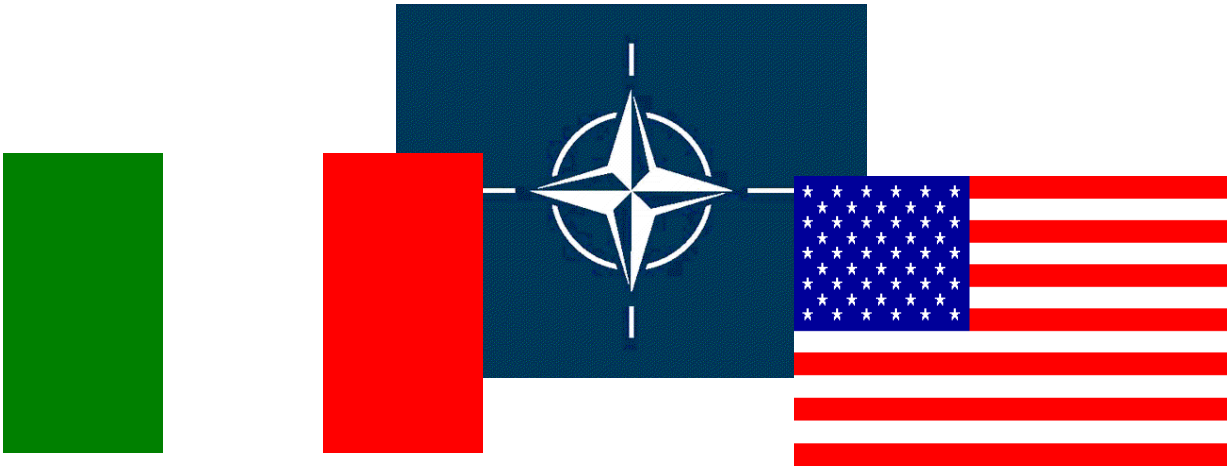

STANDARD OPERATING PROCEDURE REVIEW: EMERGENCY PLAN FOR THE EVACUATION OF INJURED PEOPLE WITHIN USAG ITALY DARBY MILITARY COMMUNITY

Coordination Procedures between Darby Military Community (DMC) Emergency Services and Italian Off Post Ambulance Service (118)

5 October 2020

STANDARD OPERATING PROCEDURE REVIEW: Emergency plan for the evacuation of injured people within USAG Italy Darby Military Community
(5 October 2020)

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STANDARD OPERATING PROCEDURE REVIEW: Emergency plan for the evacuation of injured people within USAG Italy Darby Military Community
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I. INTRODUCTION

A. IAW Italian Law D.lgsl.81/08 art.18 comma 1 lettera t) & art. 43 comma 1 lettera a), the Darby Military Community (DMC) Deputy Garrison Manager and the DMC Safety Office agreed with the Italian Base Commander to develop a plan for an effective and efficient coordination between the Darby Military Community (DMC) Provost Marshall Office and the off post ambulance services (118). On the basis of past experience, it was determined that, during emergency situations, contractors and Italian employees had been dialing directly the Italian Health Emergency # 118, in spite of the numerous briefings that were held and information provided to contact the internal emergency services. The PMO and Fire & Emergency Services (F&ES) have been quite often excluded thus causing major and risky delays in the intervention, and, in general, a low quality of service.

B. The final purpose is to establish this Standard Operating Procedure (SOP) in order to streamline the accident intervention process. At the same time, its purpose is to create an efficient and integrated system that is capable to provide a prompt service at the scene of the accident. All Units personnel and contractors are mandated to comply with this SOP.

C. This SOP provides information and details that allow all parties to implement the plan.

II. RESPONSIBILITIES

A. The **Contractors** working within the installation in case of an accident/emergency:

1) Will call 118, inform the operator that the accident occurred within the DMC Area of Responsibility (AOR), will specify the nature of the injury **responding to all questions posed by the operator**, and will follow directions as instructed by the 118 personnel.

2) Will provide the 118 operator with the exact location where they are (Installation maps attached), the directions to the place of the accident, and the number of the gate that the ambulance will utilize (for example Camp Darby Area, Gate # 4, etc.). See Appendix B. The Map, with the name of the area and the number of the gate to be used, are posted at each construction yard within the Installation on the safety board together with the other information on safety measures.

3) Will dispatch immediately a worker, if available, to designated entry points to facilitate the arrival of the ambulance to the place of the accident.

