

# **MARYMOUNT INTERNATIONAL SCHOOL**

SCHOOL COMPOUND

VIA DI VILLA LAUCHLI, 180 – ROMA

EMERGENCY PLAN

IN CASE OF FIRE  
(updated 21 September 2023)

“Fire prevention regulations for school buildings”

This “Emergency Plan” (EP) concerns the necessary measures to take in the case of an emergency that affects the buildings at **“MARYMOUNT INTERNATIONAL SCHOOL – Via di Villa Lauchli, 180 Roma”**

## **PREMISE**

The EP includes all actions and behaviors that must be carried out by anyone in the school building, in the event of a potential or real danger to the health and safety of people or damage to objects inside the school.

Any “Work Safety Procedures” should be updated, revised and changed periodically to reflect evolving organizational, structural and security needs as well as changes in technology and/or personnel.

This Plan should also be revised every time active personnel in the plan itself change or are transferred.

The attachments, which are an integral part of this plan and listed in the Index, contain useful information, instructions, maps, etc. that are necessary to the carrying out of this plan.

## CHARACTERISTICS OF THE SCHOOL PREMISES

The school compound has five main buildings

Building A – RESIDENCE

Building B – HIGH SCHOOL

Building C – VILLA

Building D - ELEMENTARY SCHOOL

Building E – FAB LAB

and two secondary building: the Annex and the building at the entrance

The emergency maps for each building show the exit routes to follow on each floor in the case of an emergency. The four general maps show the routes to follow for each building as well as the final gathering point. The people listed below are in charge of explaining the emergency exit procedures:

1. Sarah Gallagher

2. Viviane Mingazzini

3. Helen Davico

4. Carolyne O'Connor

The colored floor maps in each building with the exit routes clearly indicated have been placed in visible positions around the school. These must be updated whenever there are design or allocation changes in the school.

## PERSONNEL IN CHARGE OF MANAGING EMERGENCY PROCEDURES

A) **On an ordinary school day**, the following people are in charge of safeguarding the security conditions during an emergency procedure:

Operations Coord. : Magdalena Panek tel. 6001

Emergency Team : Henryk Jacak tel. 6009

Emergency Team : Marco Bonforte tel. 6008

The Operations Coord. is in charge of overseeing and coordinating the Emergency Team members which include:

### a.1 KEEP A REGISTER OF ROUTINE CHECKS

- verify that the Emergency Team members nominated as supervisors, carry out the necessary inspections, and fill-out the correct forms;
- collect the completed forms from the Emergency Team members and take quick action on repairing anything broken which has been reported; archive the form in the annual log;
- verify that all maintenance contractors (for elevators, electric systems, emergency lights, fire alarms, fire extinguishers, heating systems, etc.) are carrying out routine service checks;

- gather the “maintenance receipts” from the maintenance companies and store them in the correct folders;
- have any breakdowns reported to you and take action to remedy the situations quickly so as to maintain optimal security conditions;

a.2 know THE EXISTING EVACUATION PLAN

- request that the Emergency Plan be observed;
- announce any relevant changes (different procedures or changes in duties, etc.) and request that the plan be updated by the outside consultant in charge of this.

a.3 at least TWO EVACUATION DRILLS PER SCHOOL YEAR

Have the Head of School chose the dates for evacuation drills and inform those with related duties (heads of security, fire-prevention team, those in charge of alarm switchboard, etc.), maintenance companies and outside security consultant (Eng. Mombelli)

- have evacuation drill records signed and attach the attendance forms to them;
- archive the above in the correct folder.

a.4 check that EXIT ROUTES ARE CLEAR and that LOCKS ON EXIT DOORS ARE WORKING before lessons start

- verify that person in charge of completing the above checks (with signed nomination) carries out daily checks and diligently reports any problems that arise
- have any cluttering elements swiftly removed from passageways and anything reported broken, repaired immediately, etc.

a.5 make sure that campus rules are followed by those in charge, those who use school laboratories and related areas

- distribute the related instructions at the beginning of the school year to teachers and technicians (having them sign a receipt);
- verify that signs are fixed with the attached related notices prohibiting certain activities.

a.6 verify that ARCHIVES, DEPOSIT AREAS, HALLWAYS AND ALL PASSAGEWAYS ARE LEFT CLEAR FOR (A WIDTH OF AT LEAST 90 CM) AND THAT ALL SHELIVING BE PLACED NO HIGHER THAN 60 CM FROM THE CEILING

- distribute instructions at the beginning of the school year to all those in charge of deposit/archive areas and have them sign a receipt;
- make sure that all signs related to prohibitions are fixed on the walls near the related areas.

With reference to other points from the same Decree, the person in charge should:

b.1 distributional and structural changes or changes to maps

- always speak with the school's fire-prevention consultant before making any of the above changes.

b.2 access to the area

- check daily that access to areas and nearby buildings is free from clutter to allow for transit of rescue vehicles or fire trucks; have any cars parked outside of delimited areas moved.

b.3 fire reaction of materials

- verify that any purchased/installed materials react to fire by asking that suppliers provide technical files of all materials purchased (check with outside consultant on fire-prevention matters).

b.4 crowding

- make sure crowding guidelines for classrooms, service and cafeteria areas are not exceeded.

b.5 space for activities

- keep note of and check all purchases of dangerous materials;
- check that quantities of dangerous materials kept are minimum and that such materials are used respecting security rules and only by those in charge; and that waste disposal takes place with respect to prescribed guidelines.

b.6 space for deposits

- verify that flammable materials do not exceed 30 Kg/m<sup>2</sup> (check with external fire-prevention consultant) and that all deposit areas have an approved fire extinguisher with a capacity no lower than 21 A/200 m<sup>2</sup> surface.

b.7 technological services

- check that no gas or combustible liquid heaters are used at school.

b.8 general switches

- know the positioning for each building of switches that turn off the electricity.

As per Inter-Ministerial Decree 10.3.1998 – General Criteria for security and fire-prevention and the management of emergencies in the workplace, the Operation Coord. must do the following:

c.1 DOCUMENT ASSESSING FIRE RISKS

- require that document guidelines are followed;
- signal any relevant changes (different procedures or changes in duties, etc.) which require updating of the document by outside fire prevention consultant.

c.2 CONTROL AND MAINTENANCE OF FIRE PREVENTION MATERIALS AND SYSTEMS

- see above points on this matter;
- gather and archive in the correct folders all copies of receipts, work tickets, invoices, etc. regarding any surveillance, control, maintenance, repair, substitution, integration, renewal checks, or other, that are carried out on systems (i.e., electrical, emergency lighting, earthing, fire alarm, etc.) or fire prevention equipment, etc.

c.3 FIRE PREVENTION SERVICE REPRESENTATIVES

- in the case of changes to representatives in charge of fire-prevention measures and management of emergencies, lists of representatives should be updated and sent, new representatives should be sent on training course (middle risk – 8 hrs) at recognized institute, and supply necessary information and instructions.

Emergency Team members must check and signal any breakdowns or problems in the following to the Campus Coord.:

1. clearance of exit ways;
2. working of doors and emergency door bars/handles;
3. working of fire prevention materials (extinguishers, etc.);
4. working of alarm systems (including lighting);
5. emergency signs;
6. observance of prohibitions;
7. signaling of anything which constitutes a danger.

As per instructions provided on the topic.

Furthermore, the following individuals are in charge of carrying out specific daily checks:

- checks on working of manual switchboard alarm system as per attached instructions:

Person in charge Polly Needs      Tel. 2201

Person in charge Jasmin Zarineh      Tel. 2212

- checks on single alarm switchboards per building as per attached instructions:

Person in charge/Building A	Carolyn O'Connor	tel. 2277
	Shelley Sayger	tel. 7205

Person in charge/Building B	Lucrezia Fenoaltea Piéche	tel. 2276
	Emily Saltarelli	tel. 2258

Person in charge/Building C      Magdalena Panek tel. 2263

Ilaria Bimbo tel. 2214

Person in charge/Building D Arianna Pacifici tel. 2261  
Flaminia Vitali tel. 2288  
and Aimee Fenneman

- check first aid kits as per attached instructions:

Person in charge Fruzsina Davida tel. 2240

The teachers/users of science labs with gas systems, as well as those in charge of deposits/archives must carry out checks and follow the instructions received during their training course which are also summarized on their instruction sheets.

Some emergency exits can be found inside or in the immediate vicinity of classrooms or offices which are routinely occupied by employees; in this case, the employees themselves must verify their functionality and report any problems to the Operations Coord. More precisely:

Exit	checked by
Building A – exit outer stairwell 1st floor	Shelley Sayger
Building B – exit secretary office, Ground floor	Lucrezia Fenoaltea Pièche
Building C – exit Business Office, Ground floor	Emanuela Miccadei
Building C - first floor	Phil Bennett
Building C - first floor	Charles Long
Building C – exit ES Drama / Dance/ Music room, Ground floor	Lira Bekbolatova
Building C – exit Drama Room	Gina Ferrarin
Building C – exit Band Room.	Rocco Sbardella
Building C – main entrance, Ground floor	Polly Needs
Building D – Kindergarten, Ground floor	Kelly Merk
Building D – exit classroom, Ground floor	Holly Jack
Building D – exit atrium, Ground floor	Arianna Pacifici
Building D – main exit, Ground floor	Arianna Pacifici
Building D – exit art room 1, 1st floor mezzanine	Louise Crossan
Building D – exit library 2, 1st floor mezzanine	Sally Cameron
Building E – main exit	Justin Walsh

In all cases, the emergency exits should also be checked on a daily basis by the security guards. They should open the exits during their morning rounds, and close them during their evening rounds.

B) **During emergency drills, scheduled or real**, the following people have an active role in evacuation and safeguarding procedures:

**b.1) – General Coordinator**

Head of School: Sarah Gallagher tel. 2256

Substitute: Emmanouil Agrodimos tel. 2211

The above mentioned people will make decisions based on the nature, entity and development of the accident which include giving the evacuation order, making sure the **Emergency Evacuation** alarm system is set off, coordinating the related operations, giving orders to the Emergency Team members and support staff, etc., to the switchboard receptionist, main school offices, and to those in charge of informing outside rescue operators. During an emergency, he/she should supply the above people with the necessary assistance of the Operations Coordinator. (Operations Coordinator: Magdalena Panek tel. 2263)

**b.2) – Building Coordinators**

Building	name	tel. nr.
A	Carolyne O'Connor (Early Childhood)	2277
A	Shelley Sayger (2nd floor)	7213
	Substitute: Harry Leonard	7205
B	Viviane Mingazzini	2206
	Substitute: Orla Ni Riordain	2241
C	Sarah Gallagher	2256
	Substitute: Emmanouil Agrodimos	2211
D	Helen Davico	2257
	Substitute: Arianna Pacifici	2261
E	Justin Walsh	4400

**b.3) - person in charge of informing outside rescue operators of dangerous event:**

Person in charge: Polly Needs tel: 2201

Substitute: Jasmin Zarineh tel: 2212

This person receives the call that there is an emergency within the school and passes the information onto the Head of School, she then receives from the Head of School instructions on how to proceed, she sets off the general alarm system as well as the intercom system, alerts the Emergency team members, as well as fire-prevention people, the nurse, the security guards with instructions to open the main gate and turn off the gas system, and makes the outside call to alert rescue operators as per attached "EMERGENCY RESCUE CALLS TO OUTSIDE OPERATORS" instructions which have also been supplied in English, etc. All of the above must take place in accordance with the instructions given during training encounters and summarized on the instruction sheet supplied

**b.4) – fire squad:**

1. Henryk Jacak
2. Marco Bonforte
3. Magdalena Maria Panek
4. Ilaria Bimbo
5. Abel Gomez
6. Giacomo Indri
7. Andrea Mele

the above people, once called must immediately go to the danger area carrying any safeguarding materials necessary and immediately carry out contrast operations wherever possible and without endangering themselves or others. They should remain in touch, via radio, with the coordinator. When rescue vehicles arrive, they should indicate where they need to go and supply any necessary information to rescue operators, all following the instructions provided during training sessions and summarized on the instruction sheet supplied

**b.5) - first aid personnel:**

**Health Center**

tel. 2240

**Maintenance**

M. Bonforte	tel. 2232 / 6008
H. Jacak	tel. 2232 / 6009
Abel Gomez	tel. 2232
Andrea Mele	tel. 2232



**Villa**

M. Panek tel. 2263 / 6001  
Emanuela Miccadei tel. 2287

**Residence**

E. Colucci tel. 7105  
G. Fazi tel. 7101  
C. O'Connor tel. 2277

**Elementary School**

Arianna Pacifici tel. 2261

**Secondary School**

Francesco Lautieri tel. 5306  
Emily Saltarelli tel. 2258  
Giacomo Indri tel. 2266

The nurse or first aid personal receives a request for the intervention and rapidly goes to the area of danger to carry out first aid, all within their degree of competence and following the instructions given during training sessions and summarized on the instruction sheet supplied

**b.6) - personnel in charge of assistance to the disabled:**

In the event that the School has disabled or persons with temporary impaired motor skills (eg leg in a cast, etc.), such staff will be appointed in a suitable number for the assistance to be provided and will be selected from the staff normally located in the same plan / building of the person to be assisted (with the exception of those who are already in charge of performing other tasks in emergency situations).

The assistant will report to the Principal when the disabled person is out of the building.

It should be noted that for the descent along the stairs, the School has equipped itself with special evacuation chairs (LG Evacu - Antano Group model), which will be located where needed.

**b.7) - those in charge of supporting evacuation procedures per each building, to be carried out verbally or by gestures/signals:**

Building/floor

Name

A (Residence)	Elena Colucci
A (Early Childhood)	Carolyne O'Connor
Residence: 2 <sup>nd</sup> floor	Harry Leonard
Residence: 2 <sup>nd</sup> floor	Shelley Sayger
B (High School) Ground floor	Viviane Mingazzini
High School: Ground floor	Orla Ni Riordain
High School: 1 <sup>st</sup> floor	Patrizia Seri
High School: 1 <sup>st</sup> floor	Agata di Monte
High School: 2 <sup>nd</sup> floor	Chiara Canepa
High School: 2 <sup>nd</sup> floor	Jonathan Southwell
High School: 3 <sup>rd</sup> floor	Daniel Genziani
High School: 3 <sup>rd</sup> floor	Donald Patton
C (Villa) Basement:	Rocco Sbardella
C (Villa) Basement:	Gina Ferrarin
C (Villa): Ground floor	Emmanouil Agrodimos
C (Villa): Ground floor	Jasmin Zarineh
Villa: 1 <sup>st</sup> floor	Philip Bennett
Villa: 1 <sup>st</sup> floor	Charles Long
D (Element. School) ground floor	Helen Davico / Annemarie Sharkey
D (Element. School) ground floor	Arianna Pacifici / Aisling Ni Cheallaigh
Elementary School Basement	Andrew Coyne
Elementary School: 1 <sup>st</sup> floor	Louise Crossan
Elementary School: 1 <sup>st</sup> floor	Sally Cameron
Elem. School: Music room 1 <sup>st</sup> floor	Roger Williams
Elem. School: ELL /Therapy 1 <sup>st</sup> floor	Laura LoBianco
Elementary School: 2 <sup>nd</sup> floor	Calvin Finn
Elementary School: 2 <sup>nd</sup> floor	Madison Malave
Elementary School: 3 <sup>rd</sup> floor	Christie Antetomaso / Jackie O'Farrell
Elementary School: 3 <sup>rd</sup> floor	Christine Pagano
Elementary School: 4 <sup>th</sup> floor	Mindi Zilli
Elementary School: 4 <sup>th</sup> floor	Shane O'Corcorain

Fab Lab ground floor

Justin Walsh

These people help the teachers to carry out evacuation procedures and verify that there are no people left in the rooms. They repeat the alarm signals both verbally and via gestures/signals in case the alarm system is not working, all of the above in accordance with what was explained to them during training sessions and summarized on the instruction sheet supplied.

**b.8) - personnel in charge of the fire alarm switchboards per building:**

Building/floor	Name
Residence	Shelley Sayger Carolyne O'Connor
High School	Emily Saltarelli Lucrezia Fenoaltea Pièche
Villa	Panek Magdalena Polly Needs
Elementary School:	Arianna Pacifici Andrew Coyne

These people manually activate the alarm system in their building when requested, they communicate to the Head of School the area where the alarm has been set off (light on switchboard), etc. and at the end of a drill evacuation they are in charge of re-setting the alarm switchboards as per instructions received during training sessions and summarized on the instruction sheet supplied.

**b.9) personnel in charge of checking if the external switch (red button) of the electrical system is not damaged**

Building/floor	Name
Residence	Carolyne O'Connor
High School	Emily Saltarelli
Villa	Magdalena Panek
Elementary School	Arianna Pacifici

The above personnel verify daily that the button/switch is not damaged communicating any signal of breakdown to the Maint. Office,

**b.10) - personnel in charge of turning off the gas system and the school gates:**

These people must turn off the main gas switch located at the main gate and turn the levers off when requested as per instructions received during training and summarized on the instruction sheet supplied. Furthermore, when requested to they will open the front gate at Via di Villa Lauchli and direct traffic in such a way as to keep the road free for the arrival of rescue vehicles, as per instructions received during training sessions and summarized on the instruction sheet supplied. When rescue vehicles arrive, they will direct them to the building where there is a fire.

Person in charge:

Mascia Fabrizio

tel: 2210 and 4310

Genovese Alessandro

Pignani Pier Paolo

**PROCEDURES TO FOLLOW IN CASE OF FIRE**

**What students have to do:**

If a student sees a fire, they must immediately advise the nearest adult to take action; they must then follow the orders given to them by the adult and/or illustrated to them by their teacher and summarized on the instruction sheet fixed on every classroom wall.

**What an employee (teacher or non) without any specific fire-prevention duties must do in the case of a fire:**

An employee who discovers a fire will be presented with one of two cases:

a. In the case of a small/limited fire with small possibility of expansion (e.g. in a waste paper basket) the employee must :

- 1) immediately evacuate the room and inform Maint. Office of the fire (via internal extension). Identify yourself and explain where the fire is located (building, floor, etc.).
- 2) while waiting for the fire-prevention personnel to arrive, if the employee feels that he/she can use the fire extinguisher without harming anyone, and following the instructions given during training sessions or written on the extinguisher, they may attempt to do so. If the employee is successful in extinguishing the fire, they should still remain at the scene of the fire until the arrival of the fire-prevention team.

If the employee does not feel able to extinguish the fire, he/she should immediately:

- 3) push the nearest red button to start the alarm (in case the fire alarm system is not working, they should begin giving the alarm verbally);

- 4) abandon the building following the established exit route indicated in red on the wall maps;
  - 5) go to the meeting point and wait for further orders.
- b. In the case of a larger fire, the employee who discovers the fire must:
- 1) immediately have everyone evacuate the building and set-off the fire alarm by pressing the nearest red button; if the button does not start, use the verbal alarm system;
  - 2) Inform the Main Office via internal phone (Main Office number is indicated on each phone), tell them your first and last name and where you are located (room, building and floor);
  - 3) abandon the building following the established exit route indicated in red on the wall maps;
  - 4) go to the meeting point and wait for further orders.

**What employees (teaching and non-teaching) who have particular fire-prevention/emergency duties should do:**

Each employee (teaching and non-teaching) who has a specific fire-prevention/emergency role, apart from doing everything that has been explained above, should also carry-out the duties explained to them and/or given to them on the instruction sheet when they accepted their role.

## **EVACUATION PROCEDURES**

There is **only one procedure** involving a general alarm which goes off and signals the order of evacuation (for all buildings).

**“The evacuation order” should normally be given by the Coordinator in charge**, with the exception of cases in which events are so serious such as to justify a decision made by somebody else:

- a) the people in the building begin evacuation procedures following exit routes indicated in red on wall maps. Once outside, they should proceed to the meeting point following the correct route.

