

Fire prevention and safety measures for private rental lodging service



To ensure the safety of lodgers who are renting private homes as well as ensuring the safety of the residents who are living in the vicinity of those private rentals, fire prevention and safety measures need to be taken.

This leaflet outlines the necessary precautions that those who provide the private rental lodging service must notify the lodgers of such properties so that the lodgers can safely stay in rented private homes where owners and service providers are not present all the time.

Note: In this leaflet, the “private rental lodging service” means the “accommodation service provided by utilizing an entire or a part of the residence (house, apartment building, etc.)” (the interim summary prepared by the investigative commission regarding the ideal way of the “private rental lodging service”).

To those who provide the private rental lodging service

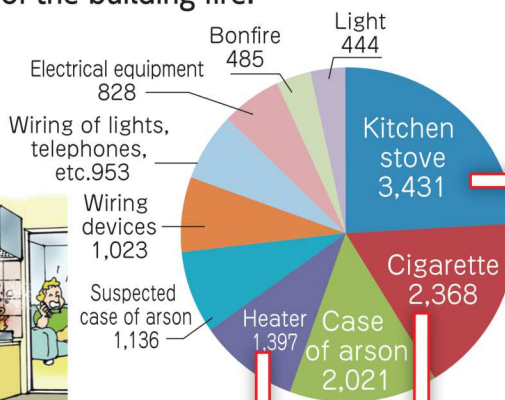
Measures to prevent the outbreak of a fire

Prevention of the outbreak of a fire is the essence of fire prevention and safety measures. By referring to this page, take measures to prevent the outbreak of a fire according to facility conditions. Then, by referring to the right page, draw up precautions for safe lodging and provide them to lodgers so that they can easily understand the safety precautions.

Take **measures to prevent the outbreak of a fire** resulting from a **kitchen stove, heater, and cigarettes** which are major causes of the building fire.

Major causes of the building fire

Source: 2015 Fire Service White Paper (Fire and Disaster Management Agency, Ministry of Internal Affairs and Communications)



1 Precautions to take when using open-flame appliances

Open-flame appliances, for example, cooking appliances such as a kitchen stove and heating appliances such as a heater, have potential risks of causing fire if they are not handled appropriately. Based on the characteristics of such appliances provided, show clearly an example of inappropriate handling as well as the specific safety precautions to lodgers.

《Examples》

- Do not place a flammable item near an open-flame appliance.
- Do not go away from but stay close to the stove while cooking.
- Do not use cooking appliances, pots and pans which have not been provided.

* When you provide open-flame appliances in your private rentals, provide such appliances with safety devices.



- Do not place a flammable item near a heater.
- If oil needs to be fed, call the contact number.
- Stay close to the stove while cooking.

2 Clearly note smoking rules.

Mishandling of cigarettes could possibly cause a fire. Show clearly whether smoking is allowed or not, and post smoking rules if smoking is allowable.

- No smoking in the room, no smoking on the balcony.
- No smoking in the bed.
- Use an astray with water inside.

* Use fire-proofed bedclothes to reduce risks of the outbreak of a fire caused by cigarettes.



OR



喫煙OK
Smoking Place



- Put water in an astray.



- Do not pile up cigarette butts.
- Do not throw away cigarette butts into a trash box. (Put them in a specified astray)

3 Clearly show the location of the fire extinguisher and explain how to use it.

If a fire is small, early extinction using a fire extinguisher is effective. Prior to lodging, show clearly lodgers the location of the fire extinguisher and explain in an easy-to-understand manner how to use it. If an indoor fire hydrant facility is equipped, explain how to use it.

* Prepare fire extinguishers that can quickly extinguish a fire in its early stages.



When I entered the kitchen, a fire was burning around the cooking appliance!



Flames have not reached the ceiling yet. There seems to be still time to extinguish the fire.



Discharge the fire extinguishing agent toward the fire. When the fire is extinguished, close the master gas cock.

To those who use the private rental lodging service

Precautions during lodging

Please cooperate to take measures to prevent the outbreak of a fire.