4) Will call immediately the PMO at 117 or **DSN 633-7575** (if from internal office) **or 050/547575** (if from cell phone), or the SETAF Carabinieri at **DSN 633-8711, or COMM 050/548711,** and will specify to the operator the number of the gate that the ambulance will utilize.

See Appendix A for the graphic representation of the procedure.
B. **118 – The Italian Ambulance Service**, once an emergency call has been received from the DMC AOR:

1) Will obtain the following information:

a. The nature of the accident and telephone number of the person that is calling;

b. The exact location of the accident (name of the Area). App B;

c. The entry of the area where accident occurred (gate number);

d. General directions to get to the place of the accident.

2) Will send the ambulance to the entry of the area as far as the place of the accident, possibly escorted by personnel provided by the PMO and/or by the SETAF Carabinieri.

3) If necessary, will call Darby Carabinieri at **050/548711** for any additional information.

4) Will communicate the numbers of 118 operators aboard the ambulance arriving to the gate.

5) Will transport the injured person to the nearest hospital for treatment.

See Appendix A for the graphic representation of the procedure.

See Appendix C for the explanation of the symbols and the signals used in Camp Darby, Ammo Area.

C. **SETAF Carabinieri**. In case SETAF Carabinieri receive a telephone call from 118 (or from a person asking for an ambulance):

1) Will obtain the following information:

a. The nature of the accident, the telephone number of the person who is calling and the condition of the injured person;

b. The exact location of the accident (name of the Area). App B;

c. The entry of the area to be used (gate number);

d. General directions to get to the place of the accident.

2) Will contact PMO, ensuring that:

a. The Installation Fire Department will go immediately to the place of the accident, possibly escorted by the contractor who will be waiting at the entry of the area;

b. PMO or SETAF Carabinieri will provide escort to the 118 ambulance to the place of the accident;

c. The Italian Base Commander will be informed in order to coordinate with the Deputy Garrison Manager and the PMO.

3) Will provide the 118 operator with any additional information requested.

4) Will coordinate with the **Italian Base Commander DSN 633-8380 (COMM 050/548380)** and **PMO DSN 633-7575 (COMM 050/ 547575)** for the removal of the body in case of non-transport by the ambulance of a deceased person.

See Appendix A for the graphic representation of the procedure.

D. **Interpreter- Provost Marshall Office (PMO).** In case PMO receives a telephone call from 118 (or from a person asking for an ambulance):

1) Will obtain the following information:

a. The nature of the accident, the telephone number of the person who is calling and the condition of the injured person;

b. The exact location of the accident (name of the Area). App B;

c. The entry of the area to be used (gate number);

d. General directions to get to the place of the accident.

2) PMO will dispatch personnel qualified for a first aid intervention (emergency responders), ensuring that:

a. The Installation Fire Department will go immediately to the place of the accident, possibly escorted by the contractor who will be waiting at the entry of the area;

b. PMO will provide escort to the 118 ambulance to the place of the accident and coordinate with the SETAF Carabinieri;

c. The Deputy Garrison Manager will be informed in order to coordinate with the Italian Base Commander and the SETAF Carabinieri.

3) Emergency responders (on the scene Incident Commander) will evaluate the situation and will call 118 for updating.

4) The installation Emergency Personnel will take care of the injured person until the arrival of 118 personnel.

5) Will coordinate with the **SETAF Carabinieri DSN 633-8711 (COMM 050/548711)** and **Italian Base Commander DSN 633-8380 (COMM 050/548380)** for the removal of the body in case of non-transport by the ambulance of a deceased person.

See Appendix A for the graphic representation of the procedure.

E. **All agencies working with Contractors**: the following Agencies (see list below) will ensure that this SOP is included in their Contractor Safety Plan and that Contractor personnel are constantly briefed and updated on emergency procedures.

See Appendix A for the graphic representation of the procedure.

