO NOT** give a statement to anyone
5. **DO NOT** discuss the accident with any bystanders
6. **DO NOT** indicate the city will pay medical or any other expenses; "I'm sorry, I do not know."
7. **DO NOT** refer to a specific physician or hospital
8. **DO NOT** discuss the accident with anyone from the press

Cupertino ARES/RACES
10300 Torre Avenue
Cupertino, CA 95014-3255