Meanwhile

- b) the coordinators/personnel in charge should go to the accident site to evaluate the gravity of the situation, its development and what measures need to be taken. They should report everything to the person listed in point b.3) Pam Edmonds, who should then contact the emergency intervention personnel.
- c) the emergency personnel should go to the scene of the accident and begin carrying-out whatever counter measures possible.

The general alarm (which has a distinct sound, different from that of the normal school bell), could go off automatically (because of the presence of smoke) or be activated manually (via the alarm button present on each floor), or via the main switchboard in the Main Office, in all cases the sounding of the alarm means the beginning of emergency evacuation procedures.

If the alarm system does not work, evacuation orders must be given verbally and via hand gestures (see attached index). Normally, non-teaching personnel is present only at the entrance-points to each building (i.e. the secretaries), but not on each floor. These people are in charge of giving out the verbal orders (and hand signals) as per attachment.

The teaching staff, as per instructions in the Emergency Plan Supplement, will be in charge of coordinating evacuation procedures involving all students.

The students must follow evacuation rules (as per instruction sheet) in order to ensure an orderly and safe exit. They will need to be taught how they should behave, and what the exit routes are. Good knowledge of the evacuation procedures reduces reaction time in the event of a real emergency as well as the influence of psychological factors (fear, panic), helping ensure a successful and speedy evacuation.

### **Evacuation Operations**

Considering the shape of the school compound, evacuation operations must take place in the following phases:

#### **Phase 1.**

Students whose hands are completely free should immediately proceed towards the hallway exits.

#### **Phase 2.**

Students should line up and go into the hallways, following the instructions of the teacher in the room with them when the alarm goes off.

#### **Phase 3.**

Students and employees will all follow the exit routes indicated in red on the wall maps. When an exit route is inaccessible, the alternative route should be taken.

Once outside the building, they should proceed rapidly to the meeting point and stay quietly in line waiting for attendance to be taken. Those students who are not near a teacher when the alarm goes off (because they are on a lesson break, or in the cafeteria or library) should go to the meeting point on their own and join a coordinated group as soon as possible. Then, they should announce their presence to the Building Head.

Students who were already outside at the time the alarm went off, should not go back in the building for any reason but also proceed to the meeting point (and join a coordinated group, signaling their presence to the building coordinator).

#### **Phase 4.**

Once at the meeting point, teachers must *immediately* check the attendance using the attendance list for that day, to verify that no students are missing. They should report the attendance to the Building Coordinator, who will inform the General Coordinator.

If any students are missing, the Emergency Team should be notified immediately via radio in order to begin searching for them before the outside rescue operators arrive.

#### **Phase 5.**

Once the alarm has stopped ringing, if there is a situation of normality, wait for the Operations Coordinator to announce that everybody may go back inside.

in particular **Phase 3** should take place as follows (see attached maps):

### **BUILDING A – RESIDENCE**

#### **Ground floor**

All personnel and students present on this floor should move towards the closest emergency exit. Once outside, they should gather in front of the building and then proceed to the meeting point (they should not go back inside the building or use the inside corridor connecting to Building B). Personnel and students should go to the meeting point, following the outside paths in this order:

#### **First Floor**

- the classroom n 1, nap room n 1, changing room will flow out through the US6 exit,
- the EC section (classrooms n.2, 3, 4, 5, 6, nap room n 2, and the office) will flow out through the US8 Exit on the corridor / back deck towards the external square (play area);
- the Chapel and the sacristy will flow through the exit to an external terrace on the level or through the main internal staircase A towards the hall of the p. lower and from here to the outside;

#### **Second Floor**

- the right side classrooms should exit towards the outside emergency stairs exit US11;

- the left side classrooms should go towards exit 12 UStowards the external emergency staircase;
- the sister's residences should exit through internal stairs A until the ground floor atrium, and then outside;

### **Third Floor**

The Sisters on this floor should proceed down internal staircase A to the atrium and then outside; alternatively, they can go through the terrace on their floor.

## **BUILDING B – HIGH SCHOOL**

All personnel and students (on each floor) should exit and reach the meeting point following this order:

### **Ground floor**

- the auditorium should go towards the atrium through exit 4, 5 or those facing the atrium;
- the stage should go through exit 5 or the upstairs hallway exit;
- atrium and atrium offices should go through exits 2 and 3;
- the other offices should go through exits 5 and 2;

### **First floor**

- rooms 102, 103 and 104 should go through exit 1;
- room 101 and sound room should go downstairs from stairway C, and then through exit 2 to outside;

### **Second floor**

- rooms 204, 205 and the 2 laboratories should go through stairway A to the downstairs floor and then through exit US1;
- rooms 203, 202, 201, 200 and the computer room should go down stairway B to the atrium and then through exit 2;
- the library should exit through stairs A and B;

### **Third floor**

- the laboratories, prep room should use stairway A to the 1st floor and then exit US1;
- rooms 300, 301, 302, 303 should use stairway B downstairs to the atrium and then exit US2;
- the library gallery should use the internal stairs and then stairway A and B;

## **BUILDING C – VILLA**

Personnel and students should proceed towards the outside meeting point in the following order:

### **Basement floor**



- the music room should use exit US4;
- the choir room should use exit US5;
- the drama room should use exit US6;

#### **First floor**

- left side offices should use exit US3;
- central offices should use exit US1;
- right offices should use exit US2;

#### **Second floor and attic**

- all rooms should proceed down the internal stairway to the atrium and from here through exits US2 and US3 (or exit US1);

#### **BUILDING D – ELEMENTARY SCHOOL**

Personnel and students should proceed towards the outside meeting point in the following order:

#### **Basement floor**

- all rooms should go outside through exit 1;

#### **Ground floor**

- room 3 should use exit 3;
- room 1 should use exit 2;
- rooms 2 and 4 and Computer Room use exit 4;
- the offices should proceed through exit 5;

#### **Mezzanine floor**

- the library should use exit 8;
- the side art room should use exit 7;
- left side classrooms should use exit 9 through the external staircase;

#### **First, Second and Third floors**

- all rooms should exit via the outside emergency staircase or the inside staircase to the atrium and then through exit 5;

#### **BUILDING E - FAB LAB**

Teaching and non-teaching staff and students present in the building (single large room) will flow outside through the two emergency exits and will head to the meeting point via the external avenues following the escape routes indicated in the general plan.

## Evacuation time

International studies and statistics (General Service Administration) have established that 90 seconds is the maximum an adult person in a state of panic, can handle being in an environment contaminated by outside agents (smoke).

In the case of younger people, this tolerance time has been estimated to be 20% less, i.e. 70 seconds. This data, together with knowledge on the width of corridors, and the speed at which a student can move in the available conditions allows us to estimate that the time needed to reach an exit or safety zone is within those 70 seconds as defined above.

In relation to the **floor space available per person** (defined as “concentration” in Fig. 1), the General Service Administration has established the following exit/evacuation times:

- a) space per person **above 0.65 m<sup>2</sup> = normal walking pace**. The exit time increases in proportion to an increase in floor space. For an available space equal to 0.65 m<sup>2</sup>, the exit time is equal to 44 ml./min.;
- b) floor space per person **between 0.25 and 0.65 m<sup>2</sup> = difficult walking conditions (swaying)**. Walking pace will vary from a minimum of 20 ml./min. (space=0.25 m<sup>2</sup>) to a maximum of 44 ml./min. (space = 0.65 m<sup>2</sup>);
- c) floor space per person **between 0.18 and 0.25 m<sup>2</sup> = condition of panic**. The exit speed varies from a minimum of 0 ml./min. to a maximum of 20 ml./min. (floor space = 0.25 m<sup>2</sup>).

Consequently, (see attached maps):

### **BUILDING A – GROUND FLOOR**

Data for the student cafeteria (room with the most crowding):

Net room surface including furniture (table and chairs = 28 x π x 2.00 <sup>2</sup> )	= 428 – 101 = 327 m <sup>2</sup>
Crowding (max number of people)	= approx. 350 p.
Floor space available per person	= 327 ÷ 350 = 0.93 m <sup>2</sup>
Floor space occupied by one person	= 0.60 x 0.45 = 0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 0.93, the walking pace is approx. equal to 49 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes approx. 39 ml./min. The students in the most unfavorable position are at a distance of approx. 20 ml. from the nearest exit and reach that exit within:

$$20\text{ml.} \times 60'' \div 39 \text{ ml./min.} = 31 \text{ sec.}$$

This time is much less than the maximum time limit of 70 seconds.

### **BUILDING A – FIRST FLOOR**

Data for room 3 (the room furthest from an exit):

Surface corridors		approx. 45 m <sup>2</sup>
Crowding (max number of people) (18 x 4 + 1) = (Rooms 1, 2, 3 and 7 + 1 office)		approx. 65 p.
Floor space available per person = 45 ÷ 65 =		0.69 m <sup>2</sup>
Floor space occupied by one person = 0.60 x 0.45 =		0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 0.69, the walking pace is equal to 45 ml./min. Reducing it further by 20% for additional security, it becomes equal to approx. 36 ml./min. The students in the most unfavorable positions are at a distance of approx. 20 ml. from the nearest exit and reach that exit in:

$$20 \text{ ml.} \times 60'' \div 36 \text{ ml./min.} = 33 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds.

### **BUILDING A – SECOND FLOOR**

Data for room 5 (the room furthest from the exit near the exterior stairway):

Corridor surface		approx. 36 m <sup>2</sup>
Crowding (max number of people) (18 x 3 + 10) = approx. 64 (Rooms 2, 3, 4, 5 + 1 teacher's room)		
Floor space available per person	= 36 ÷ 45 =	0.8 m <sup>2</sup>
Floor space occupied by one person	= 0.60 x 0.45 =	0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 0.8, the walking pace is equal to 47 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes equal to approx. 37.6 ml./min. The students in the most unfavorable positions are at a distance of approx. 25.5 ml. from the nearest exit and reach that exit in:

$$25.5 \text{ ml.} \times 60'' \div 37.6 \text{ ml./min.} = 41 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds.

### **BUILDING B – GROUND FLOOR**

Data for multi-purpose room (room with max. crowding):

Net room surface with furniture (chairs = 6 x 0.45 x 15 rows = 40)	= 271 – 40 =	231 m <sup>2</sup>
Crowding (max number of people)		= approx. 200
Floor space available per person	= 231 ÷ 200 =	1.1 m <sup>2</sup>
Floor space occupied by one person	= 0.60 x 0.45 =	0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 1.1, the walking pace is equal to 50 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes equal to approx. 45 ml./min. The students in the most unfavorable positions are at a distance of approx. 25 ml. from the nearest exit and reach that exit in:

$$25 \text{ ml.} \times 60'' \div 45 \text{ ml./min.} = 33 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds.

### **BUILDING B – FIRST FLOOR**

Data for room 102 (room furthest from exit):

Corridor surface	approx. 50 m <sup>2</sup>
Crowding (max number of people) (Rooms 102, 103 and 104)	(3 x 25) = approx. 75
Floor space available per person	= 50 ÷ 75 = 0.67 m <sup>2</sup>
Floor space occupied by one person	= 0.60 x 0.45 = 0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 0.67, the walking pace is equal to 43 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes equal to approx. 34 ml./min. The students in the most unfavorable positions are at a distance of approx. 23 ml. from the nearest exit and reach that exit in:

$$23 \text{ ml.} \times 60'' \div 34 \text{ ml./min.} = 41 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds.

### **BUILDING B – SECOND FLOOR**

Data for room 203 (room furthest from exit near protected staircase):

Corridor surface	approx. 50 m <sup>2</sup>
Crowding (max number of people) (Rooms 202, 203, 201, 200, computers, library)	(2 x 25 + 3 x 10 + 20) = approx. 100
Floor space available per person	= 50 ÷ 100 = 0.5 m <sup>2</sup>
Floor space occupied by one person	= 0.60 x 0.45 = 0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 0.67, the walking pace is equal to 43 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes equal to approx. 30 ml./min. The students in the most unfavorable positions are at a distance of approx. 17 ml. from the nearest exit and reach that exit in:

$$17 \text{ ml.} \times 60'' \div 30 \text{ ml./min.} = 34 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds.

### **BUILDING B – THIRD FLOOR**

Data for the Biology lab (room furthest from exit near protected staircase):

Corridor surface	approx. 50 m <sup>2</sup>
Crowding (max number of people) (3 laboratories)	(3 x 25) = approx. 75
Floor space available per person	= 50 ÷ 75 = 0.67 m <sup>2</sup>
Floor space occupied by one person	= 0.60 x 0.45 = 0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 0.67, the walking pace is equal to 43 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes equal to approx. 34 ml./min. The students in the most unfavorable positions are at a distance of approx. 19 ml. from the nearest exit and reach that exit in:

$$19 \text{ ml.} \times 60'' \div 34 \text{ ml./min.} = 34 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds.

### **BUILDING C – FIRST FLOOR**

Data for room 4 (furthest room):

Corridor surface	approx. 23 m <sup>2</sup>
Crowding (max number of people) (Rooms 3, 4 and offices)	(2 x 56 + 6) = approx. 56
Floor space available per person	= 29 ÷ 56 = 0.5 m <sup>2</sup>
Floor space occupied by one person	= 0.60 x 0.45 = 0.27 m <sup>2</sup>

From the table in Fig. 1, we can see that for a concentration of 0.5, the walking pace is equal to 37 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes equal to approx. 30 ml./min. The students in the most unfavorable positions are at a distance of approx. 20 ml. from the nearest exit and reach that exit in:

$$20 \text{ ml.} \times 60'' \div 30 \text{ ml./min.} = 40 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds. On the basement mezzanine floors of the same building, there are numerous rooms that have either direct exits outside or very short routes to an exit. Consequently, the time necessary to reach an exit is much shorter than 70 sec.

### **BUILDING D – FIRST, SECOND AND THIRD FLOORS**

Data for furthest room from exit near exterior stairwell for all floors (which have similar distribution and crowding characteristics):

Corridor surface (including atrium)	approx. 47 m <sup>2</sup>
Crowding (max number of people) (Rooms 3, 4 and offices)	(4 x 25 + 4) = approx. 104
Floor space available per person	= 47 ÷ 104 = 0.45 m <sup>2</sup>

$$\text{Floor space occupied by one person} = 0.60 \times 0.45 = 0.27 \text{ m}^2$$

From the table in Fig. 1, we can see that for a concentration of 0.45, the walking pace is equal to 36 ml./min. Reducing it further by 20% for additional security (during student evacuation), it becomes equal to approx. 29 ml./min. The students in the most unfavorable positions are at a distance of approx. 17 ml. from the nearest exit and reach that exit in:

$$17 \text{ ml.} \times 60" \div 29 \text{ ml./min.} = 35 \text{ sec.}$$

This time is considerably less than the maximum time limit of 70 seconds.

## **PART II - EMERGENCY PLAN**

### **IN THE EVENT OF AN EARTHQUAKE**

This Part II of the "Emergency Plan" contains the provisions, behaviors and procedures to be followed by staff and students in the event of an earthquake, which may affect the "MARYMOUNT INTERNATIONAL SCHOOL" school complex - Via di Villa Lauchli 180 - Rome -.

In the event of an earthquake, the teaching staff:

1 – makes the students in their class adopt the behaviors listed below interrupt the activity in progress

stoop (not stand) and shelter (if not completely at least the head) under a counter, table or desk.

do not stand next to objects or other heavy material that could fall (for example near a shelf, a bookcase or under a chandelier or other suspended element).

do not stand near windows or other glass surfaces.

if there are load-bearing structures in reinforced concrete in the immediate vicinity, it is preferable to stop near them (locate the load-bearing elements in habitually frequented places).

keep your hands behind your neck and lower your head between your knees (always for his protection).

stay in the crouched position, perhaps with your eyes closed, until the shock ends. those who are present in the laboratories (with gas) or are working on plants and equipment cut off the electricity and turn off the gas;

only if it is located on the ground floor and close to an exit (max 15-20 m.) can you go out with your students and reach a safe place (move away from the building itself and in particular from ledges and terraces)

2 – notify the building manager (Principal or his deputy) via internal telephone (Public Announcement System) reporting the presence of damage or dangerous situations

3 – he complies with the instructions received from his building manager

If the Manager does NOT give an evacuation order, return to your normal position and resume activities (in any case, discussing with colleagues and other people present).

If the evacuation order is given by the supervisor, leave the building with your students (without running or shouting) following the fire emergency evacuation procedures.

Once you reach the outside, do not stop in the vicinity of the building but arrive at the meeting point, inform those in charge of attendance, report any risks or damages of which you have become aware, indicate the possible presence of people remaining inside wait for help.

Never go back inside until the order has been given by those in charge.

1 - Once the building manager (Principal or his deputy) has perceived the seismic shock or received the notification from the teachers, via internal telephone (P.A.S. - Public Announcement System), he sends the communication to the whole building: "earthquake in progress , remain calm and adopt the expected behaviors" maintaining a reassuring tone of voice

2 – notify the School Management

3 – at the end of the shock

consult the Management and ask for specific indications

if the shock was light (therefore no objects fell, there are no signs of structural failure) and the Management does not give different specific instructions, via P.A.S. communicates the cessation of the state of emergency gives the order to return to the normal position and resume activities (after rapid consultation with the teachers and/or other people present).

requests that the employees check that the escape routes are safe and accessible (for example due to the possible presence of rubble or the possible formation of cracks on the stairs).

if the tremor was major, it quickly verifies with the help of the workers that the escape routes are safe and accessible (for example due to the possible presence of rubble or the possible formation of cracks on the stairs) and then gives the order to leave the building via P.A.S. (informing the Management)

once he has reached the assembly point, he reports to the Management on attendance, reports any risks or damages of which he has become aware and the possible presence of people remaining inside.

never go back inside until it has been verified that the situation has returned to normal and safe or after having received instructions from those in charge.