1 How to use a kitchen stove and a heater and precautions for handling

Do not use cooking appliances, pots and pans which have not been provided.

⚠ Caution

Fire frequently occurs. Appropriately use cooking appliances. If you don't know how to use them, call the contact number.



Confirm the handling method before you use it.



Stay close to the stove while cooking.



- Do not place a flammable item near a heater.
- If oil needs to be fed, call the contact number.

2 Observe the smoking rules.

⚠ Caution

Put out a cigarette in an ashtray with water inside. Do not smoke cigarettes in locations other than specified locations.

Example when smoking is allowable

Throw away cigarette butts into a specified ashtray. (Do not throw away cigarette butts into a trash box to prevent a fire.)



No smoking in the hallway and on the balcony



No smoking in the bed

Example when smoking is not allowed



3 How to use a fire extinguisher

⚠ Caution

Make sure you know how to use the fire extinguisher to immediately extinguish a fire when it breaks out. If flames reach the ceiling, stop trying to extinguish the fire, and immediately escape.

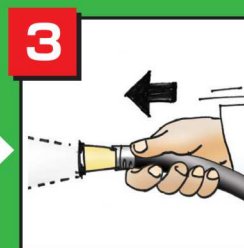
How to use the fire extinguisher



When you carry it, hold the lower lever.



Pull the yellow pin upward and remove it.



Point the nozzle toward the fire.



Grab the levers to discharge the fire extinguishing agent from the nozzle.

To those who provide the private rental lodging service

Posting of the escape route plan



Lodgers must properly and quickly take action in case of a fire. By referring to this page, take measures. Then, by referring to the right page, draw up an escape method so that lodgers can take appropriate action in case of a fire, and post it in rooms.

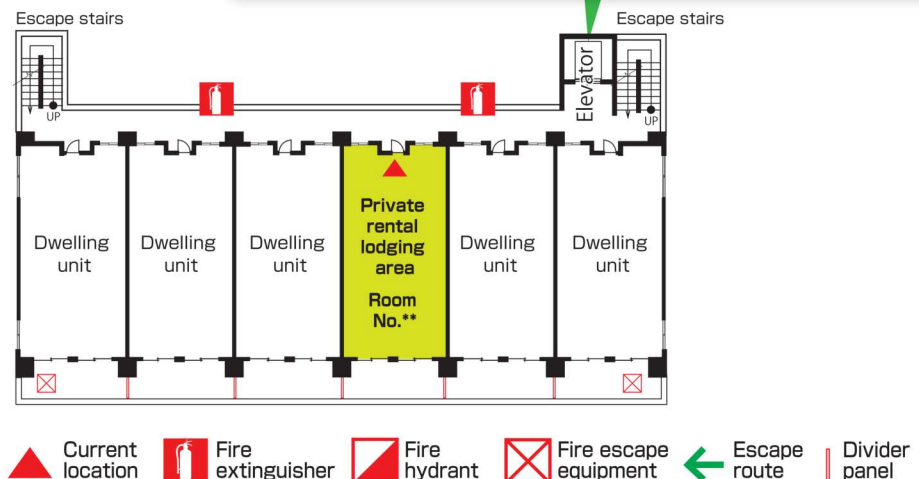
1 Example of making an escape route plan

To prevent lodgers from becoming trapped by fire because they do not know the building structure or escape routes, make an escape route plan and post it on the front door or in an easily seen location. Also, clearly show the locations of fire extinguishing equipment and fire escape equipment.

Prepare at least two escape routes. Also specify an alternative escape route to be used when escaping through the front door is difficult.

Clearly specify the locations of the provided fire extinguishing equipment and fire escape equipment and show them in an easy-to-see manner by using colors and illustration.

Elevators may stop operating in case of a disaster, so do not use an elevator. Clearly notify lodgers that they should not use elevators in case of a disaster.



