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Approved by:	Chris Peoples	Date Issued:	April 2023

SAFE OPERATING PROCEDURES

Field Emergency Response

SOP 11D-1

Hazard Review		
Snow/Ice	Utility Lines	Rock/Earth Slides
Moving Traffic	Hazardous Materials	Flooding
Moving Equipment	High Winds	Nuclear Plant Disasters
Nighttime Response	Fog/Smoke	Unknown/Unlabeled Substances
Fallen Tree in Roadway	Disabled Vehicle in Roadway	
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Shoes	Safety Vest	Gloves
Hard Hat	Safety Glasses	Rain Gear
Personal Flotation Device	Chain Saw Chaps	Tyvek Suit

1. Review Safe Operating Procedures for applicable equipment and perform pre- operational checks.
2. Maintenance Yard personnel should be trained in expectations for Field Emergency Response.
3. Make sure all emergency and warning lighting is working.
4. Plan for adequate supervision at the worksite.
5. Each response scene should be reviewed prior to starting work.
6. When you arrive at the scene, conduct survey of road to determine traffic control needs from the Work Zone Safety Handbook and your assessment of the situation.
7. Park in areas that: provide safe entrance and exit of the work area; do not create potential conflicts with other vehicles/equipment operating in the work area; provide maximum protection for workers getting in and out of the vehicles and provides maximum protection for employees working at the scene.
8. Coordinate efforts with law enforcement, fire, and emergency management officials.
9. All employees shall be issued or be required to possess the following personnel protective equipment when responding to emergency situations: safety shoes or work boots, safety vest, gloves, hard hat, safety glasses, flashlight and rain gear. Items such as personnel flotation devices, chain saw chaps, boots and Tyvek suits shall be issued after an assessment and the hazards have been determined.
10. Employees on foot must use extreme caution to stay clear of operating equipment and moving traffic. Always establish eye contact with the equipment operators before approaching equipment.
11. Flagger may be required to direct traffic around emergency situations in the travel lane such as a fallen tree or disabled vehicle. Refer to Flagging Traffic SOP 10-9 for specifics flagging techniques required.
12. Be aware of escape routes in case of emergencies. It is a good practice to work facing on-coming traffic when on foot.

13. Be aware of loose material, excavation drop-off, tripping hazards, uneven ground and other obstructions.
14. Take extra precautions to prevent heat and cold stress when working in extremely hot or cold conditions.
15. When operating trucks and other equipment off the roadway, be aware of hidden objects in grass or unstable terrain.
16. Be observant of utility lines when cutting or removing trees and limbs. Look for and stay clear of downed power lines when clearing debris. Contact appropriate utility companies to coordinate work.
17. For nighttime response, adequate lighting should be provided.
18. Use flares/light sticks as appropriate.
19. When possible, at least two employees should be sent to respond to any emergency situation.
20. Approach flooding condition with caution. Do not attempt to drive through swift or rising floodwaters. Install appropriate advance warning/traffic control devices.
21. Approach accident scenes with caution. Do not send personnel or equipment into an area with explosive, flammable, or unknown substances until it is safe to do so. Drivers, passengers, placards, decals, shipping labels, Bills of Lading and the Emergency Response Guidebook might be sources of determining the unknown substances. Do not rely on rumors, rather BE SURE. Take measures to restore orderly traffic flow. Coordinate efforts with police, fire and emergency response officials.
22. When operating vehicles/equipment during winter storms or other inclement weather, adjust operating speed with the changing conditions. Follow Safe Operating Procedures for trucks, material spreaders and other snow/ice removal equipment.
23. For nuclear power plant disasters, refer to the appropriate nuclear plant Emergency Response Plan. There may be requirements to erect evacuation routes, shelter, signing, etc.
24. Be prepared to erect road closures and detour route signing to prevent traffic from entering the work site or an area obscured by fog/smoke or an area where the roadway is obstructed.
25. Clerk/dispatcher should be familiar with the operation of communication equipment (radio, telephone, and computer terminal) and have the ability to receive and send communications accurately and timely.
26. Clerk/dispatcher should know the general locations of all response personnel on duty.
27. All personnel should cease all operations and seek shelter when sustained wind speeds approach **35 MPH** and not return until wind speed is below **35 MPH**.
28. Emergency generators should be in working order to provide power in case of a loss of commercial power. These generators should be periodically operated and maintained to ensure dependability. Personnel should be instructed in the proper use of emergency generators.
29. Temporary measures taken should be upgraded to appropriate standards as soon as practical following the emergency.
30. When working in or near the water, life preservers or other flotation devices should be worn.
31. Take precautions to prevent heat and cold stress when working in extremely hot or cold conditions.
32. Emergency response topics should be discussed at Monthly Safety Meetings.

Related SOP's	
General SOPs Chapter 10	Flagging Traffic 12B-30