The Management (Emergency Coordinator) goes to the Collection Point to give the necessary provisions:

in the event of no damage or danger, after collecting the various reports and having the safety condition ascertained by the emergency workers, or if necessary by qualified technicians, orders the all-clear and the possible resumption of normal activities

in the event of obvious damage or danger signals, call the Fire Brigade (115) and possibly notify the other competent bodies (for example the civil protection, etc.).

the Emergency Officers meet at the Assembly Point to await the instructions of the Emergency Coordinator. If requested to them and if this does not involve obvious danger, they carry out a visual inspection of the outside and of the escape routes of the building to ascertain any damage or unsafe elements; they all then meet at the aforesaid assembly point and report to the Emergency Coordinator

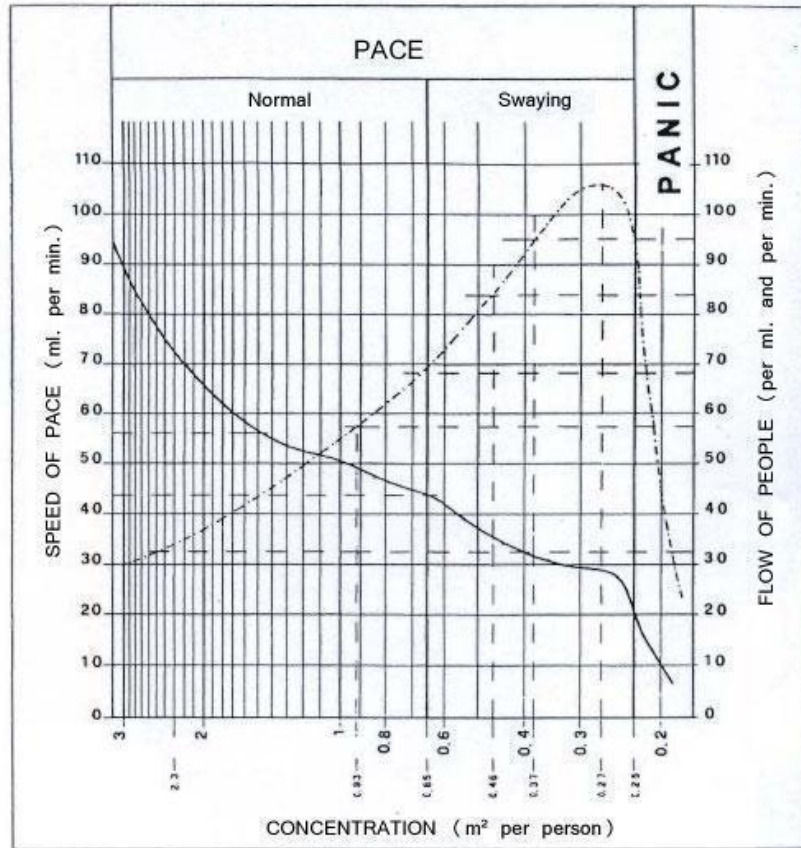


## LIST OF ATTACHMENTS

- "Walking speed per person" Table
- Instructions daily checks on central fire-alarm system (Main Office)
- Instructions daily checks main intercom system (Main Office)
- Instructions daily checks local fire-prevention alarm systems
- Instructions daily checks first-aid kits
- Instructions for use of labs with gas systems
- Instructions for personnel in charge of deposits/small archives
- Laboratory no-entry sign
- Deposit area no-entry sign
- Instructions for external help call (Italian)
- Instructions for external help call (English)
- Telephone numbers of external rescue operator structures
- Instructions for emergency intervention personnel
- Instructions for building evacuation support personnel
- Instructions for use of local fire-prevention alarms
- Diagram of command panel for local fire-prevention alarms
- Instructions for personnel in charge of switching off electrical system for each building
- Instructions for personnel in charge of switching off gas valves and opening gates
- Instructions for personnel in charge of switching off central heating system in Building D
- Instructions for use of powder fire extinguisher
- Instructions for use of CO<sup>2</sup> fire extinguisher
- Evacuation procedure for students
- Evacuation procedure for personnel
- Evacuation procedure for teachers
- Appendix for use of laboratories with gas systems
- Evacuation procedure for guests
- Signals (from attachment XXV of Leg. Decree n.81/08)

### Diagrams

- 4 maps indicating external routes from each building to meeting point
- Building A – maps of Ground, Mezzanine, First and Second floors with exit routes
- Building B – maps of Basement, First, Second and Third floors with exit routes
- Building C – maps of Basement, Mezzanine, First and Second floors with exit routes
- Building D – maps of Basement, Ground, Mezzanine, First, Second and Third floors with exit routes



— Speed  
 - - - Flow

fig. 1

**INSTRUCTIONS FOR DAILY CHECK OF CENTRAL FIRE-ALARM SYSTEM  
PER BUILDING**

Verify that the alarm switchboard panel appears to be functioning, with no evident signs of vandalism or mishandling, etc.

Verify that the key is in position 2 (and working manually).

Verify that the lights at the front top of the panel are off.

**IN CASE OF ANY ABNORMALITIES, IMMEDIATELY CONTACT THE VILLA  
MAIN OFFICE FOR ANY NECESSARY REPAIRS.**

## FIRST-AID KITS

Regulations on office first aid (Health Ministry Decree n.338 of 15/7/03)

The Employer must guarantee the following equipment (see art. 2):

First-aid kits kept in every work place and appropriately conserved in easily-accessible spots and clearly labeled. All first-aid kits must contain the necessary items as indicated in attachment 1 of the decree, based on the risks present in the workplace, indications by a competent doctor, and the emergency system of the National Health Service. The integrity and correct use of these kits must be ensured. Each kit contains:

- Sterile multi-purpose gloves (5 pairs)
- Protective eye goggles
- 1 litre bottle of 10% iodine skin solution (1)
- 500 ml bottle of physiological solution (0.9% sodium chloride) (3)
- box of 10 x 10 single packages of sterile gauze (10)
- box of 18 x 40 single packages of sterile gauze (2)
- disposable sterile cloth (2)
- disposable sterile medication tweezers (2)
- box of medium-size elastic band (1)
- package of absorbent cotton (1)
- box of bandaids of various sizes (2)
- roll of 2.5 cm high bandaids (2)
- a pair of scissors
- tourniquets (3)
- two ready-use ice packs
- disposable bags for sanitary waste disposal
- thermometer
- blood-pressure measuring device

All of the above items must be kept in a suitable manner so as to ensure their efficiency and immediate use, and in an easily-accessible and suitable place. The person in charge of first-aid kits should check daily that they are integral, and immediately place any orders necessary to replenish used items.

## **INSTRUCTIONS ON THE PROPER BEHAVIOUR FOR TEACHERS AND LABORATORY ASSISTANTS WHO USE ROOMS CONTAINING GAS SYSTEMS**

### **Before teaching activities begin**

The teachers and/or lab technicians should check that:

- no-smoking rules are enforced and the use of free flames prohibited in rooms where flammable or easily-combustible materials are kept and used;
- flammable liquids are only transferred from one container to another in rooms where this is allowed and using authorized materials;
- no containers with compressed or liquid gas are kept or stored at the school;
- substances which emit flammable gas or liquids, or that are easily-combustible should be kept in small quantities and only when strictly necessary.

### **At the end of teaching activities**

The teachers and/or lab technicians who use gas or liquid combustible materials, at the end of their teaching activities should turn off the interceptor valves for the room, indicated with the related signs

### **In case of a gas leak**

The teachers and/or lab technicians present must:

- immediately turn-off any free flames;
- immediately turn-off the gas valve;
- alert the Main Office by internal phone – if the gas does not turn-off manually, request that the gas system be shut-down;
- open all windows immediately;
- do not allow any electrical operations to be carried-out inside the room; do not touch electrical switchboard;
- have the people in the room evacuate the building in an orderly fashion and following the appropriate exit route, making sure that no one is left inside and that the door is closed;
- shut-down electricity to the room from the floor switchboard box ONLY if you are certain to have stopped the gas leak;
- stay near the building entrance and wait for emergency personnel to arrive. Stop anyone from entering the building.

### **After a gas leak**

- do not resume activities in the room until the system has been inspected by a technician;
- make sure the manual gas valve is working;
- make sure the room has been ventilated well and that there is no smell of gas left;

## **INSTRUCTIONS FOR PERSONNEL IN CHARGE OF DEPOSIT AND/OR ARCHIVE ROOMS**

In accordance with fire-prevention norms for school buildings, deposit/archive rooms must:

- have a maximum of 30 Kg/m<sup>2</sup> of flammable materials. i.e., books and paper materials must not exceed the limit of 33 kg per m<sup>2</sup> of pavement space (point 6.2)
- there must be a fire extinguisher in every room (point 6.2)
- it is forbidden to bring in combustible material without the approval of the Head of School (point 6.2)
- smoking is forbidden (point 12.4)
- blocking passageways and corridors with material for deposit/archive and furniture is forbidden;
- passageways and corridors must be kept clear from obstruction for a width of at least 90 cm. (point 12.8)
- installing shelving at lower than 60 cm. from the ceiling is forbidden (point 12.9)

As the person responsible and/or a user of deposit/archive space, you should respect and enforce respect of the above guidelines.

(DIVIETI LABORATORI)

IN ACCORDANCE WITH FIRE-PREVENTION  
REGULATIONS FOR SCHOOL BUILDINGS

IN THIS LAB

BRINGING COMBUSTIBLE MATERIALS WITHOUT  
THE AUTHORIZATION OF THE HEAD OF SCHOOL  
IS FORBIDDEN (pt. 6.2)

SMOKING IS FORBIDDEN (pt. 12.4)

POURING FLAMMABLE LIQUIDS IS FORBIDDEN (pt.  
12.5)

FLAMMABLE LIQUIDS OR SUBSTANCES THAT  
EMIT VAPOUR OR GAS ARE ONLY ALLOWED IN  
SMALL QUANTITIES AS REQUIRED FOR  
TEACHING PURPOSES  
(pt. 12.6)

WHEN CLASS IS OVER, COMBUSTIBLE LIQUID  
AND GAS VALVES SHOULD BE TURNED OFF (pt.  
12.7)

HEAD OF SCHOOL

(DIVIETO LOCALE PREPARAZIONE)

IN ACCORDANCE WITH FIRE-PREVENTION  
REGULATIONS FOR SCHOOL BUILDINGS

IN THIS ROOM IT IS FORBIDDEN TO:

BRING COMBUSTIBLE MATERIALS WITHOUT THE  
AUTHORIZATION OF THE HEAD OF SCHOOL (pt.  
6.2)

SMOKING IS FORBIDDEN (pt. 12.4)

POURING FLAMMABLE LIQUIDS IS ONLY  
ALLOWED WITH AUTHORIZED  
EQUIPMENT/CONTAINERS (pt. 12.5)

FLAMMABLE LIQUIDS OR SUBSTANCES THAT  
EMIT VAPOUR OR GAS ARE ONLY ALLOWED IN  
SMALL QUANTITIES AS REQUIRED FOR  
TEACHING PURPOSES  
(pt. 12.6)

WHEN CLASS IS OVER, COMBUSTIBLE LIQUID  
AND GAS VALVES SHOULD BE TURNED OFF (pt.  
12.7)

HEAD OF SCHOOL



(DIVIETO ARCHIVI-DEPOSITI)

IN ACCORDANCE WITH FIRE-PREVENTION  
REGULATIONS FOR SCHOOL BUILDINGS

IN THIS DEPOSIT/ARCHIVE:

BOOKS/PAPER MATERIAL CANNOT EXCEED  
33 Kg./m<sup>2</sup>

IT IS FORBIDDEN TO BRING COMBUSTIBLE  
MATERIALS WITHOUT THE AUTHORIZATION OF  
THE HEAD OF SCHOOL (pt. 6.2)

SMOKING IS FORBIDDEN (pt. 12.4)

BLOCKING PASSAGEWAYS AND CORRIDORS  
WITH ARCHIVE MATERIALS AND/OR FURNITURE  
IS FORBIDDEN;

PASSAGEWAYS AND CORRIDORS MUST BE KEPT  
FREE OF OBSTRUCTION FOR A MINIMUM WIDTH  
OF 90 CM. (pt. 12.8)

INSTALLING SHELVING AT A DISTANCE OF LESS  
THAN 60 CM. FROM THE CEILING IS FORBIDDEN  
(pt. 12.9)

HEAD OF SCHOOL

## **CALL FOR OUTSIDE ASSISTANCE**

ONCE THERE HAS BEEN AN ORDER FOR OUTSIDE EMERGENCY RESCUE OPERATORS, THE FOLLOWING INSTRUCTIONS SHOULD BE FOLLOWED:

### **DETAILS TO COMMUNICATE**

- NAME OF SCHOOL
- FULL ADDRESS OF THE SCHOOL:  
Via di Villa Lauchli n. 180 (a street off of the Via Cassia Antica and near to Piazza dei Giochi Delfini)
  - MAIN PHONE NUMBER OF THE SCHOOL: 06.36.29.101
  - TYPE OF ACCIDENT OR FIRE: small-medium-large
  - SPECIFY OTHER TYPE OF ACCIDENT: (landslide, gas leak, etc.)
  - SPECIFY IF THERE ARE PEOPLE IN DANGER
  - SPECIFY WHERE THE FIRE OR DANGER IS LOCATED
  - SPECIFY WHAT TIME OF MATERIAL IS BURNING
  - NAME/OFFICE/TEL. NUMBER OF THE PERSON CALLING
  - ASK FOR THE NAME OF WHO IS TAKING YOUR CALL
  - WRITE DOWN THE EXACT TIME OF YOUR CALL
  - MAKE SURE THAT THE ENTRANCE IS CLEAR AND ACCESSIBLE FOR THE AMBULANCE
  - TELL GUARDS AT FRONT GATE WHERE THE DANGER IS LOCATED AND ANY OTHER INFORMATION TO PASS ONTO FIRE BRIGADES/POLICE/AMBULANCE. HAVE THEM READY TO OPEN GATES

**KEEP CALM**

Outside First-Aid Assistance, emergency medical assistance, transportation of wounded and emergency management

Health Emergency Public assistance tel. 118		
Hospitals in the area:		
S. Pietro Fatebenefratelli Via Cassia no. 600 – Rome		
Switchboard no. 06 33581		
Emergency Room: 06 33582664		
“ “ 06 33582667		
Poison center:		
Policlinico A. Gemelli		tel. 06 3054343
Policlinico Umberto I°		tel. 06 490663
U.S.L. :		
RM-E B.go S. Spirito	Switchboard no.	06 68351
RM-E Via Cassia no. 472		tel. 06 68354615
(Prevention and safety in the workplace number)		
Fire Brigades Public Assistance tel. 115		
Civil Protection		
Interior Ministry		
Main Office (Palazzo del Viminale) Switchboard no. 06 4651		
Head emergency and public assistance office tel. 06 46525582		
Police Public Assistance tel. 113		
P.zza Azzarita no. 1 – Rome tel. 06 3325811		
Carabinieri Public Assistance tel. 112		
Ponte Milvio Station		
Via Flaminia no. 468 – Rome tel. 06 3333651		
Municipal Police Immediate intervention tel. 06 67691		
ACEA	water emergency	tel 800 130335
	Electrical emergency	tel. 800 130332
ITALGAS	Gas emergency	tel. 800 900999

## **INSTRUCTIONS FOR CENTRAL FIRE ALARM SWITCHBOARD**

There is only one central fire alarm switchboard located in the Assistant to the Head of School's office in the Villa. It is a key-operated switchboard.

Once activated, all four local fire alarm switchboards in each building are activated, i.e a general evacuation order goes to all buildings at the same time.

To activate the central fire alarm switchboard, the black key must be inserted and turned. Once the alarms have gone off in each building, the key should be turned in the opposite direction and extracted from the switchboard. If this operation is not followed, the switchboard will remain on and it won't be possible to turn off the local alarm switchboards in the other buildings after the fire drill or emergency.

There is a map of the school compound on top of the switchboard panel with a light corresponding to each school building. When one of the lights is on, it means the fire alarm has gone off in the corresponding building.

## **INSTRUCTIONS FOR LOCAL FIRE ALARM SWITCHBOARD PER BUILDING**

There are four fire alarms located in each of the main school buildings, as following:

Elementary School:	in the hall of the ground floor, next to the cupboards (Type 3)
Villa:	in the corridor near the back entrance, in front of the bathrooms (Type 2)
High School:	in the waiting area in front of the main office on the ground floor, near the fire-resistant door (Type 1)
Residence:	next to the cafeteria bathrooms on the ground floor (Type 1)

### **Instruction for switchboard type 1:**

At the top of the front panel there are lights that indicate the area of the building where the alarm and smoke sensors were activated. The switchboard has from 16 to 32 areas.

On the right-hand side of the front panel there is a key whole: when the key is in position 1, the alarm is in automatic mode with the keyboard disabled; when the key is in position 2, the switchboard and keyboard work manually. Normally, the key is in position 2 and the keyboard works manually.

There is a keyboard at the bottom of the front panel. Commands are inserted by pushing the only key in the first row (A) together with another key:

Key A + EVACUAZ key (second key in the second row) = the alarm is set-off locally and all of the sirens in the building ring. This is the command for the entire building to be evacuated.

Key A + TACITAZ key (second key in the third row) = the alarm is turned off locally. This is the command to turn-off the sirens (after a fire or emergency drill).

Key A + RESET key (first key in second row) = all of the lights at the top of the panel that turned on when started, now turn off. This is the command to “reset” the switchboard once it has been used.

Key A + TEST key (first key in third row) = this command is to test the smoke sensors and should be used only by those responsible for alarm maintenance.

The keys in the third row to the right of the TACITAZ key are used to enable or disable a certain area and should also only be used by those responsible for alarm maintenance. If one of the switchboard buttons breaks, the alarm can no longer be switched off by pushing key A + TACITAZ (because the circuit is still “open”). In this case the button corresponding to the the area should first be deactivated by pressing key A and the broken key together, and then key A and TACITAZ.

**Instruction for switchboard type 2 and 3:** see the attached drawings

## **CARBON DIOXIDE (CO2) FIRE EXTINGUISHER**

### **SPECIFIC FOR FIRE ON ELECTRICAL PARTS**

USE THE CO2 FIRE EXTINGUISHERS WHEN ELECTRICAL SYSTEMS ARE ON FIRE (FUSE BOXES, PLUG, CABLE)

NEVER THROW WATER IF ELECTRICAL SYSTEMS ARE ON FIRE; WATER WOULD CREATE AN ELECTRICAL FIELD TOWARDS YOUR BODY AND THIS CAN ELECTROCUTE YOU.

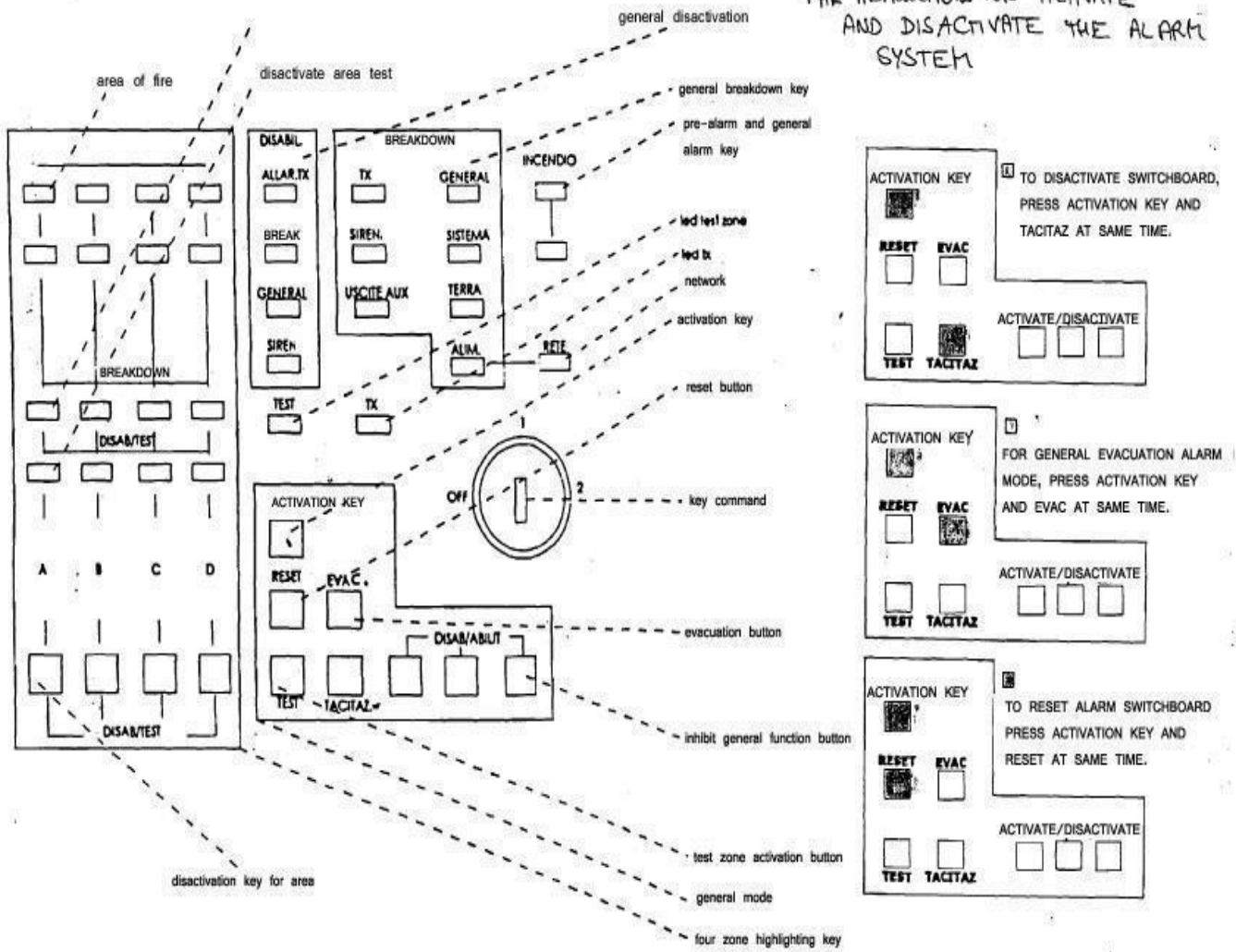
#### **INSTRUCTIONS**

- 1) DETACH THE EXTINGUISHER FROM ITS SUPPORT
- 2) PULL OUT THE SECURITY PIN
- 3) HOLD THE HOSE WITH A HAND AND THE HANDLE WITH THE LEVER  
WITH THE OTHER HAND
- 4) PUSH DOWN THE LEVER
- 5) DIRECT THE SPRAY TOWARD THE BASE OF THE FLAME

