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1 INTRODUCTION

The High Capacity Pumping module of “Regione Piemonte” (hereinafter called “ITA-HCP”) was made in collaboration with the National Civil Protection Department and was created to work in the EU Civil Protection Mechanism (Treaty of Lisbon - decision of the Committee of 20/12/2007 - 2008/73 / EC, Euratom).

This document describes the standard operating procedures and the personnel and equipment composition of ITA-HCP module.

2 ABBREVIATIONS

BoO	Base of Operation
CECIS	Common Emergency Communication and Information System
VoC	Volunteers Coordinator
FOR	Foreman
ERCC	Emergency Response Coordination Centre of the European Commission
DPC	Italian National Civil Protection Department
DTL	Deputy Team Leader
HCP	High capacity pumping
HM	Head of Mission
HQ	Headquarters
IHP	International Humanitarian Partnership
ICT	Information and Communication Technology
LEMA	Local Emergency Management Authority
LO	Liaison Officer
MGS	Management Staff
MIC	Monitoring and Information Centre
NCP	National Contact Point
UN	United Nations
PTO	Pumping and Transport Operators
OSOCC	On-Site Operations Coordination Centre
RDC	Reception/Departure Centre



SSP	Safety and Security Plan
TAS	Technical Assistance Support operators
TAST	Technical Assistance Support Team
TL	Team Leader
UCPT	Union Civil Protection Team
UNDAC TEAM	United Nations Disaster Assessment and Coordination Team

3 ITA-HCP MODULE AIMS

In agreement with the EC decisions 20/12/2007 and 29/07/2010, "ITA-HCP module" is an high operational capacity team with rapid deployment capacity (ready to leave in 12 hours after the EU request).

During a mission, the ITA-HCP module task is to carry out pumping water activities to support LEMA, generally under the coordination of UCPT or directly of ERCC. In addition, ITA-HCP module can offer, in agreement with UCPT or ERCC, support to other teams or organizations involved in emergencies management.

ITA-HCP module works according to international guidelines established by UN, doing the following specific activities:

- draining flooded areas;
- monitoring of water levels;
- water supply for fire fighting operations

In accordance with the minimum European standards of the HCP modules, ITA-HCP module meets the following requirements:

- ready to leave in 12 hours after the EU request (6 hours for the main components and 12 hours for the remaining support facilities);
- pumping capacity: flow rate 1500 m³/h (20 m of height difference);
- maximum height difference: 40 m (reduced flow);
- pumping capacity of muddy water: 5 percent of solid elements and particles with size up to 40 mm;
- pumping distance: 2500 m (hoses/couplings compatible with Storz);
- transfer by land or sea within a radius of 3000 km from Turin (Italy);
- self-sufficiency for a minimum of 96 hours;



The module has 3 configurations suitable to tackle different kind of mission. The technical features of the module are described in detail in the "Factsheet" (ref. "[SOP_HCP_003 Preparedness_activation_operations](#)").

3.1 Team members

ITA-HCP module has a configuration able to provide the performances requested by ERCC. The choice of the most suitable configuration for a mission depends on:

- the mission tasks;
- the severity of the disaster;
- the accessibility in the area of intervention;
- the security level;
- the interoperability with other modules

ITA-HCP module consists of the following members:

- MGS – Management Staff;
- PTO – Pumping and Transport Operators;
- TAS – Technical Assistance Support operators (Office/logistic component to support the BoO activities);

3.1.1 MGS – Management Staff

MGS includes TL, DTL and DPC officials. Task of MGS is to manage the following activities:

- overall supervision of the ITA-HCP module activities;
- handling relations with UCPT/UNDAC team and LEMA;
- cooperation with other modules and other organizations involved in emergency management;
- supervision of safety & security issues;
- verification of compliance with the SOP
- maintaining of systematic contacts with HQ.

3.1.2 PTO – Pumping and Transport Operators

PTO include VoC, FOR and the pumping operators. Task of PTO is to manage the following activities:

- transport the equipment;



- assessment of the working areas;
- preparation of the pumping equipment on the working areas.

