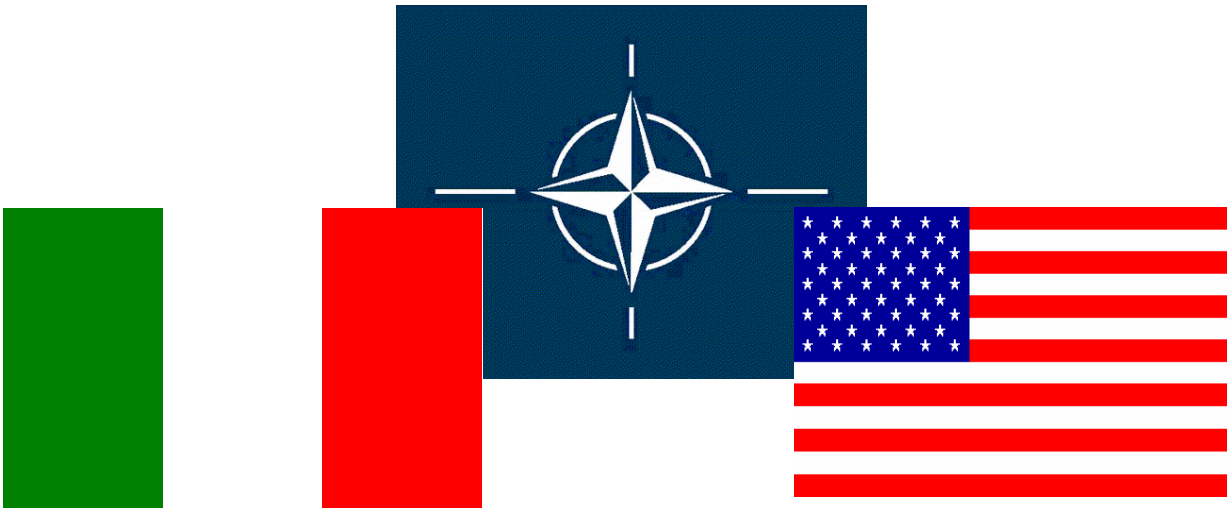


STANDARD OPERATING PROCEDURE REVIEW: EMERGENCY PLAN FOR THE EVACUATION OF INJURED PEOPLE FOR USAG LIVORNO/CAMP DARBY COMMUNITY

Coordination Procedures between Camp Darby Emergency Services (911) and Italian Off Post Ambulance Service (118)

10 July 2006

TRANSLATION 04-LPMO-120

CONTENTS

I. INTRODUCTION
- A. Past experiences
- B. Purpose
- C. Standard Operating Procedures (SOP)

II. RESPONSIBILITIES
- A. Local Nationals at Livorno Military Camp Darby Installation (LNs) and Contractors
- B. 118
- C. 911
- D. Constructors Personnel

III. APPENDIX
- A. Procedure flowchart
- B. Emergency call procedures
- C. List of the areas with coordinate system and corresponding gates numbers (identification and location)
- D. Questions to be asked in order to ascertain clinical condition of injured person.
- E. Explanation of signs and symbols
- F. SOP signatures

TRANSLATION 04-LPMO-120

I. INTRODUCTION

A. IAW Italian Law # 626/94, art. 3 para P and Italian Law # 494/96, art. 3 para. 1, the Safety Office, together with the Italian Base Commander, agreed with the need of a more efficient plan between Camp Darby emergency services (911) and the off post ambulance services (118). On the basis of past experiences we realized that, during emergency situations, contractors continue to dial the Italian Health Emergency # 118 in spite of the numerous briefings we held and the accessibility of documents carrying the Camp Darby emergency phone number 911; Installation Emergency Services are in this way excluded, causing big delays in the intervention and a low quality service.

B. The final purpose is to establish a system which will be efficient/integrated and capable to provide a prompt service at the scene of the accident, no matter which number we dial.

C. This Standard Operating Procedure (SOP) provides all the information and details which allow both parties to implement the plan. See Appendix F for the SOP signatures of all parties involved.