#### **WARNING:**

**NEVER HOLD THE METALLIC PART OF THESE KINDS OF EXTINGUISHERS WHILE SPRAYING BECAUSE IT BECOMES VERY COLD AND YOU WILL BURN YOUR HANDS**

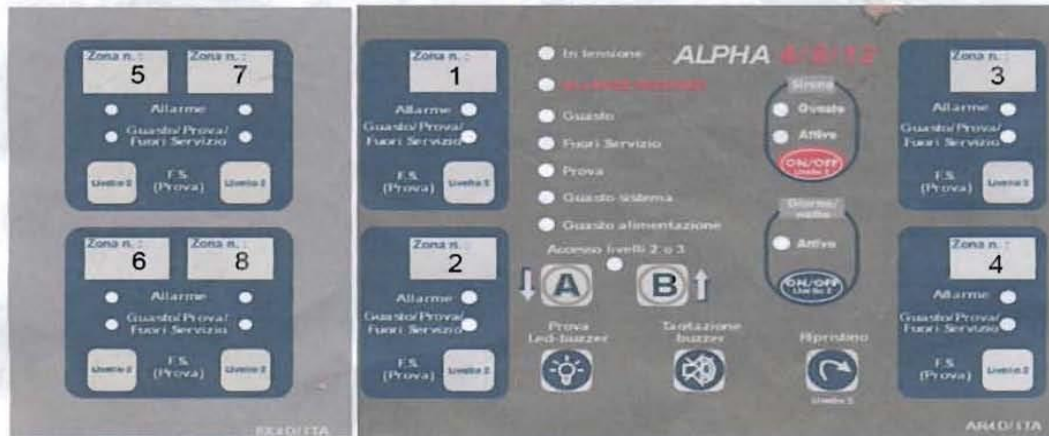
THE INSTRUCTIONS FOR ACTIVATE AND DISACTIVATE THE ALARM SYSTEM



FIRE ALARM SWITCHBOARD TYPE Nr.1



### GUIDA RAPIDA CENTRALE DI RIVELAZIONE INCENDIO ALPHA



#### In caso di ALLARME

- Si attiva la spia di **<Allarme Incendio>**. Si attivano le segnalazioni acustiche di centrale e in campo. Si attiva la spia **<Allarme>** relativa alla zona interessata.
- Tacitare il cicalino di centrale premendo il tasto **<Tacitazione Buzzer>**.
- Abilitare il livello 2 premendo contemporaneamente i tasti **<A>** e **<B>**. Il Led **<Accesso livelli 2 e 3>** inizierà a lampeggiare. Ora premere in sequenza i tasti **<A>**, **<B>**, **<A>**, **<B>** e successivamente premere contemporaneamente i tasti **<A>** e **<B>**. Il Led diverrà fisso.
- Premere il tasto **<Sirena - ON/OFF>** per tacitare le segnalazioni ottico-acustiche in campo.
- Eliminare la causa dell'allarme intervenendo con i metodi più opportuni.
- Abilitare il livello 2 premendo contemporaneamente i tasti **<A>** e **<B>**. Il Led **<Accesso livelli 2 e 3>** inizierà a lampeggiare. Ora premere in sequenza i tasti **<A>**, **<B>**, **<A>**, **<B>** e successivamente premere contemporaneamente i tasti **<A>** e **<B>**. Il Led diverrà fisso.
- Premere il pulsante **<Ripristino>** per resettare la centrale per riportarla nella condizione di normale operatività.

#### In caso di GUASTO

- Si attiva la spia di **<Guasto>**. Si attivano le segnalazioni acustiche di centrale. Si attiva la spia **<Guasto>** relativa alla zona interessata.
- Tacitare il cicalino di centrale premendo il tasto **<Tacitazione Buzzer>**.
- Abilitare il livello 2 premendo contemporaneamente i tasti **<A>** e **<B>**. Il Led **<Accesso livelli 2 e 3>** inizierà a lampeggiare. Ora premere in sequenza i tasti **<A>**, **<B>**, **<A>**, **<B>** e successivamente premere contemporaneamente i tasti **<A>** e **<B>**. Il Led diverrà fisso.
- Eliminare la causa del guasto intervenendo con i metodi più opportuni. Abilitare il livello 2 premendo contemporaneamente i tasti **<A>** e **<B>**. Il Led **<Accesso livelli 2 e 3>** inizierà a lampeggiare. Ora premere in sequenza i tasti **<A>**, **<B>**, **<A>**, **<B>** e successivamente premere contemporaneamente i tasti **<A>** e **<B>**. Il Led diverrà fisso. Premere il pulsante **<Ripristino>** per resettare la centrale per riportarla nella condizione di normale operatività.





## POWDER FIRE EXTINGUISHER

USE THESE FIRE EXTINGUISHERS ON PAPER, WOOD, AND PLASTIC ON FIRE

NEVER THROW WATER IF ELECTRICAL SYSTEMS

NEVER THROW WATER IF ELECTRICAL SYSTEMS ARE ON FIRE; WATER WOULD CREATE AN ELECTRICAL FIELD TOWARDS YOUR BODY AND THIS CAN ELECTROCUTE YOU.

### INSTRUCTIONS

- 6) – DETACH THE EXTINGUISHER FROM ITS SUPPORT
- 7) – PULL OUT THE SECURITY PIN
- 8) – HOLD THE HOSE WITH A HAND
- 9) – PUSH DOWN THE LEVER WITH THE OTHER HAND
- 10)– DIRECT THE SPRAY TOWARD THE BASE OF THE FLAME

## **EVACUATION PROCEDURE**

As soon as an evacuation order is given (by alarm or verbally):

1. Get in line, evacuate the classrooms in an orderly but quick manner – follow the teachers instructions
2. Do not run or scream – stay in line
3. Do not use elevators or service elevators
4. Do not carry purses, backpacks, or any large objects
5. If there is smoke, cover your mouth and nose with a wet handkerchief (if possible), breathe with your face facing downwards, and walk keeping your feet as close to the ground as possible (sliding them across the pavement)
6. If it is very hot, cover your head with a wet cloth (if possible) and take off any flammable, synthetic-material clothing
7. Follow exit routes, do not move in the opposite direction of those evacuating
8. Move rapidly towards the exits (do not obstruct the exit by waiting for friends, etc.)- avoid stopping (only to gather energy or breathe in the case of extreme tiredness)
9. Once outside the building, do not stop in front of the exit, but go quickly to the meeting point and line-up with your class and teacher.
10. Be silent at the meeting point and stay in line to facilitate the attendance check.
11. Await further orders from Coordinator.
12. Don't go back in the building until the Emergency Over signal is given.

**STAY CALM – BE QUICK  
DO NOT GO BACK INSIDE FOR ANY REASON**

**ALWAYS MOVE DOWNSTAIRS TO AVOID GETTING STUCK IN THE  
BUILDING**

**IF YOU DISCOVER A FIRE, NOTIFY THE NEAREST ADULT IMMEDIATELY  
AND THEN FOLLOW THEIR INSTRUCTIONS**

## **EVACUATION PROCEDURE**

As soon as an evacuation order is given (by alarm or verbally):

1. Have the students line up starting with those closest to the door and make sure.
2. Do not run or scream
3. Do not use elevators or service elevators – use the security stairwell.
4. Do not carry purses, backpacks, or any large objects.
5. If there is smoke, cover your mouth and nose with a wet handkerchief (if possible), breathe with your face facing downwards, and walk keeping your feet as close to the ground as possible (sliding them across the pavement).
6. If it is very hot, cover your head with a wet cloth (if possible) and take off any flammable, synthetic-material clothing.
7. Follow exit routes, do not move in the opposite direction of those evacuating.
8. Move rapidly towards the exits (do not obstruct the exit by waiting for friends, etc.)- avoid stopping (only to gather energy or breathe in the case of extreme tiredness).
9. Once outside the building, do not stop in front of the exit, but go quickly to the meeting point.
10. Be silent at the meeting point to facilitate the attendance check.
11. Await further orders from Coordinator.
12. Don't go back in the building until the Emergency Over signal is given.

**STAY CALM – BE QUICK**

**DO NOT GO BACK INSIDE FOR ANY REASON**

**ALWAYS MOVE DOWNSTAIRS TO AVOID GETTING STUCK IN THE BUILDING**

## **EVACUATION PROCEDURE**

As soon as an evacuation order is given (by alarm or verbally):

1. Have the students' line up starting with those closest to the door. Make sure students exit in an orderly but quick manner. Do not stand at the front or at the end of the line, but in a position where you can monitor the evacuation and intervene if necessary.
2. Get the attendance register, check that everyone has exited (count the students), and close the door.
3. Make sure the students do not run or shout.
4. Do not use elevators or service elevators – use the security stairwell.
5. Do not carry purses, backpacks or any large objects.
6. If there is smoke, cover your mouth and nose with a wet handkerchief (if possible), breathe with your face facing downwards, and walk keeping your feet as close to the ground as possible (sliding them across the pavement). Tell the students to do the same.
7. If it is very hot, cover your head with a wet cloth (if possible) and take off any flammable, synthetic-material clothing.
8. Follow exit routes, do not move in the opposite direction of those evacuating
9. Move rapidly towards the exits (do not obstruct the exit by waiting for friends, etc.)- avoid stopping (only to gather energy or breathe in the case of extreme tiredness).
10. Once outside the building, do not stop in front of the exit, but go quickly to the meeting point.
11. At the meeting point, check the attendance immediately and communicate attendance and any missing students immediately to the Operations Coordinator.
12. Wait for instructions from Coordinator – do not go back inside the building until the Emergency Over signal is given.

**STAY CALM – BE QUICK**

**DO NOT GO BACK INSIDE FOR ANY REASON**

**ALWAYS MOVE DOWNSTAIRS TO AVOID GETTING STUCK IN THE BUILDING**

## **ADDITIONAL INSTRUCTIONS ON BEHAVIOUR IN THE EVENT OF A FIRE, FOR TEACHERS AND LAB ASSISTANTS OR ANYONE USING LABORATORIES WITH GAS SYSTEMS**

### **In case of fire alarm**

The teachers and/or lab technicians present should:

- Immediately turn off any open flames
- Immediately turn off gas valve inside the room (in case the outside electric valve has not shut down automatically)
- Alert the Main Office – if the gas cannot be turned off, tell the guards at the Front Gate to shut down the general gas system.
- Do not carry out any electrical operation inside the room; do not touch the electric panel inside the room, in order to turn off the electricity in the room go to the electric panel for the floor (near the bathrooms) and turn off the button for that room.
- Have the students evacuate the room in an orderly manner, following the standard evacuation procedures.

### **At the end of the emergency**

- Do not resume activities inside the room or turn on the gas until a technician has visited the room, and declared the gas system ok for use.
- Verify that the manual gas valve has been re-set.

## **EVACUATION PROCEDURE**

As soon as an evacuation order is given (by alarm or verbally):

1. Evacuate the classrooms in an orderly but quick manner – follow the instructions.
2. Do not run or scream.
3. Do not use elevators or service elevators– use the security stairwell.
4. Do not carry purses, backpacks, or any large objects
5. If there is smoke, cover your mouth and nose with a wet handkerchief (if possible), breathe with your face facing downwards, and walk keeping your feet as close to the ground as possible (sliding them across the pavement)
6. If it is very hot, cover your head with a wet cloth (if possible) and take off any flammable, synthetic-material clothing
7. Follow exit routes, do not move in the opposite direction of those evacuating
8. Move rapidly towards the exits (do not obstruct the exit by waiting for friends, etc.)- avoid stopping (only to gather energy or breathe in the case of extreme tiredness)
9. Once outside the building, do not stop in front of the exit, but go quickly to the meeting point.
10. Be silent at the meeting point. Signal your presence to the Operations Coordinator and await further orders.
11. Do not go back inside the building until the Emergency Over signal is given.

**STAY CALM – BE QUICK  
DO NOT GO BACK INSIDE FOR ANY REASON**

**ALWAYS MOVE DOWNSTAIRS TO AVOID GETTING STUCK IN THE  
BUILDING**

**IF YOU DISCOVER A FIRE, NOTIFY THE NEAREST ADULT IMMEDIATELY  
AND THEN FOLLOW THEIR INSTRUCTIONS**

# ATTACHMENT I

## General Guidelines for Safety Signs

### 1. Preliminary Considerations

The Safety signs must conform to specific guidelines as per attachments II and IX. This attachment establishes the guidelines, describes the different uses for safety signs, and sets general rules on the interchangeability or complementarity of these signs.

Safety signs should only be used for transmitting the message or the information is detailed in article 1, comma 2.

### 2. Types of signs

#### *Permanent Signs*

A prohibition, warning or obligation sign or one indicating location and first aid or safety measures should be a permanent sign. Signs indicating locations or to identify fire-prevention equipment and materials should be permanent and printed in a safety color.

Signs on tubes or containers should be of the kind described in Attachment III. Signs indicating risks of collision or falls, should be permanent and printed in a safety color.

Signs indicating circulation routes should be permanent and printed in a safety color.

#### **Occasional Signs**

2.2.1. Danger warning signs, and signs indicating the person to call for a specific action or for the immediate clearing of objects, in accordance with the principles of interchangeability and complementarity outlined in Paragraph 3, should appear only occasionally with lit and acoustic signs or by verbal communication.

2.2.2. Guidelines for people carrying out any dangerous maneuvers should be given occasionally by hand gesture or verbal communication.

### 8. Interchangeability and complementarity of signs

3.1. Given that they have the same effectiveness and provided that information and/or training is provided, there is free choice between the following options:

8. a safety color or a sign to signal risk of obstacles or of falling;
9. lit signs, acoustic signs or verbal communication;
10. hand or verbal gestures.

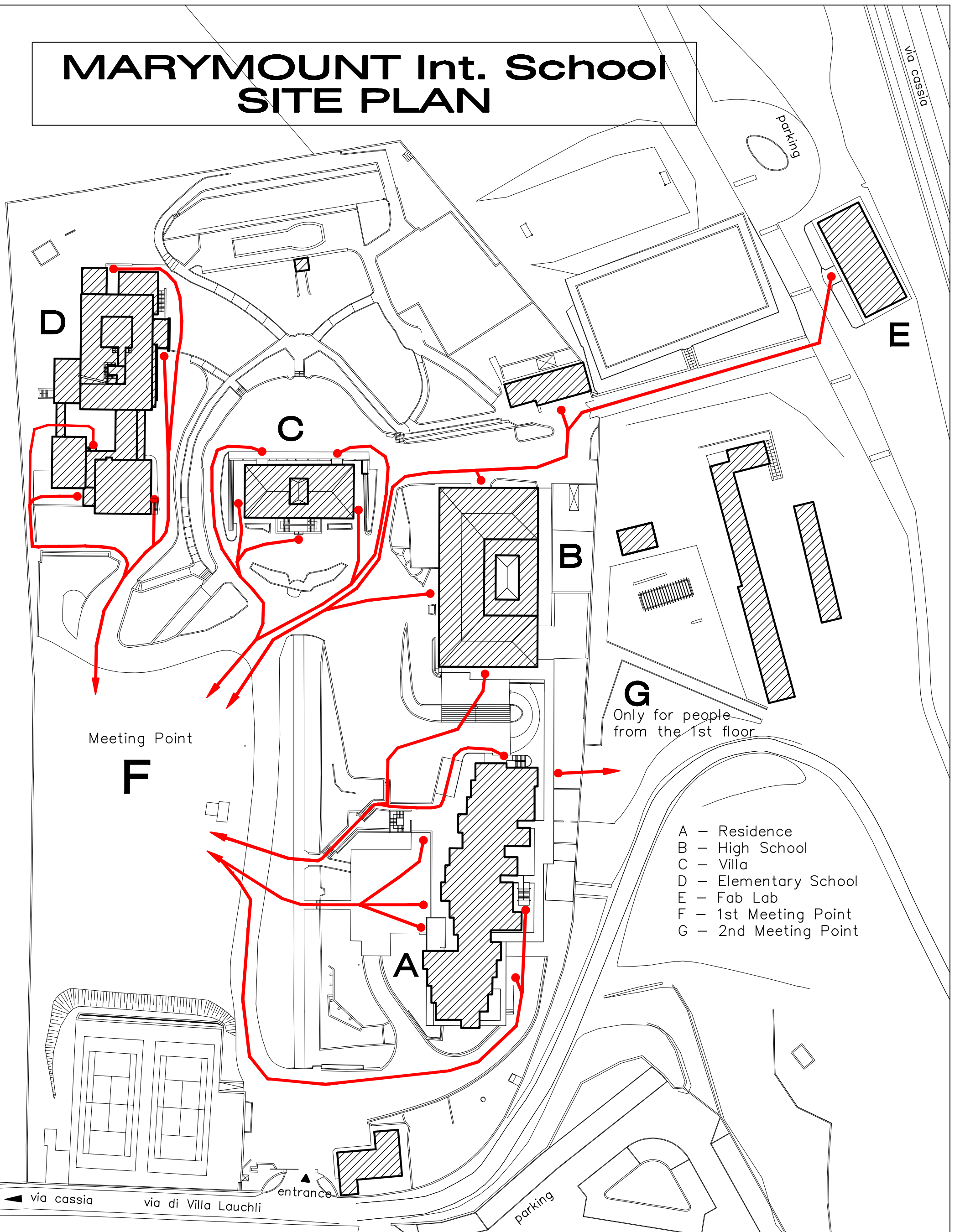
### 9. Safety colors



4.1. The following guidelines apply to all signs that require the use of a safety color:

<b>Color</b>	<b>Meaning and aim</b>	<b>Indications and Clarifications</b>
Red	Prohibition Signs (Do Not)	Dangerous attitudes
	Danger-alarm	Stop, emergency interruption device
	Fire-prevention equipment and materials	Identification and location
Yellow or orange-yellow	Warning signs	Attention, caution, verification
Light Blue	Sign for rules	Behavior or action of specific obligation to undertake a personal security measure
Green	Rescue signs	Doors, exits,