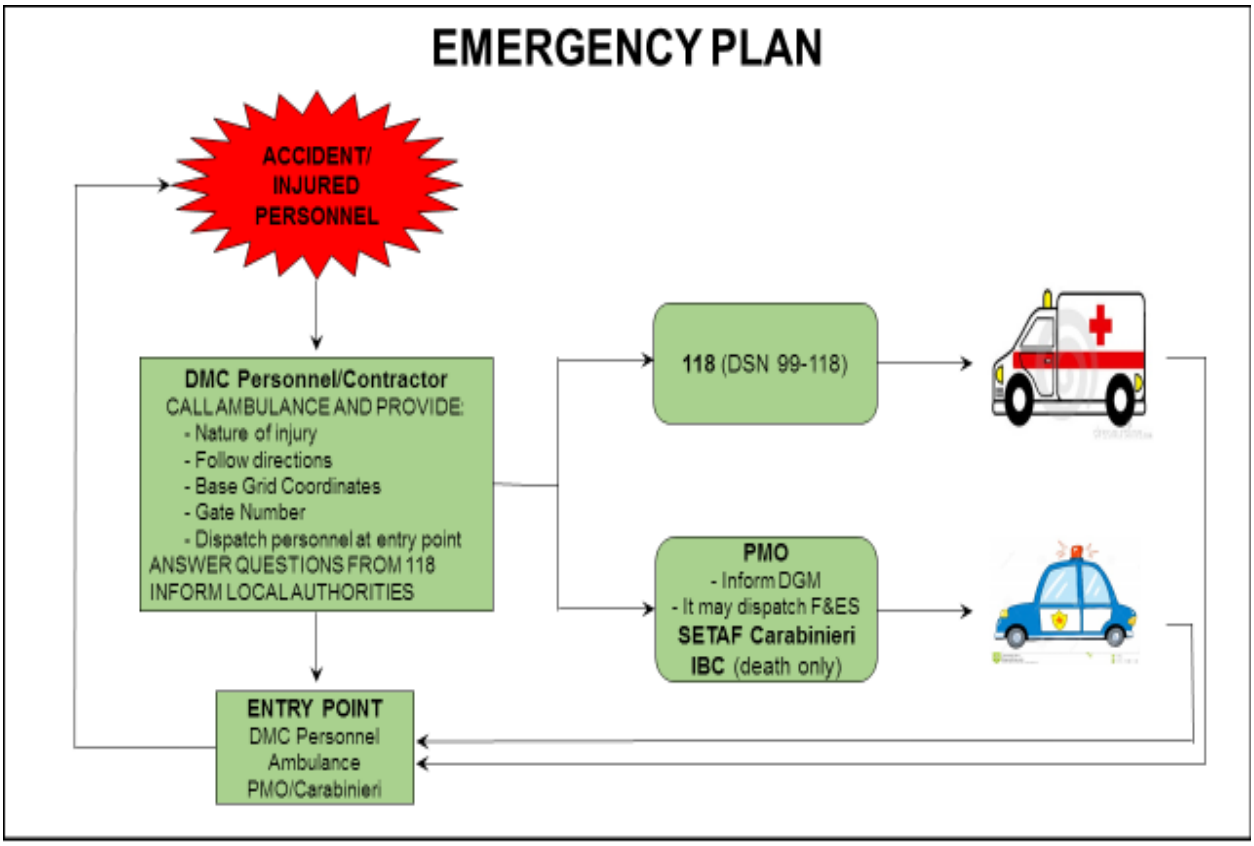
Agencies involved:

- Activity/Agency Contracting Officer's Representative (COR)
- Public Works Office (PWO)
- Engineer Project Office (USA Corps of Engineers)

In case of an accident, the personnel involved in the contract/project works will immediately inform their commander/supervisor (Higher Headquarters) and the Installation Safety Office at DSN 633-7841. POC for this matter is: Eng. Chiara Chelossi, Prevention and Protection Service Responsible, Safety Office. Telephone # 050/547841 (DSN 633-7841).

F. **All DMC & Tenant Units.** Because of the frequent personnel turnover at the Darby Military Community, all DMC & Tenant Units must brief all newcomers about this SOP in addition to the regular safety briefing.

