# **Trust Academy, Declaration of Fire Safety**

# **Regulations on Smoking**

Smoking inside the College building is strictly forbidden, including the restrooms (toilets). Smoking is permitted in the designated areas only outside the main entrance and in the backyard. Never throw or extinguish a cigarette, using a plastic waste-paper basket.

### **Fire or Emergency Alarm**

Should a fire break out, the most important this is to stay calm and not to panic. The college building has wide hallways and a central staircase that is a accessible from all directions in a couple of minutes. If there is a fire alarm, everyone can leave the building safely.

In the case of fire or other emergency, a loud bugle signal will be sounded twice a to warm students and employees to vacate the building immediately, using the main staircase (the elevator should not be used for safety reasons). In emergency, all electronic locks will be leading to the Ground Floor and the ramp exit between the cafeteria and the computer lab at the other end, leading directly to the courtyard, those on the Ground Floor or in the Basement should use the Main Entrance.

If you smell smoke and feel heat, cover your mouth and nose with a wet towel or a wet handkerchief before proceeding to the main staircase. If smoke has filled the hallway, feel your way out by touching the wall of the hallway as you proceed.

# **Fire Extinguishers**

At each end of the hallways on all floors and at the secretariats, fire extinguishers are installed on the wall. To activate the appliance, one must first pull out the bolt, then press the handle. In order to contain and put out the fire, the foam should be sprinkled around the center of the fire and not directly into the center.

The foam fire extinguishers are NOT suitable and should not be used to extinguish burring clothes on a person. If the clothes of a person catch fire, the proper way to put out the fire is to try to help him/her STRIP OFF the burning clothes, wasting no time. Contrary to popular beliefs, you should NOT attempt to cover the person with a blanket or a coat, as the clothes, especially if made of synthetic fibers, continue to burn under the cover and can cause fatal injuries.

In the event of fire, students should not use the fire extinguishers or try to put out of fire. It is the task of the personnel until the fire fighters arrive. Students should care about their own safety and leave the building as quickly as possible.

Student's Name:	
Student's Signature:	

Date:
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#### **Dear Applicants,** Kindly print the document , review it thorous

Kindly print the document, review it thoroughly, sign it, and then proceed to send it via email to Trust Academy(<u>admission@trustacademyhu.com</u>).

Your attention to this matter is greatly appreciated. Thank you

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