# MARYMOUNT Int. School SITE PLAN



Meeting Point

**F**

**G**  
Only for people  
from the 1st floor

- A - Residence
- B - High School
- C - Villa
- D - Elementary School
- E - Fab Lab
- F - 1st Meeting Point
- G - 2nd Meeting Point

via cassia

via di Villa Lauchli

entrance

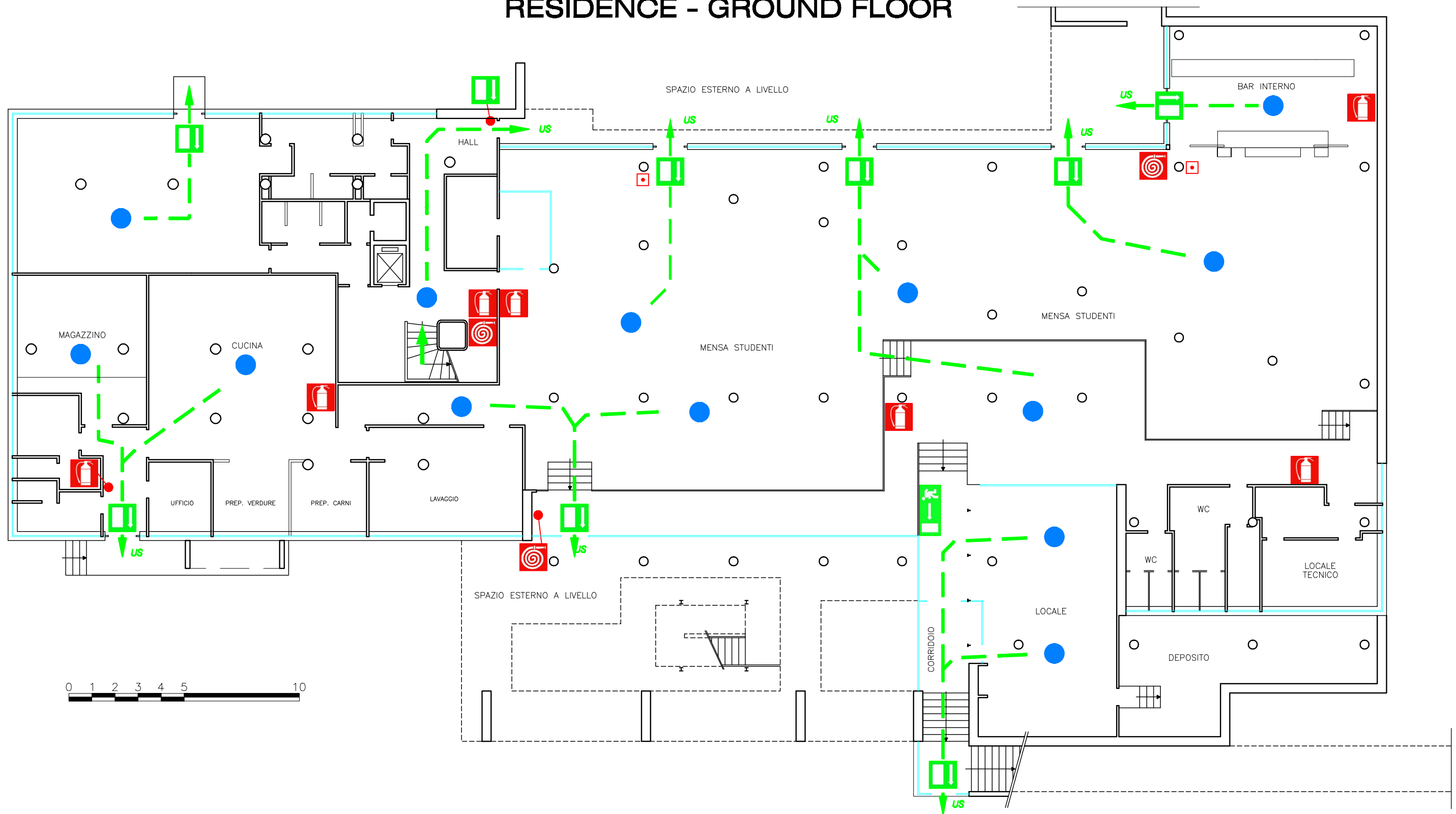
parking

parking

via cassia

# EMERGENCY PLAN

## RESIDENCE - GROUND FLOOR



 **UPWARD ESCAPE ROUTE**  
PERCORSO DI ESODO VERSO L'ALTO

 **HORIZONTAL ESCAPE ROUTE**  
PERCORSO DI ESODO ORIZZONTALE

 **YOU ARE HERE**  
VOI SIETE QUI

 **DOWNWARD ESCAPE ROUTE**  
PERCORSO DI ESODO VERSO IL BASSO

 **FIRE ALLARM**  
PULSANTE ALLARME  
ANTINCENDIO

 **HYDRANT**  
IDRANTE

 **EXTINGUISHER**  
ESTINTORE

**MARYMOUNT**  
International School  
October 2022

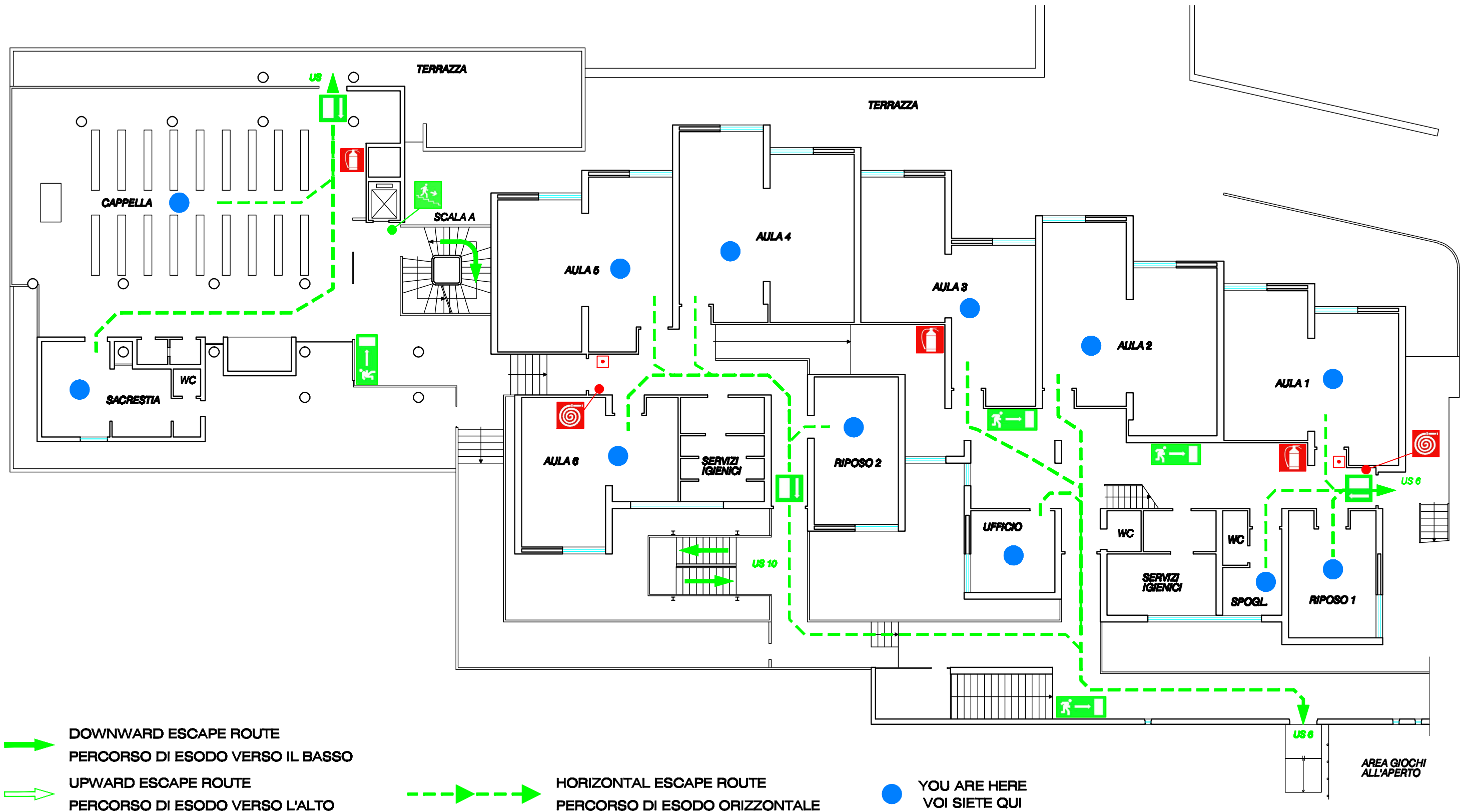
 **EXIT**  
USCITA

 **EXIT WAY**  
VIA DI USCITA  
ORIZZONTALE

 **DOWNSTAIRS EXIT**  
VIA DI USCITA  
VERSO IL BASSO

# EMERGENCY PLAN

## RESIDENCE - FIRST FLOOR



DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

YOU ARE HERE  
VOI SIETE QUI

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
September 2021

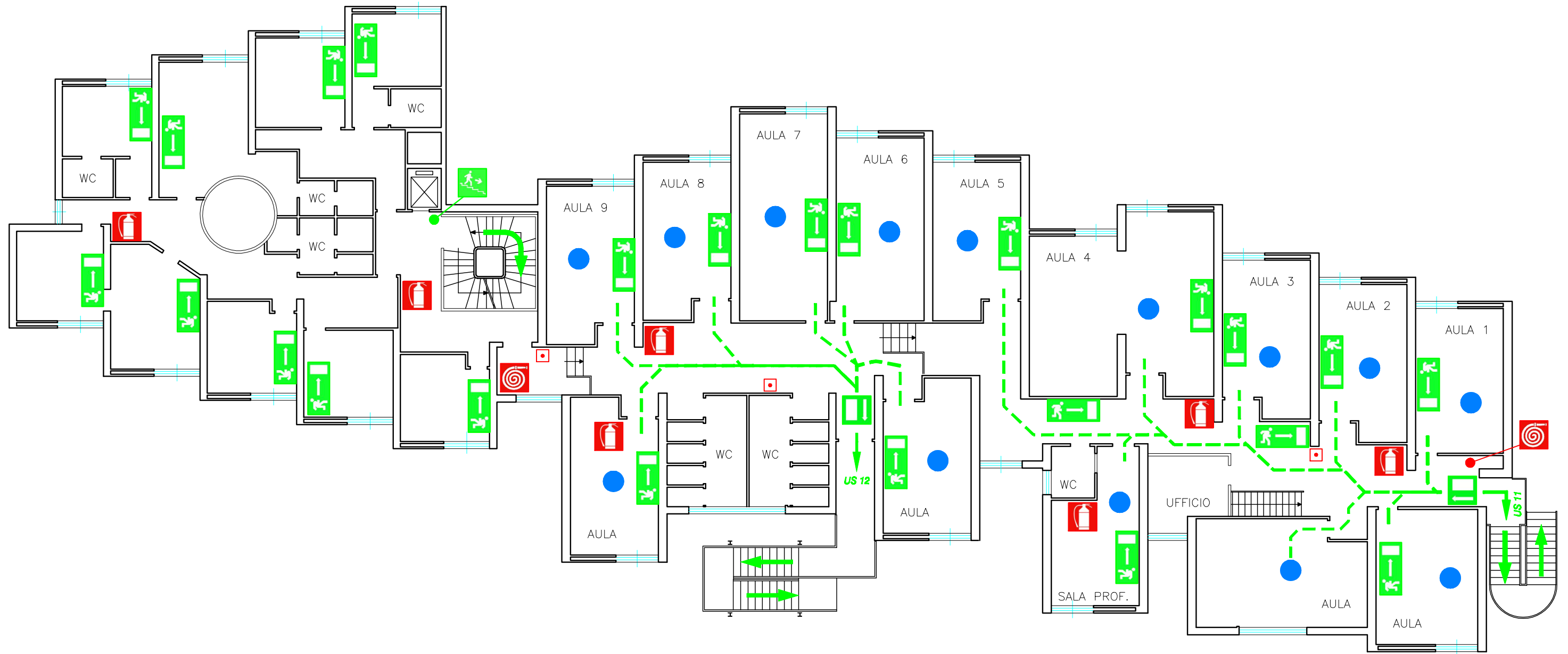
EXIT  
USCITA

EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO

# EMERGENCY PLAN

## RESIDENCE - SECOND FLOOR



**UPWARD ESCAPE ROUTE**  
PERCORSO DI ESODO VERSO L'ALTO

**HORIZONTAL ESCAPE ROUTE**  
PERCORSO DI ESODO ORIZZONTALE

**YOU ARE HERE**  
VOI SIETE QUI

**DOWNWARD ESCAPE ROUTE**  
PERCORSO DI ESODO VERSO IL BASSO

**FIRE ALLARM**  
PULSANTE ALLARME  
ANTINCENDIO

**HYDRANT**  
IDRANTE

**EXTINGUISHER**  
ESTINTORE

**MARYMOUNT**  
International School  
October 2022

**EXIT**  
USCITA

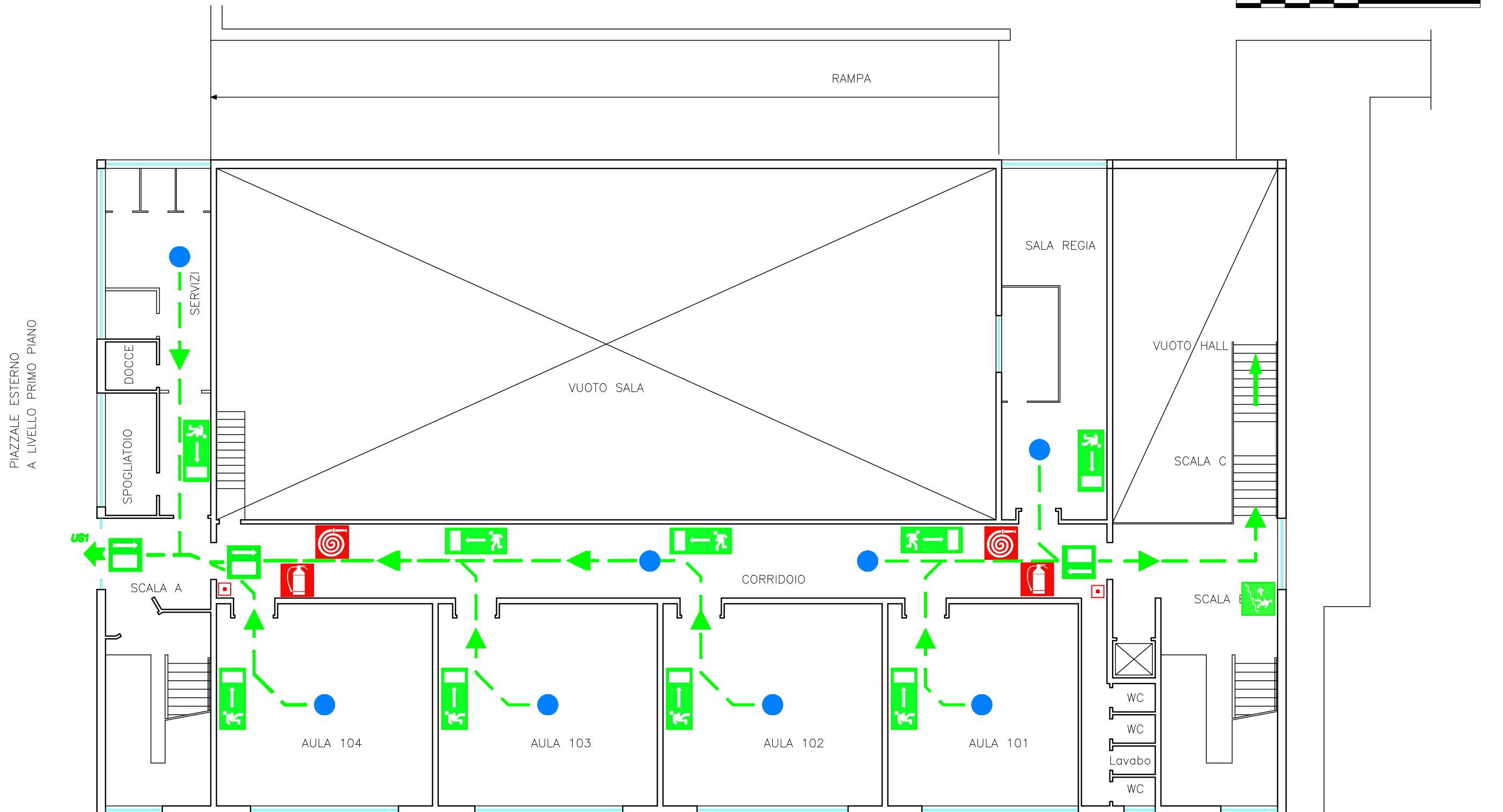
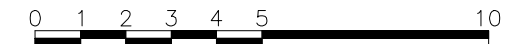
**EXIT WAY**  
VIA DI USCITA  
ORIZZONTALE

**DOWNSTAIRS EXIT**  
VIA DI USCITA  
VERSO IL BASSO



# EMERGENCY PLAN

## HIGH SCHOOL - FIRST FLOOR



UPWARD ESCAPE ROUTE  
 PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
 PERCORSO DI ESODO ORIZZONTALE

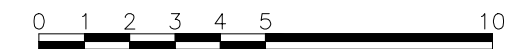
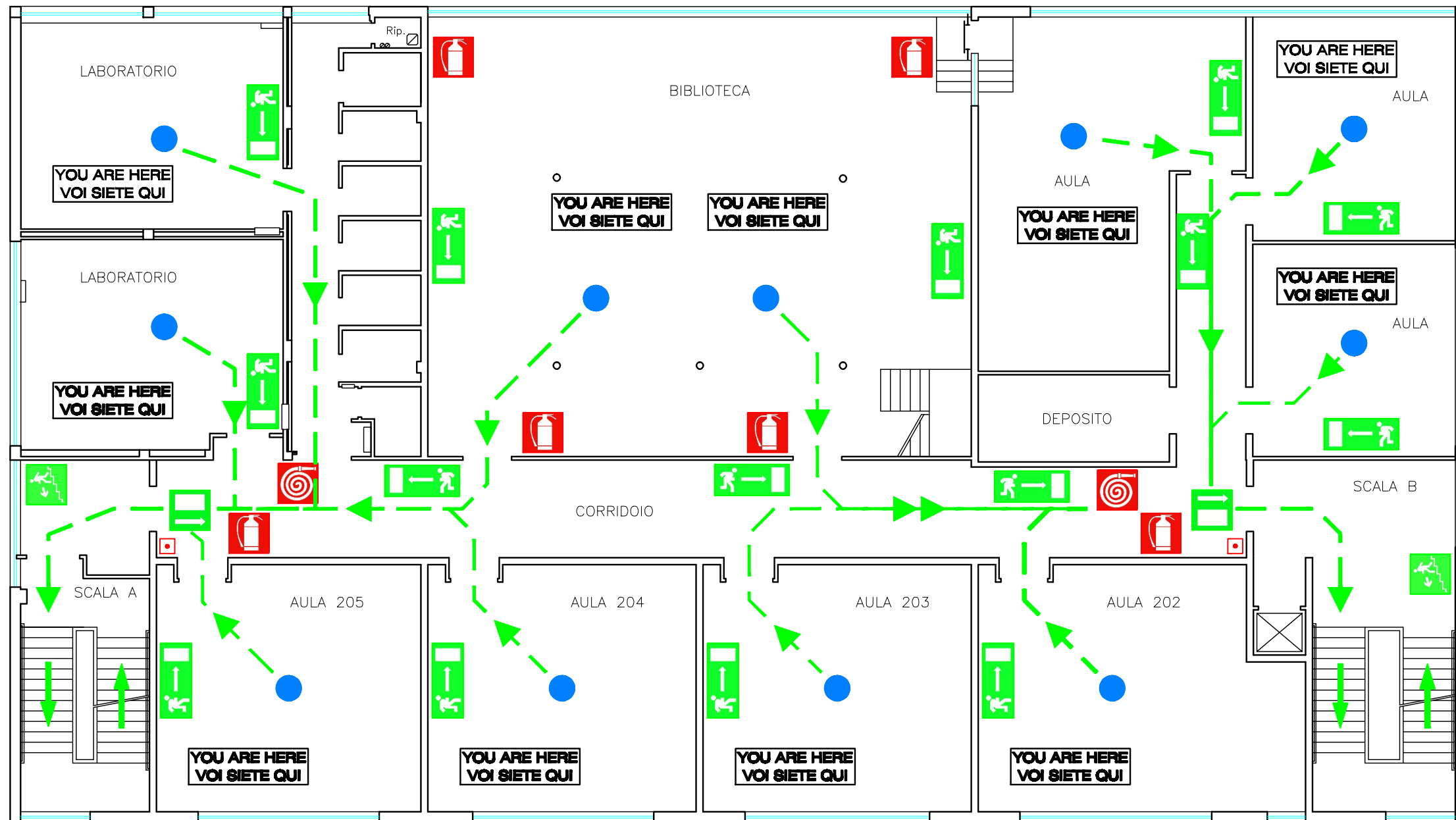
YOU ARE HERE  
 VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
 PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM PULSANTE ALLARME ANTINCENDIO	HYDRANT IDRANTE	EXTINGUISHER ESTINTORE	<b>MARYMOUNT</b> <b>International School</b> October 2020	EXIT USCITA	EXIT WAY VIA DI USCITA ORIZZONTALE	DOWNSTAIRS EXIT VIA DI USCITA VERSO IL BASSO
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# EMERGENCY PLAN