II. RESPONSIBILITIES

A. The Camp Darby Local Nationals and/or the building contractors in case of an accident:

1) Will call 118 and keep in contact, if needed, until the ambulance arrival.

2) Will inform 118 operator that they are working inside Camp Darby Area and will specify the nature of the injury.

3) Will give the 118 operator the "Base Grid Coordinates" and/or the directions to the place of the accident.

- The "Base Grid Coordinates" and the name of the area of the gate to be used will be posted at the construction yard, on the special notice board, together with the other information on safety measures.

4) Will specify to the 118 operator the number of the gate that the ambulance will utilize (for example Camp Darby Area, Gate # 4, etc.)

5) Will answer clearly to every question that the 118 operator will ask about the condition of the injured person.

6) Will send immediately a worker to the <u>Area entry</u> to receive and escort the ambulance to the place of the accident.

7) Will call immediately **050/547575** or 050/547114 (911) or 050/547695 (Carabinieri) and will specify to the operator the number of the gate that the ambulance will utilize.

8) In case of non transport by the ambulance of deceased person; will coordinate with the Carabinieri (050/547695) and/or Italian Base Commander (050547419) and/or Department of the Emergency Services (050 547575) for the removal of the body.

See Appendix A for the graphic representation of the procedure.

B. 118 – The Italian Ambulance Service: In case 118 receives a call from Camp Darby:

1) Will ask or ensure that the following information is provided:

a. The nature of the accident and telephone number of the person who is calling
b. The "Base Grid Coordinates".
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 Military Police or by the Camp Darby Carabinieri.

3) Will call immediately **050/547575** or 050/547114 (911) or 050/547695 (Carabinieri) and will provide the following information (following instructions at appendix B in case of answer by American personnel)

a. The nature of the accident and telephone number of the person who is calling.
b. The confirmation between the received coordinate and the number of the entry gate.
c. General directions to get to the place of the accident

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.

Note: The Installation Health Clinic, located inside Camp Darby area, will mainly be responsible for the accidents that occur within the area, from Monday thru Wednesday from 0730 thru 1630, Thursdays from 1300 thru 1630 and Fridays from 0730 thru 1500, except US holidays.

TRANSLATION 04-LPMO-120
See Appendix A for the graphic representation of the procedure.

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

C. 911 – Corresponds to Camp Darby Emergency Service: In case 911 (DES) receives a telephone call from 118 (or from a person asking for an ambulance):

1) Will ask and ensure to get 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 (as listed in Appendix E).
b. The "Base Grid Coordinates".
c. The entry of the area to be used (gate number)
d. General directions to get to the place of the accident

2) 911 will send vehicles/personnel qualified for a first aid intervention.

- The Installation Fire Department and/or the Health Clinic Doctors will go immediately to the place of the accident, possibly escorted by the contractor who will be waiting at the entry of the area.
- Military Police will arrive at the entry of the area to escort 118 to the place of the accident and coordinate with Installation Carabinieri.
- The Garrison Commander will be informed in order to coordinate with the Italian Base Commander and the Installation Carabinieri.

3) 911 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.

See Appendix A for the graphic representation of the procedure.

Because of the large personnel turnover at the Camp Darby Installation, the division responsible for the First Aid intervention has to inform regularly the personnel about this SOP.