3.1.3 TAS – Technical Assistance Support operators

TAS includes ICT and BoO operators. Task of TAS is to manage the following activities:

- support to the MGS;
- ensure the computer functioning;
- ensure the telecommunication functioning;
- ensure the ordinary activities of the BoO.

3.2 Main requirements for team members

Below are listed the main minimum requirements for module members.

3.2.1 Personal requirements

- ✓ good health conditions;
- ✓ vaccination status updated and appropriate to the country of destination (see [SOP_HCP_002 General_health_S&S](#));
- ✓ availability to participate in missions starting with a notice period of 12 hours;
- ✓ availability to participate in missions for a period of about 21days;
- ✓ knowledge of basic written and spoken English;
- ✓ passport expire date at least 6 months;
- ✓ experience in civil protection missions;
- ✓ basic knowledge of the safety & security concepts.

3.2.2 Personal capacities, skills and attitudes

- ✓ capability to work under extreme and high stress conditions;
- ✓ reliability and sense of responsibility;
- ✓ adaptability and flexibility;
- ✓ capacity to work in a team;
- ✓ motivated and proactive approach;
- ✓ adaptability to uncomfortable conditions;
- ✓ adaptability to changing conditions;

- ✓ open-mindedness and capacity to work in countries with different culture;
- ✓ ability to work in a cosmopolitan environment;
- ✓ good interpersonal skills;
- ✓ willingness to participate in professional training courses;
- ✓ good organizational skills;
- ✓ good physical and mental resilience.

3.2.3 *Specific additional knowledge*

- ✓ Concept of UCP modules and international support system
- ✓ Union Civil Protection Mechanism and its administration
- ✓ Approach of international Civil Protection missions.

3.3 Specific skills for team members

Below are listed the main specific skills for module members.

3.3.1 *Management staff (TL, DTL, HM, LO)*

- ✓ knowledge of the European Civil Protection Mechanism and the main actors in the framework of an international mission;
- ✓ intermediate-high knowledge level of written and spoken English;
- ✓ knowledge of the main elements and procedures connected to the regional CP assets (called "Colonna Mobile Regionale"), employed in national/international missions;
- ✓ participation in national and international exercises and missions;
- ✓ participation of EU course "MBC - Module Basic Course", within the EU Training Programme
- ✓ participation of EU course "CMI - Community Mechanism Introduction", within the EU Training Programme
- ✓ participation of UN web-course "BSITF - Basic Security In The Field"
- ✓ recommended participation of UN web-course "ASITF - Advanced Security In The Field"

3.3.2 *PTO – Pumping and Transport Operators*

- ✓ technical experience in national flood-related missions;
- ✓ ability to set up, run and manage emergency pumping system, such as motorpump kits, electric pump kits, and related equipments and facilities;
- ✓ driving licence for the ITA-HCP module vehicles

- ✓ knowledge of safety and security aspects related to pumping operations
- ✓ basic knowledge level of spoken English;
- ✓ training focused on international Civil Protection missions (8h training managed by IT National Civil Protection Dept);

In addition, a specific skill requested to FOR operators is:

- ✓ training focused on the role of Foreman and his responsibilities (managed by training agencies – Regione Piemonte);

In addition, a specific skill requested to VoC operator is:

- ✓ training focused on the role of Volunteers Coordinator (chief of operations) and his responsibilities (managed by training agencies – Regione Piemonte);

3.3.3 TAS – Technical Assistance Support operators

- ✓ ICT professional experience for at least two years;
- ✓ basic-intermediate knowledge level of written and spoken English;
- ✓ knowledge of the radio communication systems, including the programming of radio equipment;
- ✓ knowledge of satellite communication systems;
- ✓ knowledge of the international telecommunications protocols and the international radio communications procedures.