## HIGH SCHOOL - SECOND FLOOR



 UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

 HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

 YOU ARE HERE  
VOI SIETE QUI

 DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

 FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

 HYDRANT  
IDRANTE

 EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
September 2022

 EXIT  
USCITA

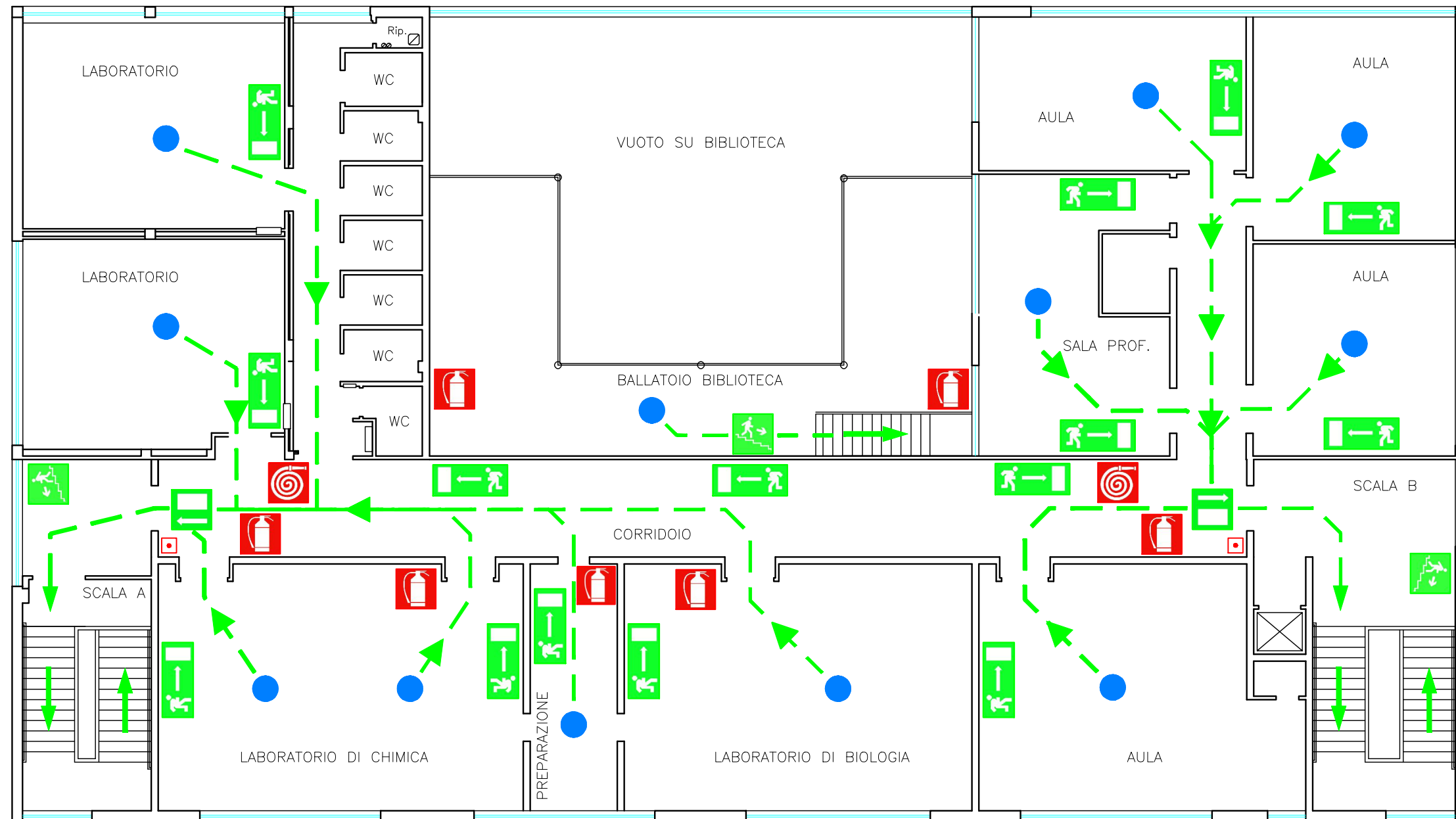
 EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

 DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO



# EMERGENCY PLAN

## HIGH SCHOOL - THIRD FLOOR



UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

YOU ARE HERE  
VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
September 2023

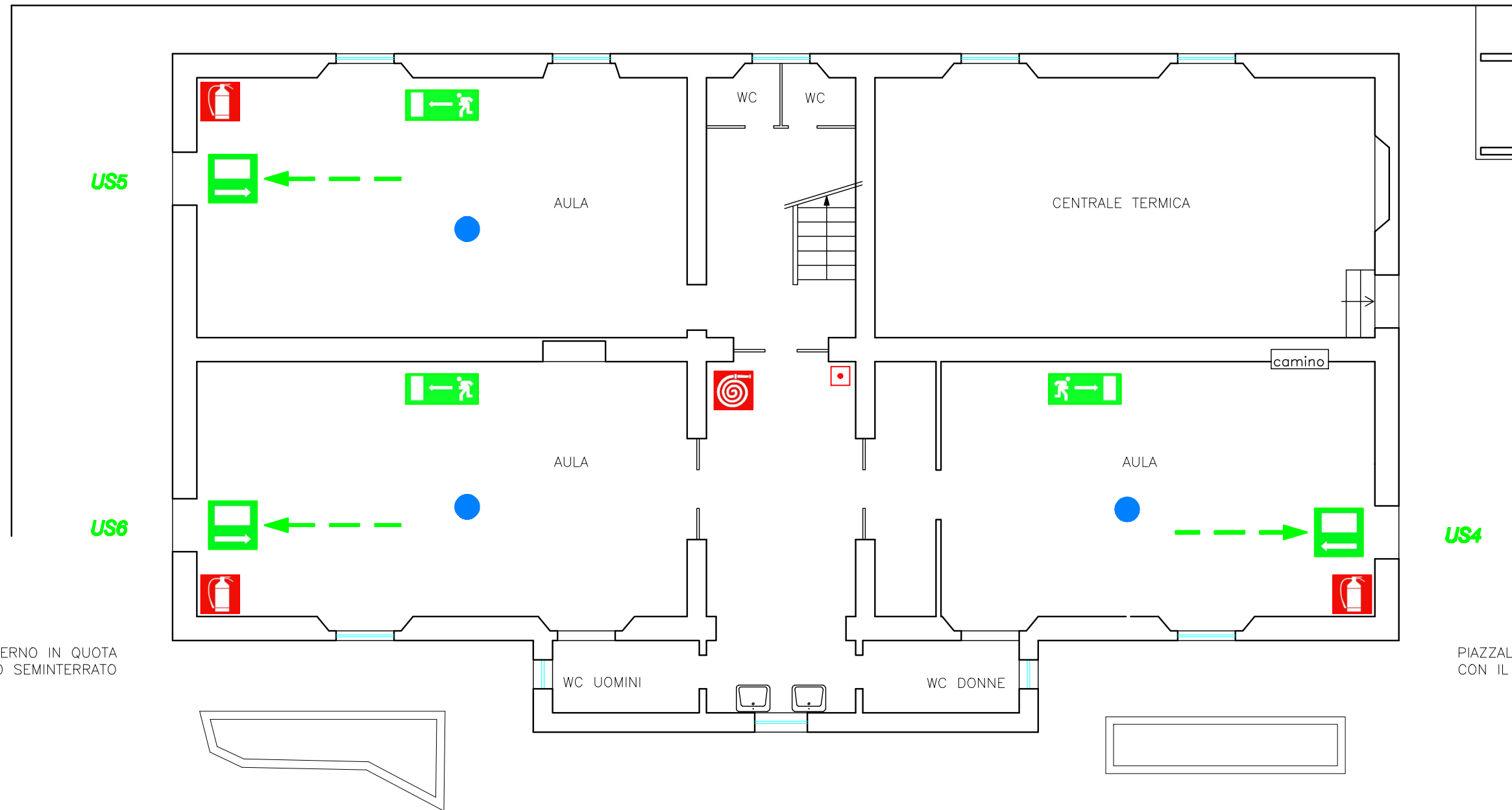
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ORIZZONTALE

DOWNSTAIRS EXIT  
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VERSO IL BASSO

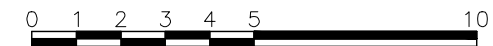
# EMERGENCY PLAN

## VILLA - GROUND FLOOR



PIAZZALE ESTERNO IN QUOTA  
CON IL PIANO SEMINTERRATO

PIAZZALE ESTERNO IN QUOTA  
CON IL PIANO SEMINTERRATO



UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

YOU ARE HERE  
VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
December 2022

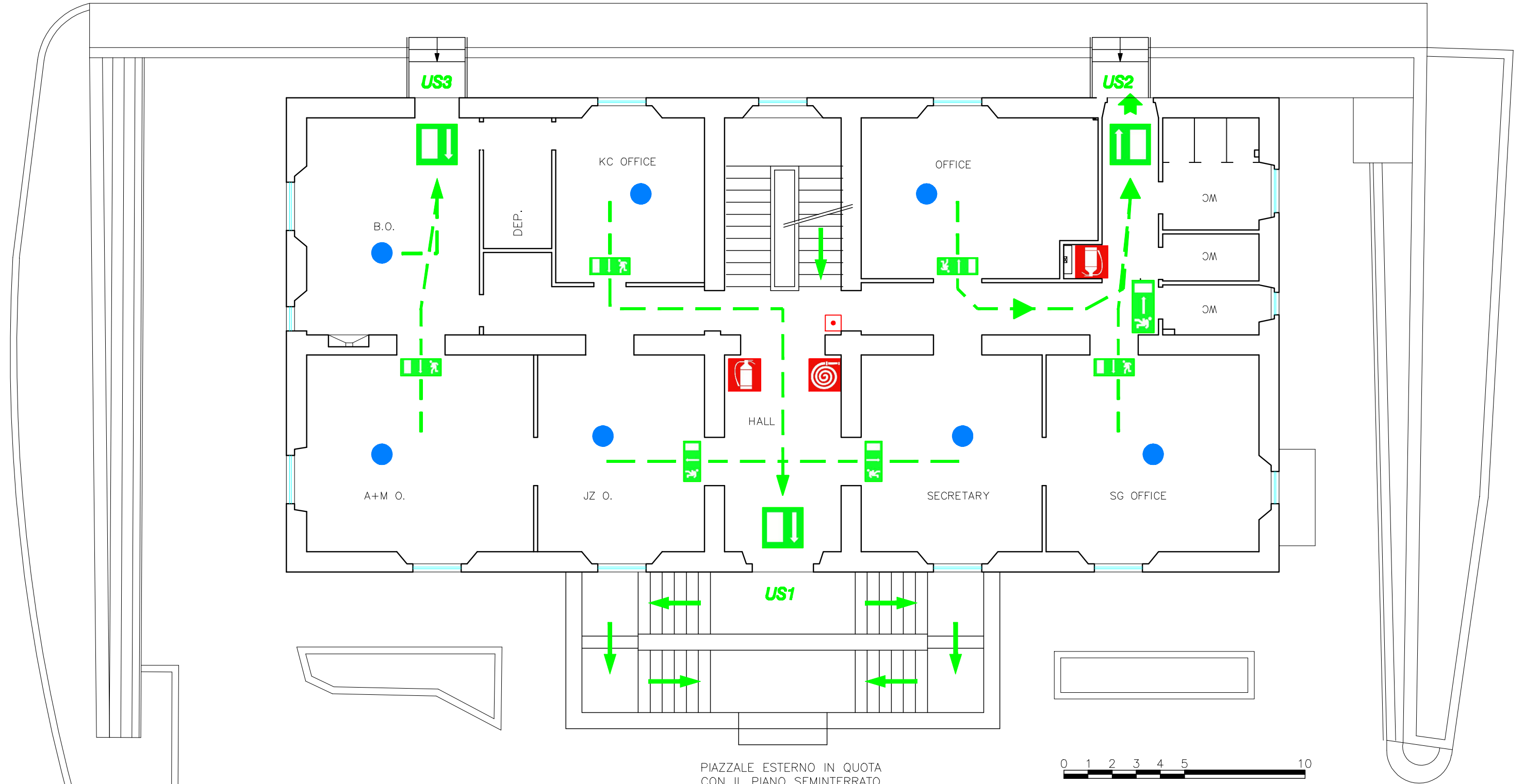
EXIT  
USCITA

EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO

# EMERGENCY PLAN

## VILLA - FIRST FLOOR



UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

YOU ARE HERE  
VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
October 2020

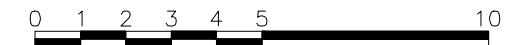
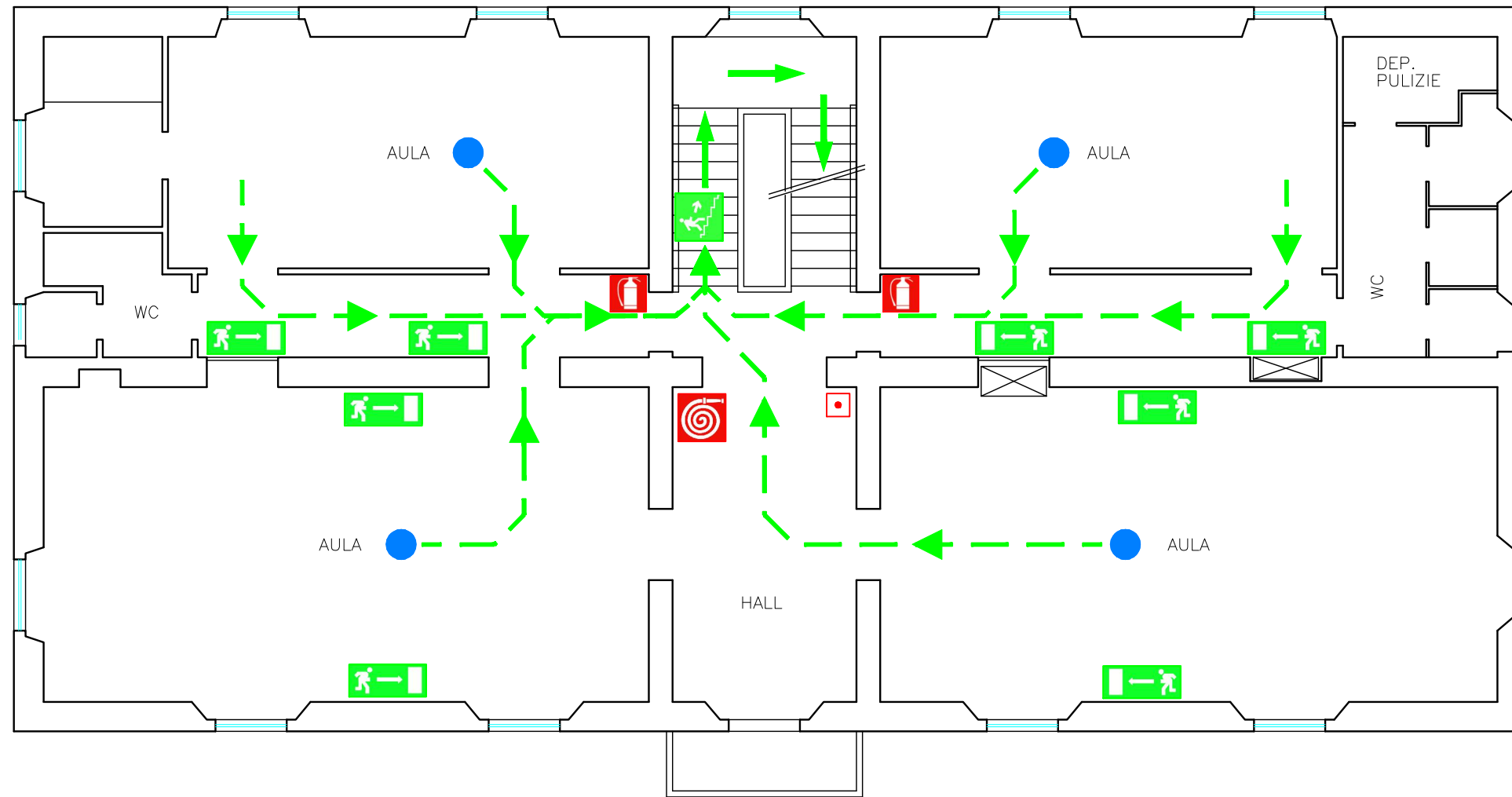
EXIT  
USCITA

EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

DOWNSTAIRS  
VIA DI USCITA  
VERSO IL BASSO

# EMERGENCY PLAN

## VILLA - SECOND FLOOR



 UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

 HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

 YOU ARE HERE  
VOI SIETE QUI

 DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

 FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

 HYDRANT  
IDRANTE

 EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
October 2020





 EXIT  
USCITA

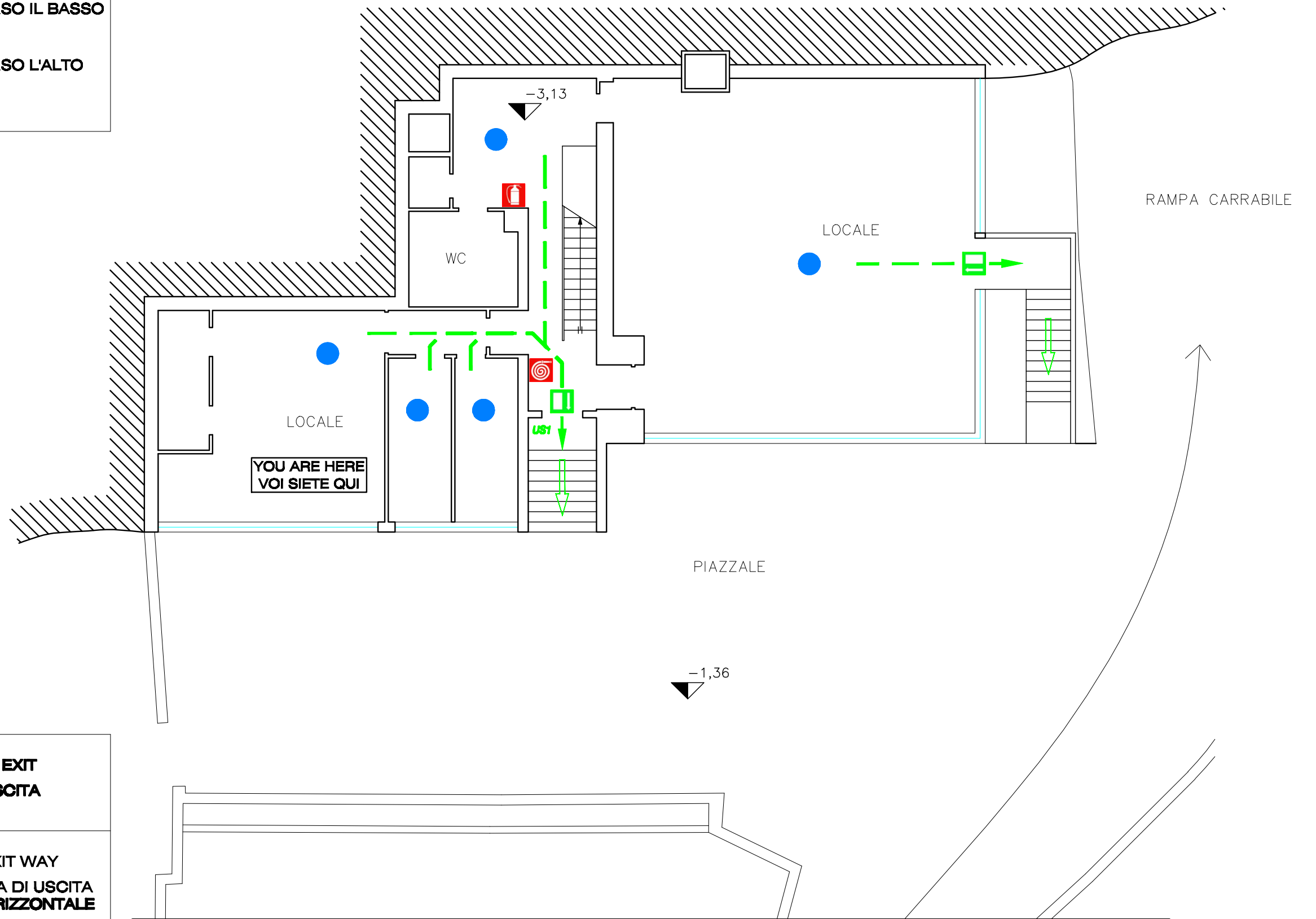
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ORIZZONTALE







 DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO

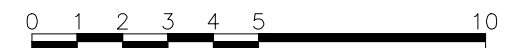
# EMERGENCY PLAN

## ELEMENTARY SCHOOL - BASEMENT

-  HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE
-  DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO
-  UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO
-  YOU ARE HERE  
VOI SIETE QUI

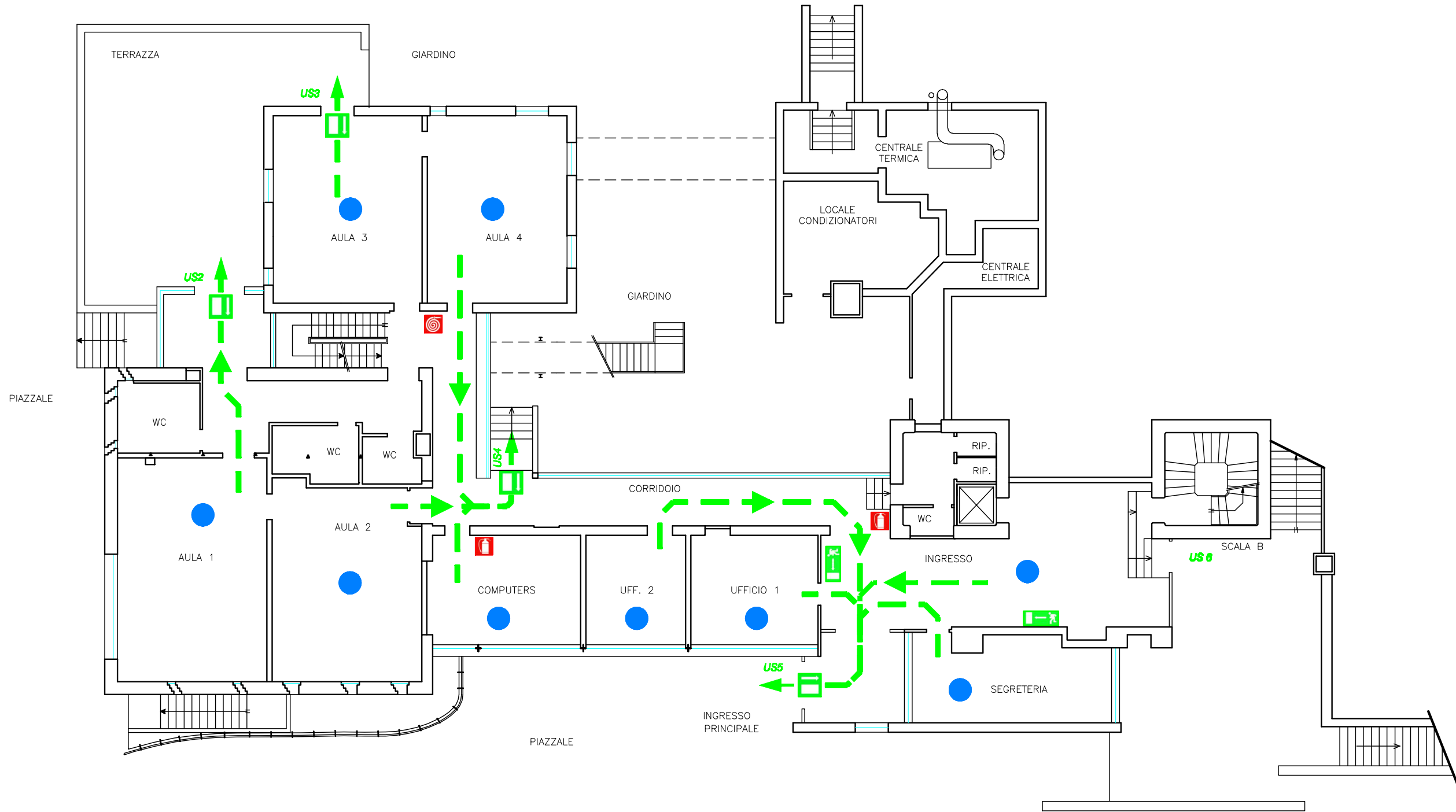


 FIRE ALLARM PULSANTE ALLARME ANTINCENDIO	 EXIT USCITA
 HYDRANT IDRANTE	 EXIT WAY VIA DI USCITA ORIZZONTALE
 EXTINGUISHER ESTINTORE	 DOWNSTAIRS EXIT VIA DI USCITA VERSO IL BASSO



# EMERGENCY PLAN

## ELEMENTARY SCHOOL - GROUND FLOOR



UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

YOU ARE HERE  
VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
October 2020

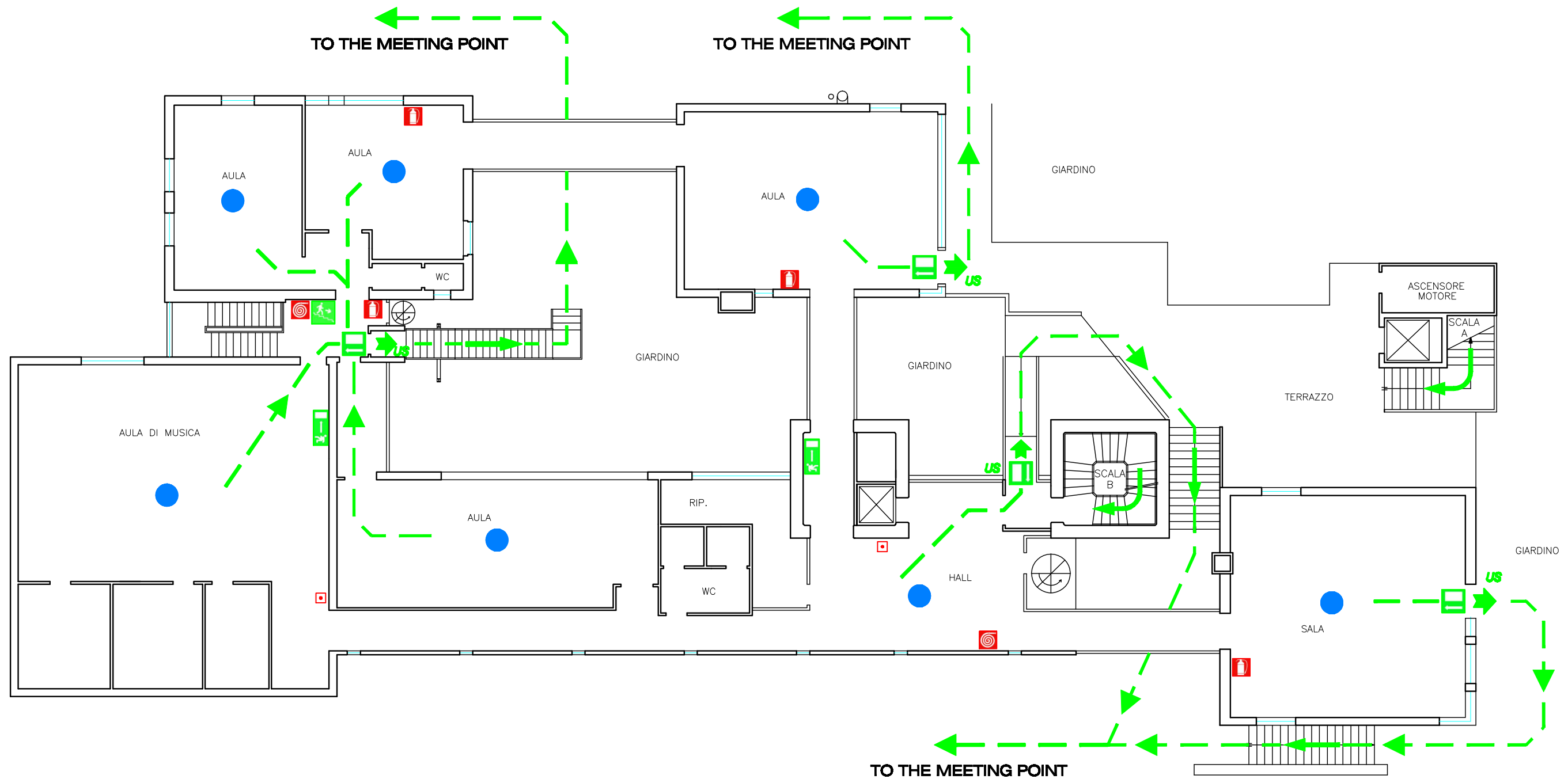
EXIT  
USCITA

EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO

# EMERGENCY PLAN

## ELEMENTARY SCHOOL - FIRST FLOOR



UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

YOU ARE HERE  
VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
October 2020

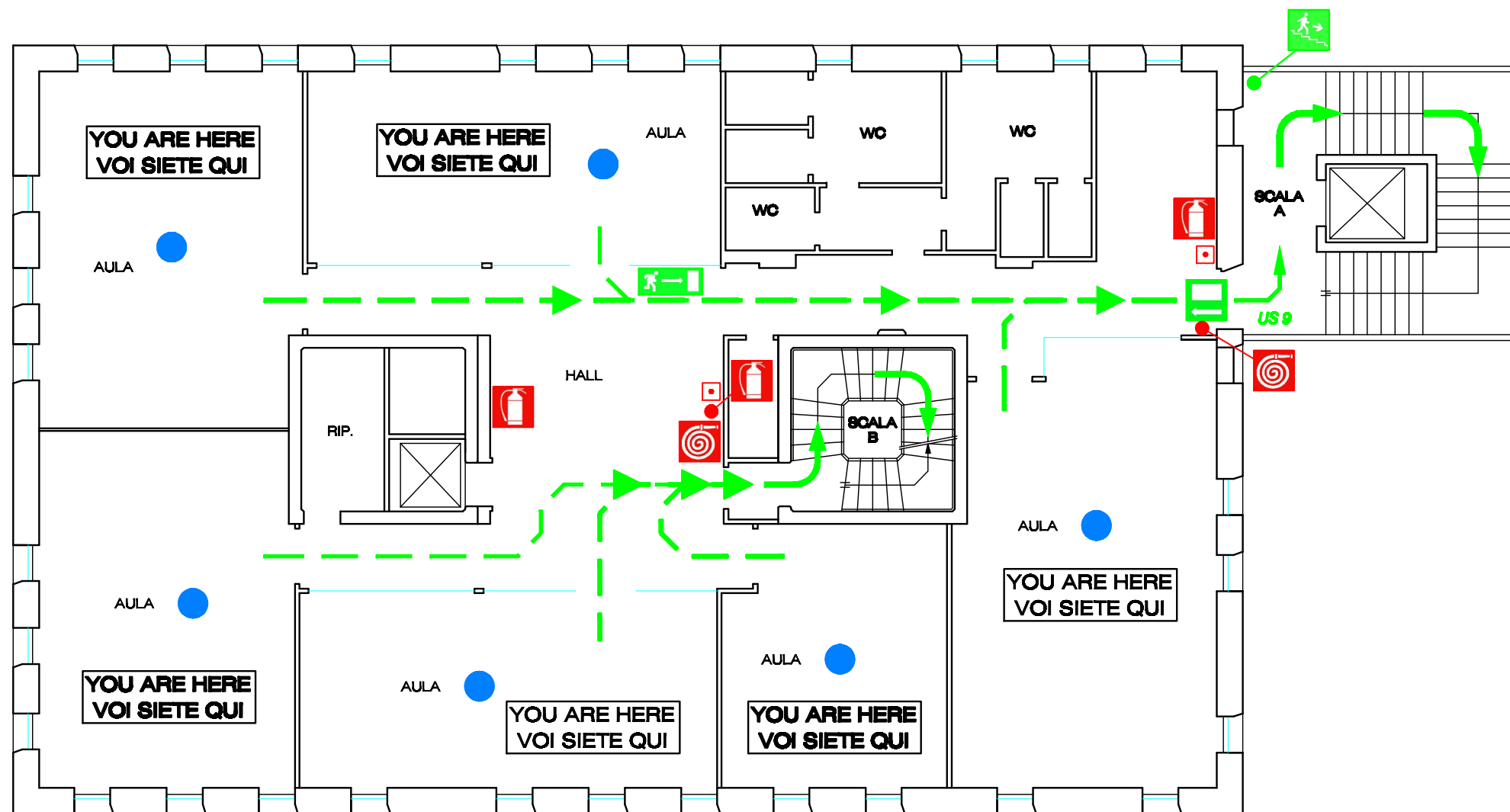
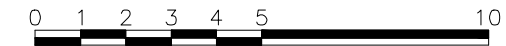
EXIT  
USCITA

EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO

# EMERGENCY PLAN

## ELEMENTARY SCHOOL - SECOND FLOOR



UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

YOU ARE HERE  
VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
September 2022

EXIT  
USCITA

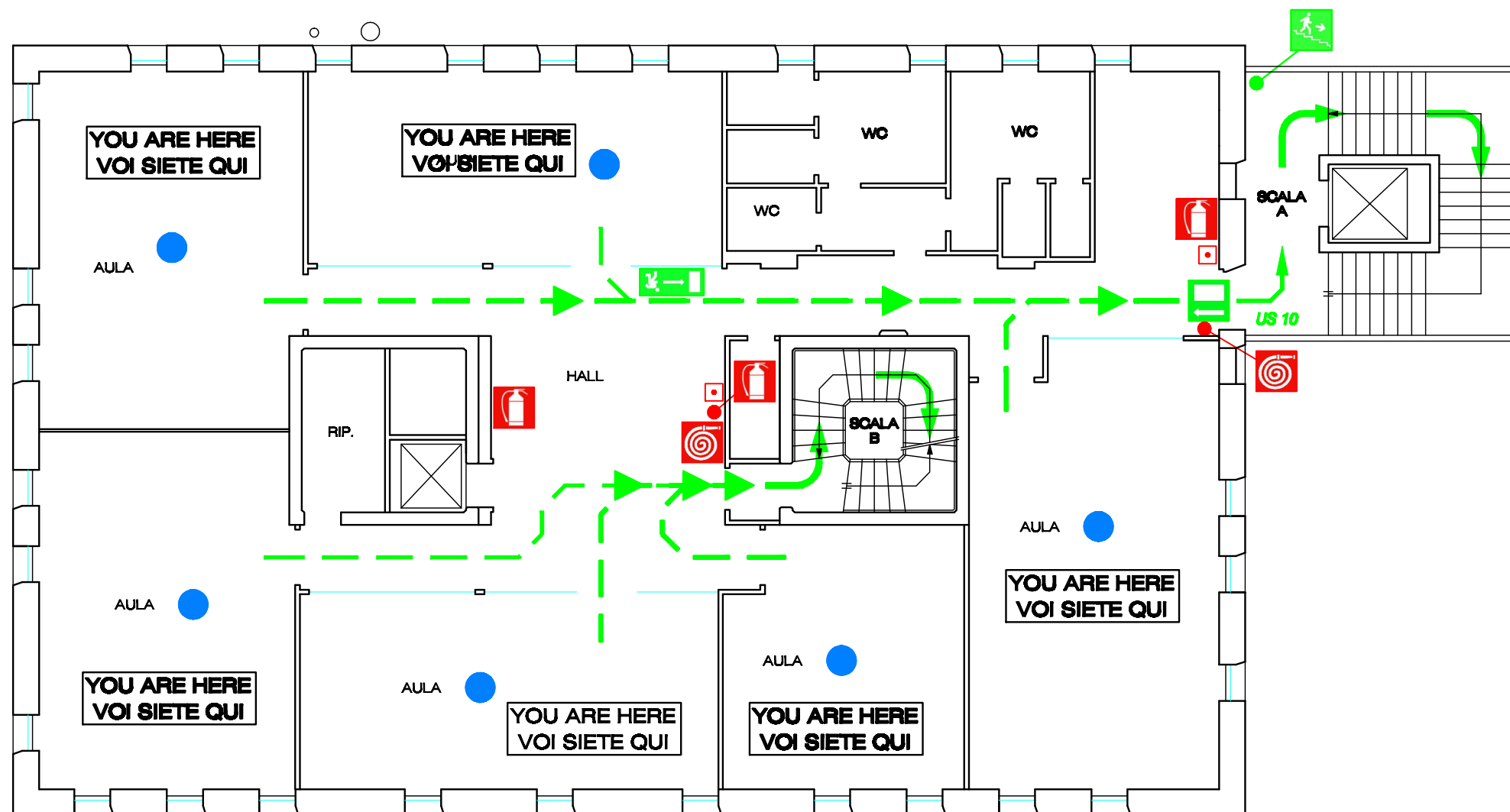
EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO



# EMERGENCY PLAN

## ELEMENTARY SCHOOL - THIRD FLOOR



UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

YOU ARE HERE  
VOI SIETE QUI

DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

HYDRANT  
IDRANTE

EXTINGUISHER  
ESTINTORE

MARYMOUNT  
International School  
September 2022

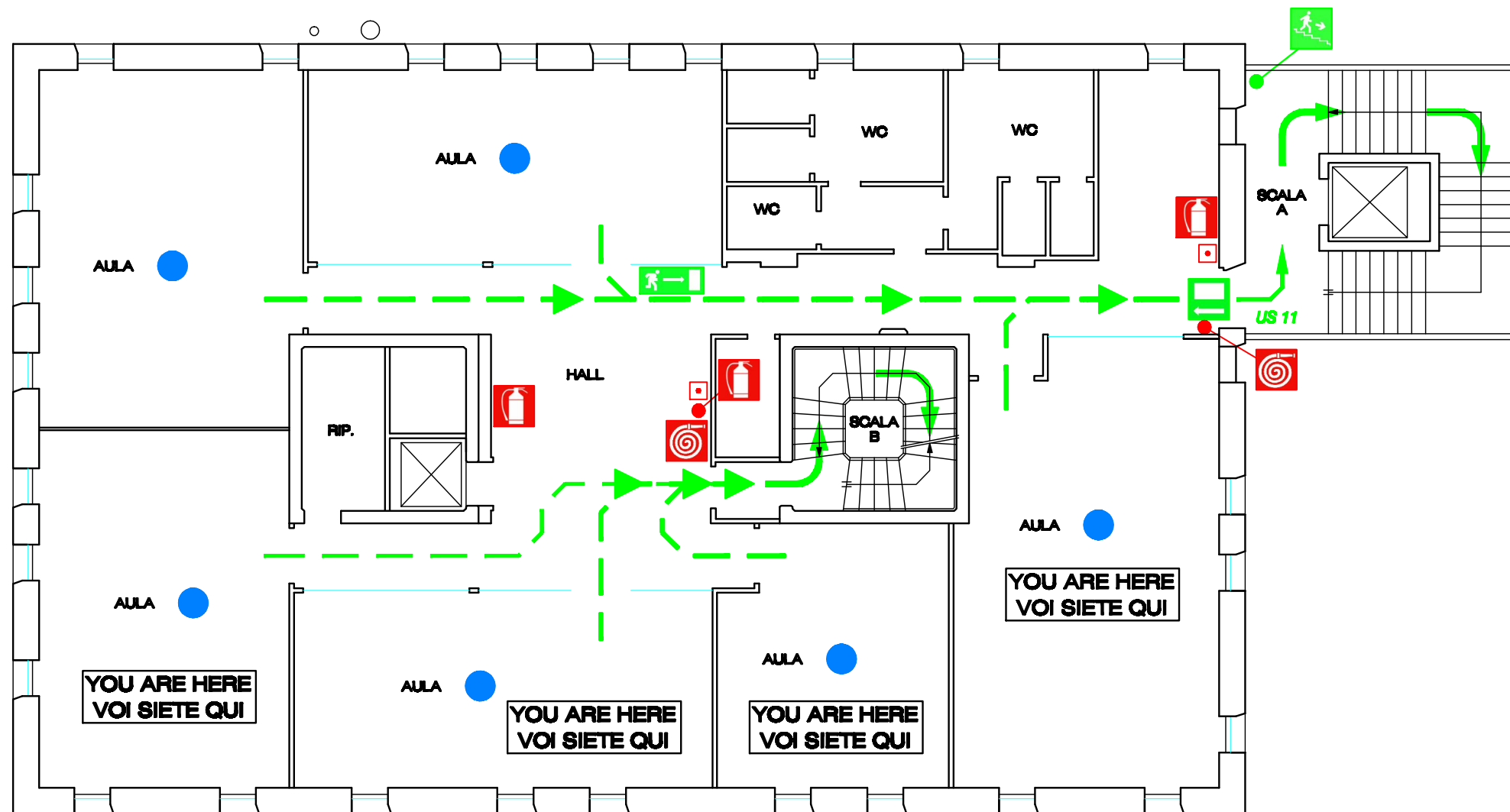
EXIT  
USCITA

EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO

# EMERGENCY PLAN

## ELEMENTARY SCHOOL - FOURTH FLOOR



 UPWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO L'ALTO

 HORIZONTAL ESCAPE ROUTE  
PERCORSO DI ESODO ORIZZONTALE

 YOU ARE HERE  
VOI SIETE QUI

 DOWNWARD ESCAPE ROUTE  
PERCORSO DI ESODO VERSO IL BASSO

 FIRE ALLARM  
PULSANTE ALLARME  
ANTINCENDIO

 HYDRANT  
IDRANTE

 EXTINGUISHER  
ESTINTORE

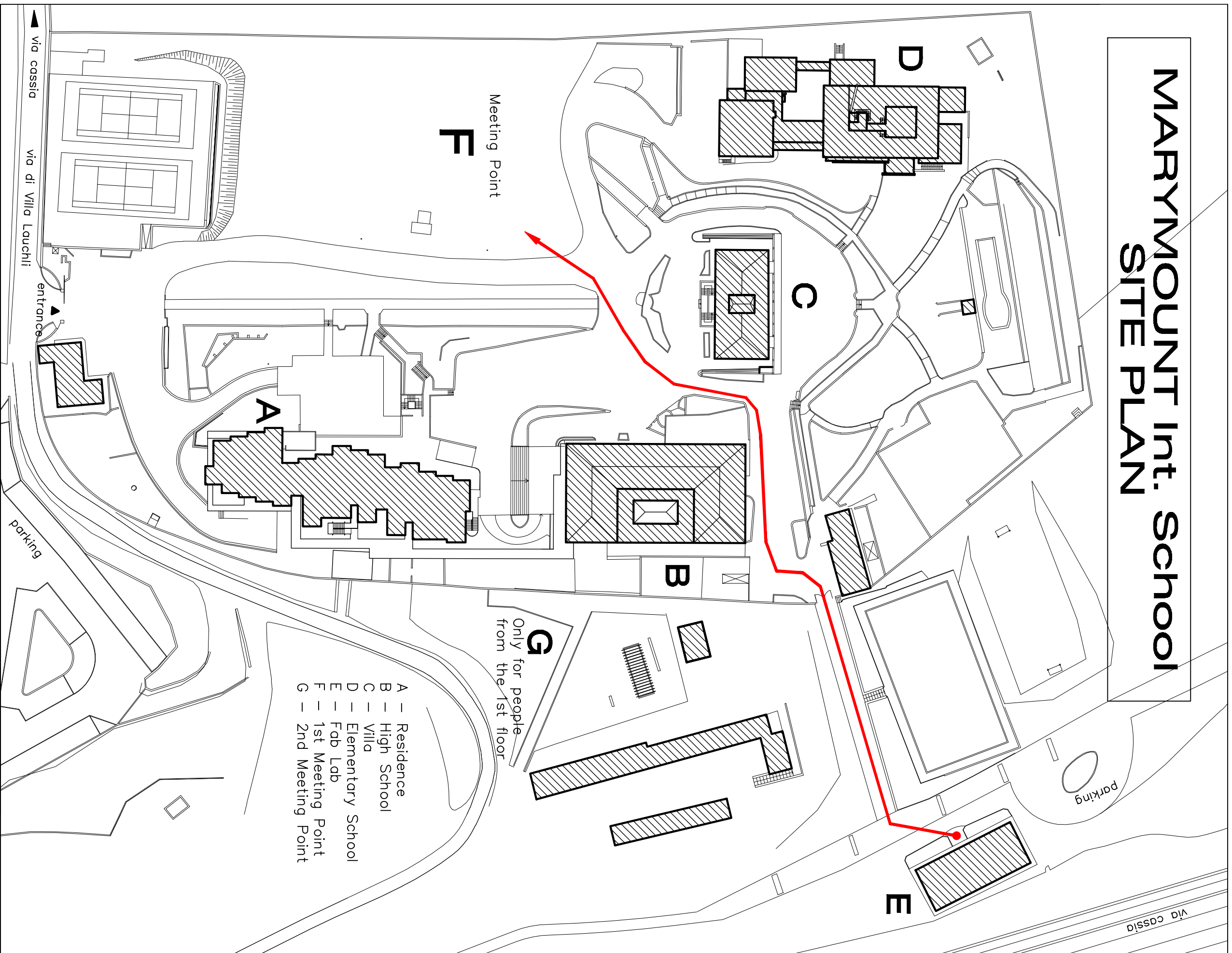
MARYMOUNT  
International School  
September 2021

 EXIT  
USCITA

 EXIT WAY  
VIA DI USCITA  
ORIZZONTALE

 DOWNSTAIRS EXIT  
VIA DI USCITA  
VERSO IL BASSO

# MARYMOUNT Int. School SITE PLAN



- A — Residence
- B — High School
- C — Villa
- D — Elementary School
- E — Fab Lab
- F — 1st Meeting Point
- G — 2nd Meeting Point

**G**  
Only for people  
from the 1st floor

Meeting Point

via Cassia

via di Villa Lauchii

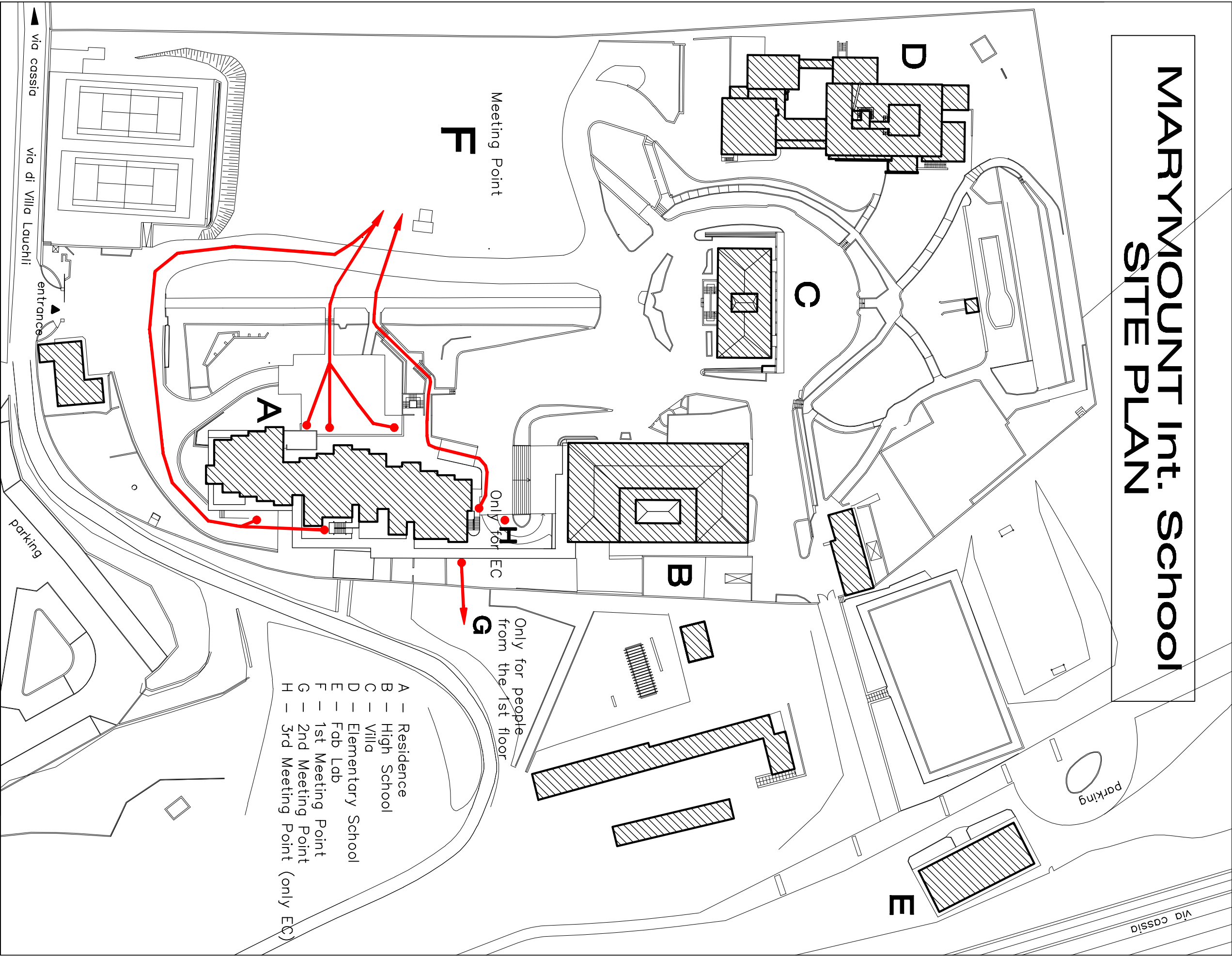
entrance

parking

parking

VIA CASSIA

# MARRYMOUNT Int. School SITE PLAN



- A — Residence
- B — High School
- C — Villa
- D — Elementary School
- E — Fab Lab
- F — 1st Meeting Point
- G — 2nd Meeting Point
- H — 3rd Meeting Point (only EC)

Only for people  
from the 1st floor

Only for  
EC

via cassia

via di Villa Lauchii

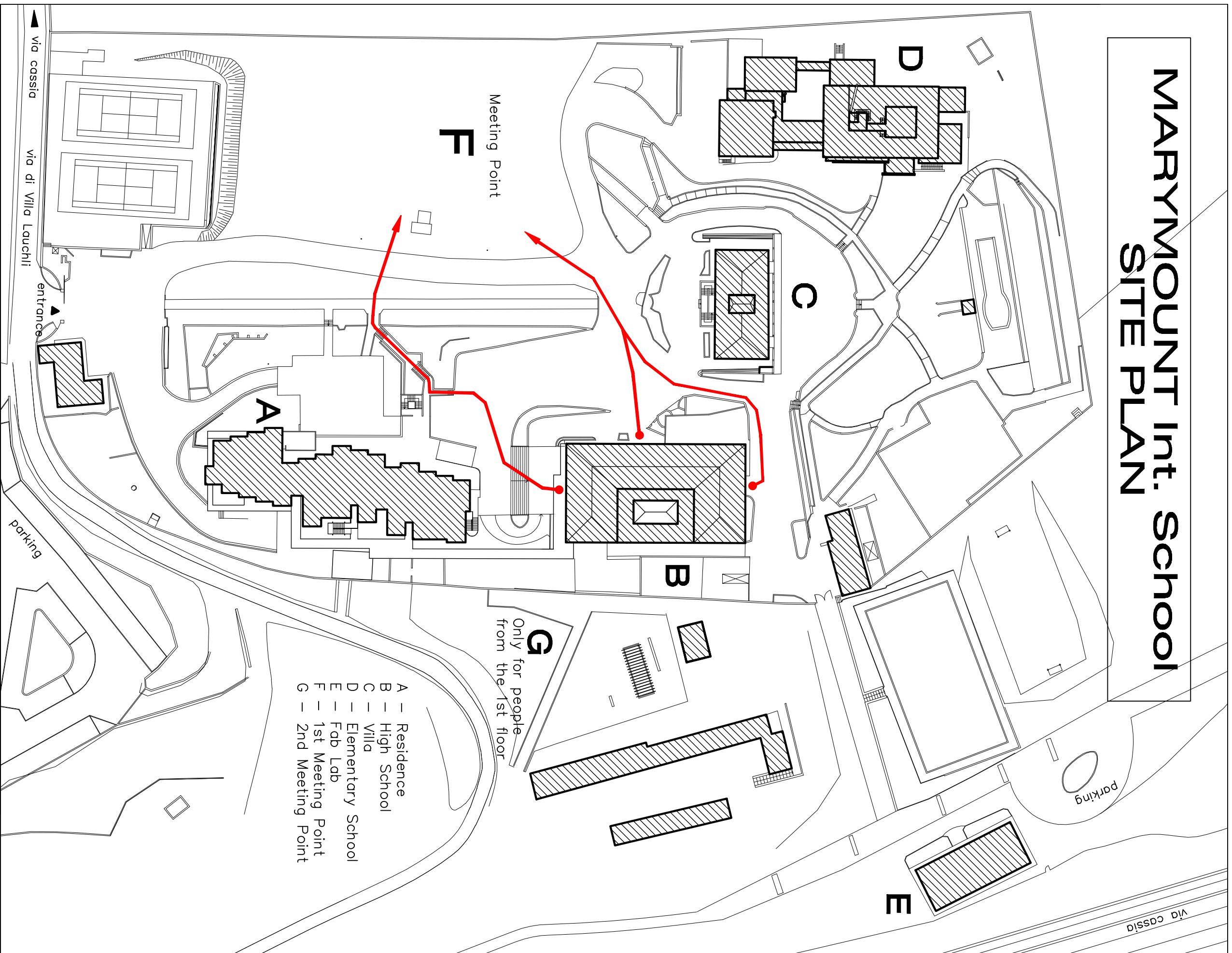
entrance

parking

parking

VIA CASSIA

# MARYMOUNT Int. School SITE PLAN



- A - Residence
- B - High School
- C - Villa
- D - Elementary School
- E - Fab Lab
- F - 1st Meeting Point
- G - 2nd Meeting Point

**G**  
Only for people  
from the 1st floor

Meeting Point

via cassia

via di Villa Lauchii

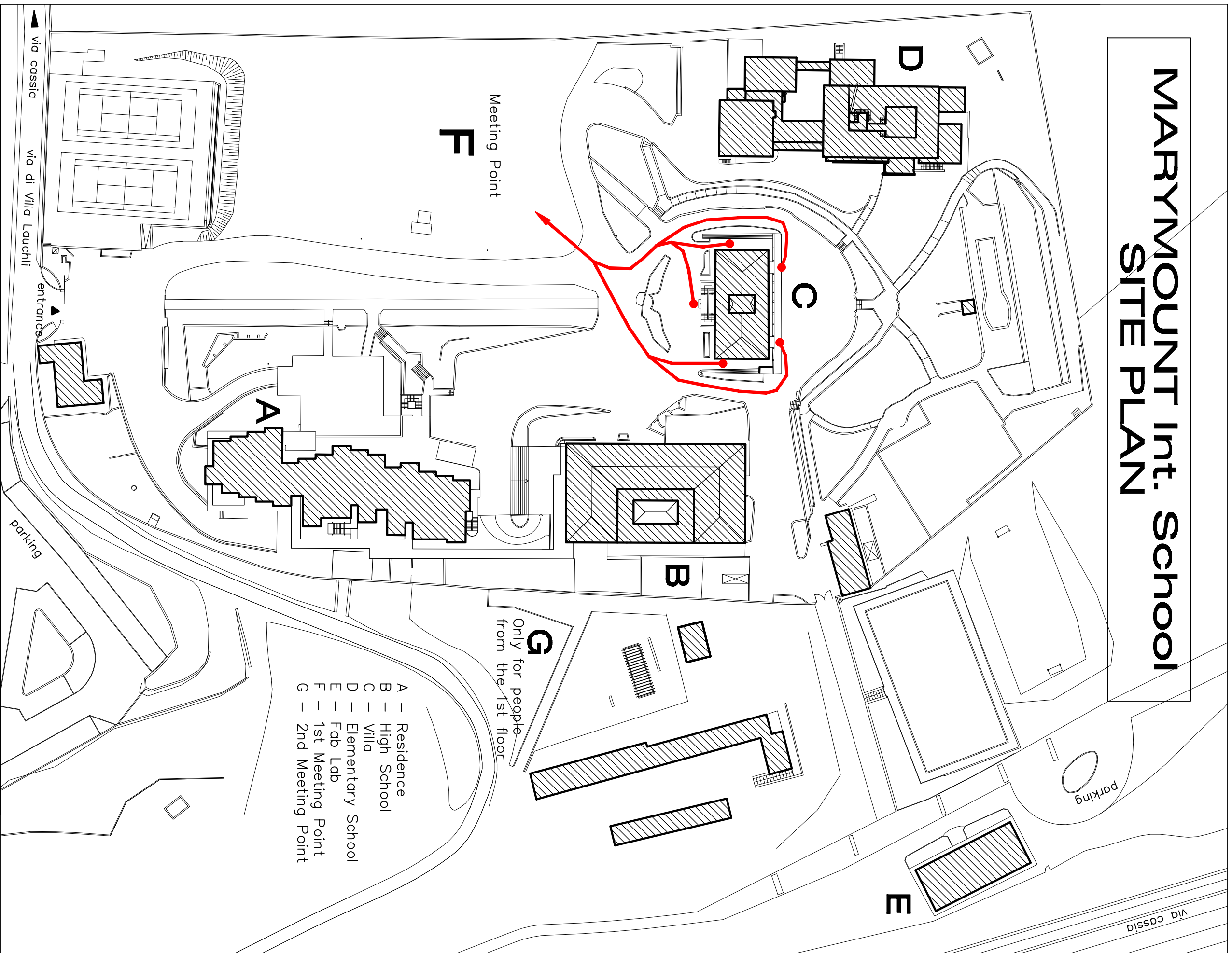
entrance

parking

parking

VIA CASSIA

# MARYMOUNT Int. School SITE PLAN



- A - Residence
- B - High School
- C - Villa
- D - Elementary School
- E - Fab Lab
- F - 1st Meeting Point
- G - 2nd Meeting Point

**G**  
Only for people  
from the 1st floor

Meeting Point  
**F**

via cassia

via di Villa Lauchii

entrance

parking

parking

VIA CASSIA

# MARRYMOUNT Int. School SITE PLAN