D. 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)

TRANSLATION 04-LPMO-120

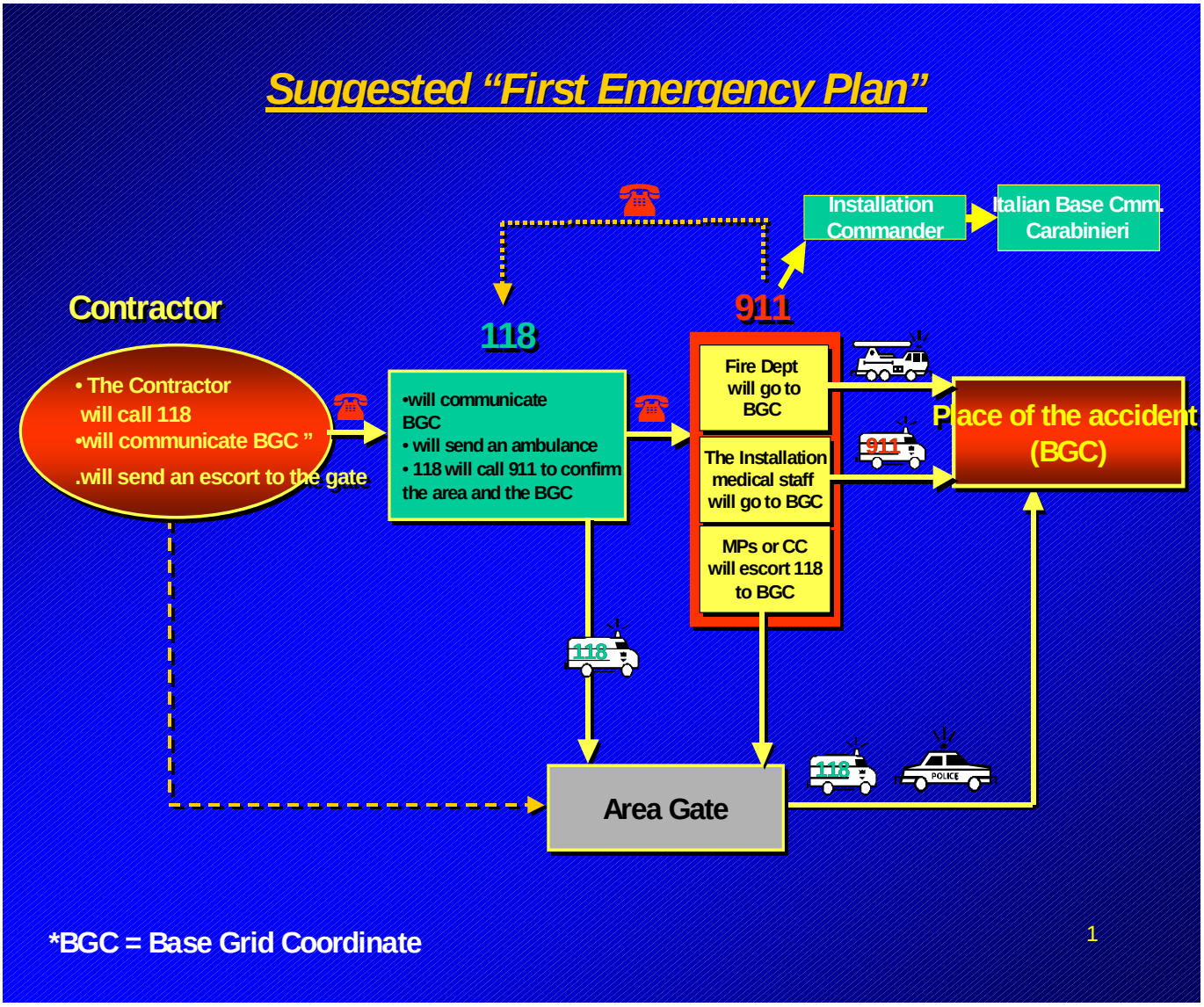
- Department of Public Works (DPW)
- Engineer Project Office (Corps of Engineers)

In case of an accident, the personnel involved in construction works will immediately inform their commander/supervisor (Higher Headquarters) and the Safety Office at DSN 633-7841/7318. POC for this matter is: Eng. Chiara Chelossi, Prevention and Protection Service Responsible, Safety Office. Telephone # 050/547841 (DSN 633-7841).