4 ITA-HCP MODULE PERSONNEL

4.1 Number of components

The following table shows the minimum and maximum personnel involved in ITA-HCP, depending on the scenario of the mission:

COMPONENTS	N. PERSONNEL	
	MIN	MAX
MGS – management staff	2	4
PTO – pumping and transport operators	10	14
TAS – logistic operators (BoO support)	4	6



4.2 Roles and Responsibilities

4.2.1 HM/LO

When ITA-HCP module is selected for a mission, HM and LO are named within the IT National Civil Protection Dept. HM and LO have attended courses organized in the framework of the EU Civil Protection Mechanism, within the EU Training Programme.

HM/LO main tasks are the following:

- representing the IT National Civil Protection Dept;
- reporting to national HQ in Rome about the mission progress;
- participation in UCPT/LEMA briefings;
- facilitation of liaison contacts with the UCPT, LEMA, UNDAC and other international actors;
- dealing with the media, in relation to the general role of ITA-HCP module in the affected country.

4.2.2 TL/DTL

When ITA-HCP module is selected for a mission, TL and DTL are named within the “Regione Piemonte” civil protection unit. TL and DTL have attended courses organized in the framework of the EU Civil Protection Mechanism, within the EU Training Programme (§ 3.3.1).

TL/DTL tasks is to coordinate all the ITA-HCP activities with particular reference to the following:

- taking decisions about ITA-HCP module activities on the field, in the whole mission;
- management of the local CP system requests, within the affected country;
- supervision of the ITA-HCP module response;
- info management;
- management of administrative issues;
- dealing with the media, in relation to the ITA-HCP module operations and mission progress in the affected country;
- participation in UCPT/LEMA briefings;
- organization/verification of the compliance with the shifts;
- management of relations inside the team.



4.2.3 VoC – Volunteers Operational Coordinator

VoC is an experienced operator in pumping and logistics activities, able to coordinate the activities, working with different pumping teams.

VoC task is to supervise all aspects of the pumping teams activities, such as:

- vehicles, equipment and personnel deployment;
- organization of the pumping teams, of the pumping sites and connection with each foreman;
- support to the technical assessment;
- progress of the activities required;
- centralized management of technical and logistical issues;
- management of relations between the pumping teams;
- maintaining the efficiency of the equipment;
- compliance with the instructions concerted with TL / DTL;
- compliance with the working shifts;
- safety & security verification and BoO organization;
- support TL/DTL in the implementation of the “SSP”;
- a constant comparison with TL/DTL is required on all the above aspects.

4.2.4 FOR – Foreman

The pumping operators are divided in teams before departure, however team compositions can change during a mission depending on the on-site situation.

Each team has a “FOR” able to coordinate the pumping activities.

“FOR” tasks are listed as follows:

- verify the on-site safety & security conditions;
- verify the correct use of “PPE” (Personal Protective Equipment) by pumping operators;
- verify compliance with the “SOP”;
- assess the on-site pumping activities;
- verify the compliance with the “TL”, “DTL”, and “VoC” indications;
- constant comparison with VoC
- communication to the MGS about the carried out activities and any issues;
- maintain radio contact with the BoO
- care of the used equipment;



- monitor the weariness condition of the pumping operators;
- maintain the equipment handbooks

4.2.5 PTO – Pumping and Transport Operators

“PTO” tasks are listed as follows:

- use of equipment based on personal qualifications and assigned tasks;
- compliance with the rules of the road driving vehicles;
- support “FOR” to the on-site assessment pumping conditions;
- preparation of the pumping equipment on the working areas;
- compliance with the “SOP”;
- operate according with the “FOR” directions;
- contribute to the setting up and dismantling of the BoO.

4.2.6 TAS – Technical Assistance Support operators

“TAS” tasks are listed as follows:

- set up an office to support the MGS activities;
- ensure the computer functioning and the GPS devices functioning;
- ensure a telecommunication system (telephone/internet connexion with satellite or ground network – radio communication and programming of radio frequency);
- ensure the info management (information collection, analysis and updating, data recording, mapping, reporting);
- ensure the supply and storage of fuel, clean water, drinkable water and food;
- ensure the ordinary logistic support of the team in the BoO (facilities, procurement and storage of goods);
- support TL/DTL in the “SSP” implementation if necessary.