



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-MWC

1 May 2008

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Fire Evacuation Procedures for FCC Family Room, Buildings #304

1. REFERENCES:

- a. AR 608-10, Child Development Services, 15 July 1997, 5-47, C-80, C-81, C-77.
- b. AR 420-90, Chapter 6, Fire Prevention, 10 September 1997.
- c. CYS Fire Safety SOP dated 1 March 2008.

2. **PURPOSE:** To provide FCC staff with a supplemental guidance on fire reporting and buildings evacuation.

3. **APPLICABILITY:** This SOP applies to the FCC Family Room and Office located in building #304 Villaggio.

4. **RESPONSIBILITIES:** FCC Director, admin and all staff employed in FCC Villaggio Program must be familiar with the procedures outlined in this SOP and enforce them at all times. In the event of a fire:

- a. The FCC Director is responsible for checking the FCC Room and Office to ensure everyone is out and then report to the front of the building to the YS Director.

5. PROCEDURES:

a. Fire Reporting:

- (1) Call "FIRE!" and ring alarm using the fire alarm detection system.
- (2) Immediately call the Fire Control Center at DSN 117, or civ. 0444-717117 and give the following information:

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- (a) Identify yourself by stating: name and section; your location; building number and phone number to reach you.
- (b) Location, type and spread of fire.
- (3) Caller should not discontinue conversation before the telephone operator has confirmed all items stated.
- (4) Every fire, even if the personnel have extinguished it, will be reported to the Fire Department, at DSN 634-8911 or 0444-718911.

b. Fire Evacuation:

- (1) FCC Staff and children will be evacuated at once through the shortest emergency route and led to the designated safety place: the stop sign in the parking lot in front of the building.
- (2) Employees near to the bathroom will check these areas while assisting with the evacuation.
- (3) Drill results will be documented, filed and management will immediately take care of deficiencies to improve fire evacuation of the facility.

6. POC for this SOP is Mr. Eric Weisel, CYS Coordinator, DSN 634-8347.

Encl:
Floor map


VIRGIL S.L. WILLIAMS
COL, QM
Commanding

FOR CONCURRENCE:

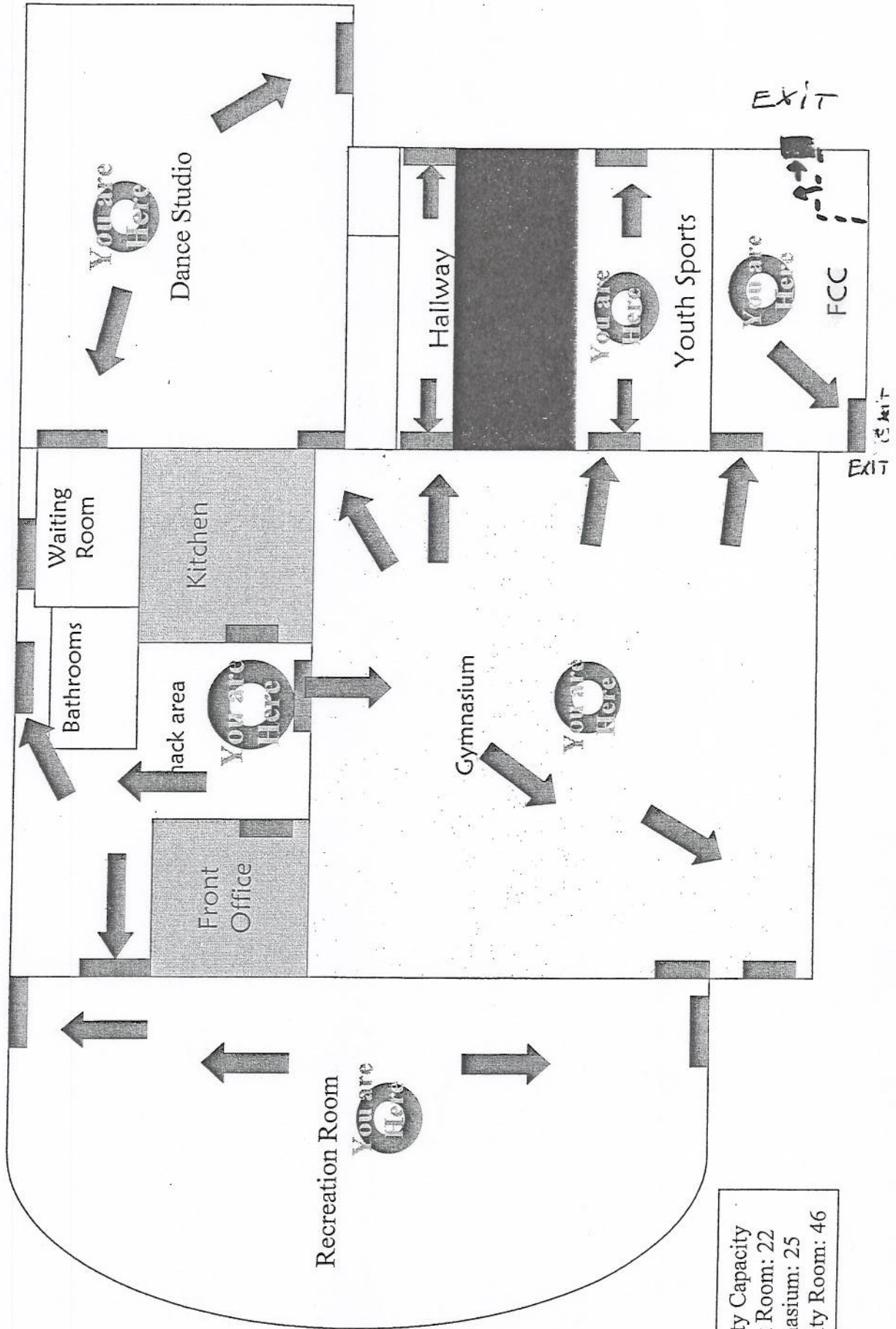


USAG Vicenza Fire Chief

Fire Evacuation Plan

BUILDING #304 VILLAGGIO

Evacuation Procedure
Exit the building and meet by the STOP SIGN in the parking lot



Facility Capacity
Snack Room: 22
Gymnasium: 25
Activity Room: 46

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IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Youth Services Facility Usage

1. **PURPOSE:** To provide guidelines for the use of Youth Services Facilities, building #304 (Middle School) at Villaggio and building #373 (Teen Center) on post and to ensure the security of the facilities and accountability of all the property and equipment.

2. **GENERAL:** Youth Service buildings are to be utilized for the purpose of meeting the needs and services provided by Child and Youth Services.

3. **PROCEDURES:**

a. The primary use of the facilities is to support all CYS activities and functions. Activities in support of CYS will always have first priority over use of the facilities by any other unrelated organization.

b. CYS reserves the right to cancel private party reservations if needed in support of CYS activities.

c. Hourly use of the facility will be available on a first come, first serve basis for organizations affiliated with the US Government (e.g. ACS, Mom's Groups, public organizations, FRG's, chapel groups, girl/boy scouts, etc.) only when the facilities are not needed to support CYS programs.

(1) A representative from the outside organization must be designated as the leader and party responsible for use of the facility. That representative will be required to sign a facility use agreement (enclosure A) and complete a closing checklist (enclosure B) upon departure of the facility.

(2) Use of YS facilities during non-YS operating hours will require the representative to check out a key during YS operating hours, and return by YS close of business the following day.

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SUBJECT: Youth Services Facility Usage (SOP)

(3) Use of YS equipment and supplies will not be authorized for use by any requesting users, other than YS staff and youth participating in YS programs. This includes pool table, air hockey table, board games, sports equipment, etc.

b. Use of YS facilities for overnights is limited to groups that are directly involved in CYS functions. When this occurs, there must always be a member (or designated representative) of the CYS staff present to supervise and assume responsibility of the facility and all supplies and equipment.



ERIC WEISEL

Coordinator, Child & Youth Services

2 Encls:
as