TRANSLATION 04-LPMO-120

III. APPENDIX

APPENDIX A. Procedure flowchart



TRANSLATION 04-LPMO-120

APPENDIX B: Emergency call procedures

ACCIDENT ALERT PROCEDURE

CAMP DARBY : 050/547575

Italian: Questo e' l'uno uno otto
English: THIS IS ONE ONE EIGHT

"DIS IS UAN UAN EIT"

Italian: Abbiamo ricevuto una chiamata di pronto intervento
English: WE HAVE RECEIVED AN EMERGENCY CALL FROM
"UI AV RICIVED EN EMERGENSI COL FROM"

Italian: Area
English: AREA
" ERIA"

X

VEDERE ELENCO
DI RIFERIMENTO ALLEGATO
See the attached list

Coordinate
COORDINATES
"COORDINETS"

X/X

VEDERE GRIGLIA

See Grid

Italian: si prega di ripetere per confermare
English: PLEASE REPEAT TO CONFIRM
"PLISE RIPIT TU CONFIRM"

SEGUE REPLICA USAF
English: Usaf replies

"CONFIRMED" (IF COMMUNICATION IS CORRECT)
"CONFIRMT"
"I REPEAT" (IF COMMUNICATION IS NOT CORRECT)

"AI RIPIT"

TRANSLATION 04-LPMO-120

APPENDIX C: List of the areas with coordinates system and corresponding gate numbers
Identification and locations

ELENCO DELLE AREE

AREAS' LIST

Area # 1 = Camp Darby Area

(Coordinates: A…..D ; 1…..14 - Gates: 4 & 1)

Area # 2 = Area CEB-LI (LI Supply & Maintenance)

(Coordinates: E…..H ; 15…..34 - Gates: 27 (& 28))

Area # 3 = ASA Area

(Coordinates: I…..U ; 35…..51 - Gates: 9 (4 & 1 from C. Darby))

Area # 4 = LTA Area

(Coordinates: V…..W ; 52…..61 – Gate usually closed)

Area # 5 = Coltano Area

(Coordinates: X…..Z ; 62…..65 – Gate usually closed)

Area # 6 = American Beach Area

(Coordinates: AA…..BB ; 66….69 – Entry from V.le del Tirreno)

APPENDIX D: Questions to be asked in order to ascertain clinical condition of injured person