APPENDIX A. Procedure flowchart



APPENDIX B: List of the Areas and corresponding gate numbers

AREAS' LIST

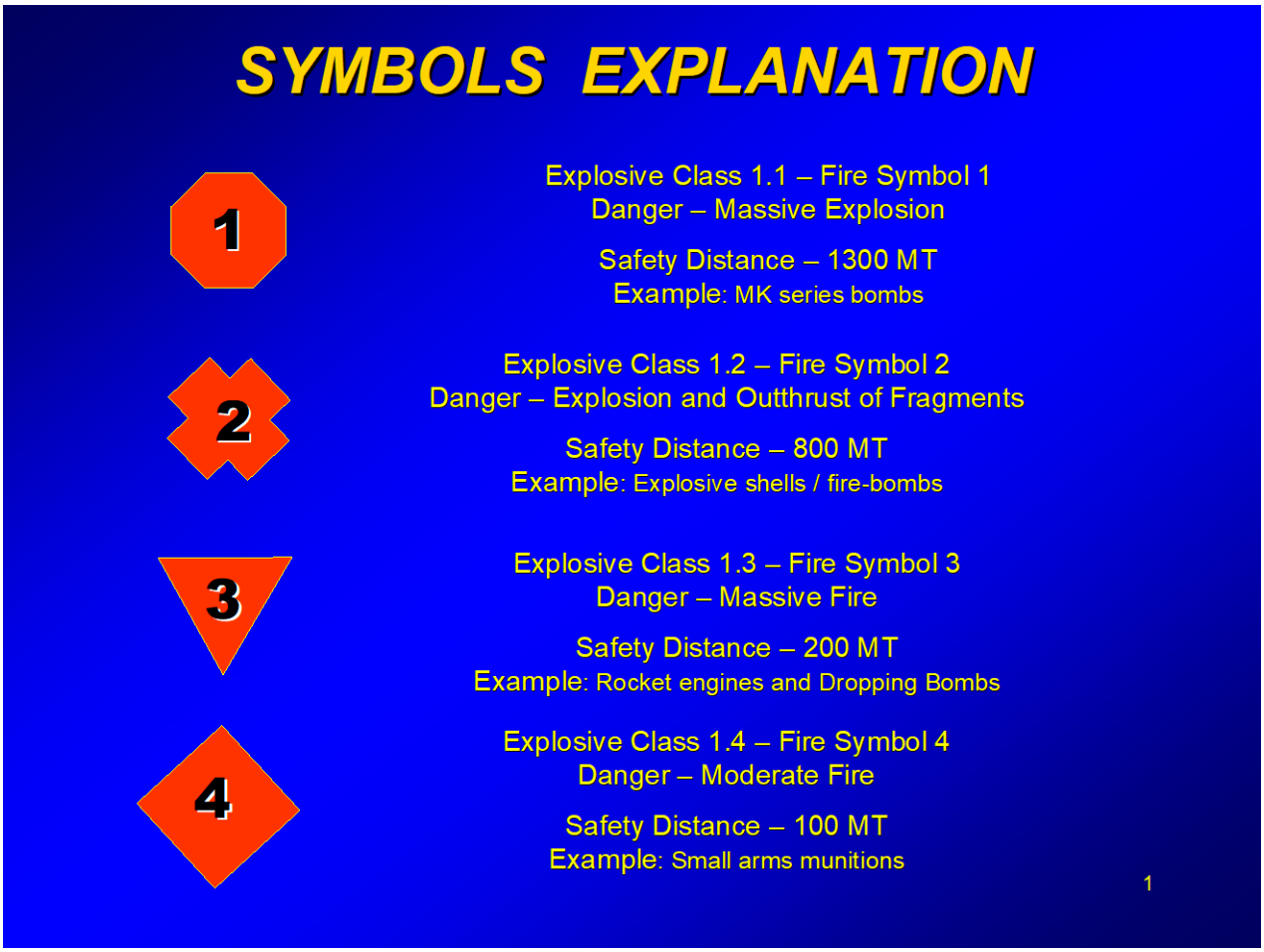
Area # 1 = Camp Darby Area
(Gates: 4 & 5)

Area # 2 = Depot Area (LI Supply & Maintenance)
(Gates: 27 & 28)

Area # 3 = ASA Area
(Gates: 9 (4 & 5 from Darby))

Area # 4 = LTA Area
(Gate usually closed)

APPENDIX C: Explanation of ASA signs and symbols



APPENDIX D: SOP Signatures

EXECUTIVE AGREEMENT

The undersigned individuals agreed on the intervention methodologies reported on this SOP: "Emergency Plan for the evacuation of injured people for USAG Italy Darby Military Community". The implementation of every step of this SOP will be assured in case of an accident within the Installation. Every change applied to this SOP will be coordinated and approved by the undersigned persons or by their respective successors in charge. This SOP will become effective by the date of the last signature.

DR DARIO BITONTI
Responsabile Centrale Operativa 118 Sud
Pisa, Italia

DANIEL J. VOGEL
COL, IN
Commanding

Digitally signed by
VAIRA.RENATO.1515557012
Date: 2020.11.02 18:34:32
+01'00'

COL RENATO VAIRA
Italian Base Commander