



Welfare Van User Guide

Introduction

Welcome to Leicestershire Police Federation's Welfare Van. Please take the time to have a look through this guide – while the functions of the van are not complicated, understanding how it works will assist you in returning the van in a clean state ready to be used by the next NPA.

The Federation will keep the van stocked with water and hot drinks – should you run out during a deployment it is the responsibility of the NPA to re-stock the van, please do not call us and ask us to take supplies to a scene!

Should you find any faults or issues with the van or the equipment it must be reported on the sign out sheet located in the main cab, and if the matter is safety related it must also be followed up with an email to the office –

leics@polfed.org

We hope the van offers some comfort and assistance at whatever scene or incident you are dealing with.

Adam Commons

Chairman, Leicestershire Police Federation

Before deploying to a scene



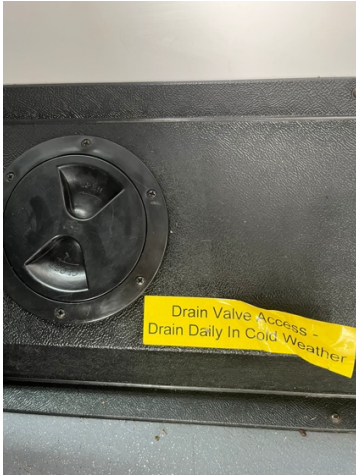
Every time the ignition is turned off, the red standby button MUST be pressed. This will turn off the pumps, interior lights, auxiliary battery. This will prevent the van wearing down the battery while it is set up at a scene.



In the main crew area is the panel which indicates the battery level and how much water is in the tank.



The left column shows the battery level. The right is the water level. When filling the water tank keep an eye on this light as it will go to green when it has enough water inside and will prevent you overfilling it.



Under the table in the crew area is the water valve. Before attempting to fill the water tank you must ensure the valve is closed or the water will leak straight out! Unscrew the cap to locate the valve.



The yellow button is the cut off valve. When it is horizontal like this the pipes are locked and you can fill up the tank with water. Replace the cover.



The water inlet point is by the crew door. Unscrew the cap and fill the tank with water – using a hose will save a lot of time. This is the water that will go through the sink taps and flush the toilet. Keep an eye on the water light to know when the tank is full.



There are two flasks in the crew area. These will keep water hot for 24hrs and are worth filling up if your deployment will need to provide lots of hot drinks.

You are now ready to make your way to the scene – don't forget the DTP's as well! (the van does not need oil trust me – please don't add any)



On arrival at your scene – this control panel is located above the sink in the crew area. Press the red button to turn the power on. Then switch the button underneath – the red LED light will come on – this is the water pump button. If you are using the hot water urn (see below) keep the middle blue button pressed down (the picture of the mug) If you need to use the microwave, press the blue button to the knife and fork picture, this powers the microwave. The green button is for the internal lights. If the van is being locked up and left you **MUST** turn the power off or the battery will run down. If the power gets low, run the engine for a bit.



To use the hot water urn – fill it from the top by unscrewing the lid – do not overfill. Press the red power button to turn it on. If the battery light comes on there is an error – drain the urn and do not use. The next 2 lights indicate there is not enough water and then that it is heating. The top light means the water is hot enough to use. When the van is returned please drain the urn before driving to prevent leaks and the crew area flooding!



When the toilet is used – **NO POO!!!** Hold down the blue button to flush and then pull the handle to empty the contents of the bowl into the cassette.

Emptying the toilet



Ensure the toilet is in the closed position – the handle will be in this position.



Open the hatch to locate the toilet cassette.



Gently lift up the locking button and the cassette can then be pulled out. It has an extendable handle and can be pulled on its wheels to a toilet.



The neck then rotates round so that you can empty the contents – do not use a drain, use a toilet - this picture is for example purposes only.

Reverse the steps to then put the cassette back into place.

Returning the van

When you return the van the following must always take place –

- The toilet is emptied
- Rubbish is emptied
- Hot water urn is drained
- Empty the sink waste containers
- The water tank MUST be emptied (see above steps – leave the valve in the empty position) this will ensure in freezing conditions the water tank is not damaged.
- If fuel is required please use a fuel card on area and top it up
- Return the van to the Fed office and put the keys back in the keysafe.
Email leics@polfed.org to advise us the van is back
- Complete the log book in the cab and report any faults