TUSCANY REGION
PISA U.S.L. (Local Health Center)
PISA 118

OPERATIONS' CENTRE

QUESTIONS TO BE ASKED TO THE PERSON CALLING FOR EMERGENCY ASSISTANCE

1) Ital: **LA PERSONA INFORTUNATA O COLTA DA MALORE E' COSCIENTE, E' SVEGLIA ?**
Engl: **IS THE VICTIM CONSCIOUS?**

- SI — YES
- NO — NO

2) Ital: **COME RESPIRA ?**
Engl: **IS HE/SHE BREATHING?**

- BENE — YES
- MALE — WITH DIFFICULTY
- NON RESPIRA — NO

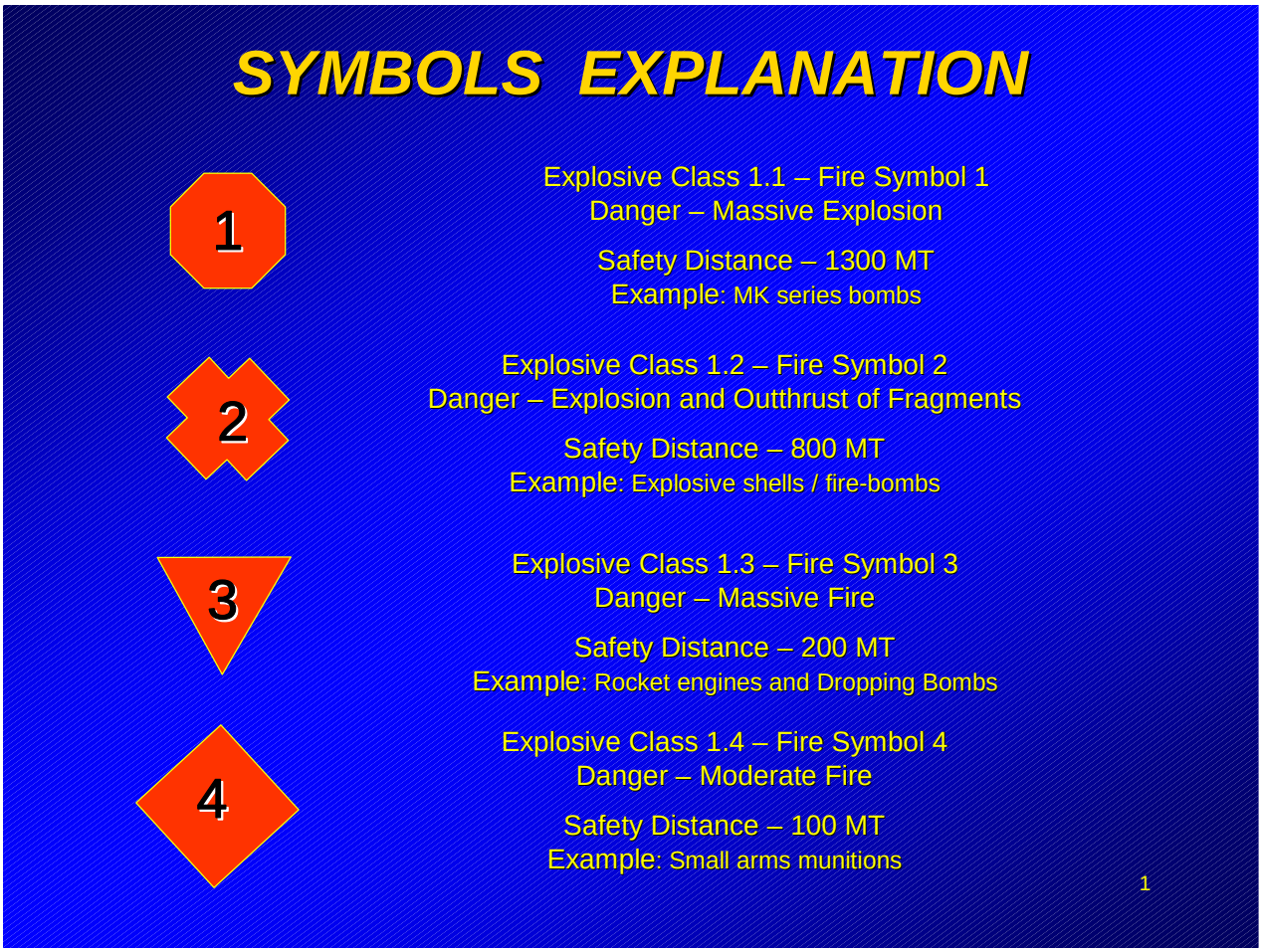
3) Ital: **DOVE HA DOLORE ?**
Engl: **WHERE DOES THE VICTIM HAVE PAIN ?**

- AL TORACE — CHEST
- ALL'ADDOME — ABDOMEN
- ALTRO — OTHER

4) Ital: **IN CASO DI TRAUMA, OLTRE ALLA VALUTAZIONE DELLA COSCIENZA, DEL RESPIRO E DOVE HA DOLORE** (vedi punti 1, 2, e 3), **CHIEDERE ANCHE LA DINAMICA DEL TRAUMA (come l'individuo si e' procurato la lesione).**
Engl: **IN CASE OF TRAUMA, ALSO ASK HOW THE TRAUMA OCCURRED (how did the victim get hurt).**

TRANSLATION 04-LPMO-120

APPENDIX E: Explanation of signs and symbols



TRANSLATION 04-LPMO-120

APPENDIX F: 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 Livorno/Camp Darby Community". The implementation of every step of this SOP will be assured in case of an accident within the Camp Darby Community. 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. Franco Marconcini
118 Operations Center Manager
Pisa, Italy

Col. Raffaele Iubini
Italian Base Commander, Camp Darby
Livorno, Italy

LTC Stephen J. Sicinski
USAG Livorno Commander
Livorno, Italy

19/07/06
Ing. Chiara Chelossi
Safety Specialist (RSPP), Camp Darby
Livorno, Italy