



**THE LICENSING AND MANAGEMENT OF HOUSES IN MULTIPLE OCCUPATION
(ADDITIONAL PROVISIONS) (WALES) REGULATIONS 2007
DUTY TO PROVIDE INFORMATION TO OCCUPIERS**

MANAGER/AGENT:	
ADDRESS:	
TELEPHONE NUMBER 01792	MOBILE NUMBER

FIRE ROUTINES

- All occupiers should be familiar with approved escape routes.
- Do not obstruct fire doors with self-closers and landings/stairways.
- All occupiers should know how to operate fire fighting equipment.
- Smoke detectors should be regularly checked and batteries changed when necessary. Batteries should never be removed.
- NEVER fill a chip pan more than a third full with oil or fat. NEVER leave the pan unattended with the heat turned on. In the event of a fire NEVER throw water on it. Smother with damp cloth, fire blanket or lid and leave to cool for at least half an hour.
- Children should not be left alone, especially in rooms where heating or cooking appliances are used. Keep matches and lighters out of reach.
- Keep an eye on the elderly – especially with cigarettes and pipes.
- Take care with electric blankets.
- Do not smoke in bed.
- At night:
 - switch off all electrical appliances
 - check for burning cigarettes
 - close all doors
- In the event of discovering a fire:
 - evacuate the house
 - dial 999 and call the Fire Brigade
 - do not attempt to fight a fire if it endangers your own safety