2 Clearly show the escape method

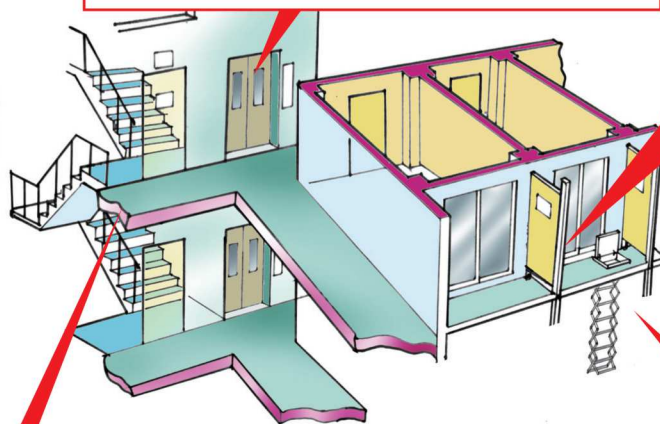
Provide explanation in an easy-to-understand way about alarms sounding from automatic fire-alarm equipment that senses smoke or heat caused by fire as well as escape routes and an escape method in case of a fire.

■ Sensor

The sensor sounds an alarm by detecting smoke or heat in case of a fire.



Do not use an elevator in case of a disaster.



■ Escape stairs

Use the escape stairs in case of a disaster.

■ Balcony divider panel



In case of emergency, kick open the divider panel to escape to the dwelling unit next door. Do not place things near the divider as this could become an emergency exit.

■ Fire escape equipment (Escape hatch + escape ladder)



Use the escape ladder to escape to the balcony of the dwelling unit on the floor below.

To those who use the private rental lodging service

Escape route plan



Confirm the locations of fire extinguishers, escape routes, and an escape method so as to take appropriate actions in case of a fire.

1 Escape route plan

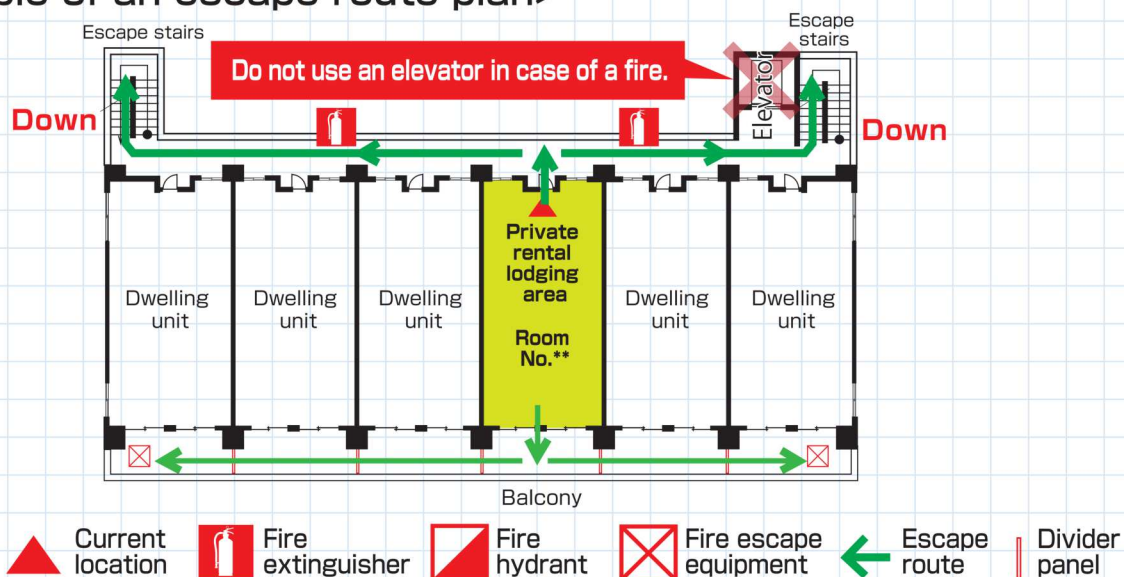
Caution

Prior to lodging, check the escape route plan and confirm the escape routes to be used in case of a fire.

After that, walk the routes to confirm the escape routes.

However, do not try kicking open the balcony divider panel except for the case of fire.

<Example of an escape route plan>



2 Escape method

The sensor detects a fire.

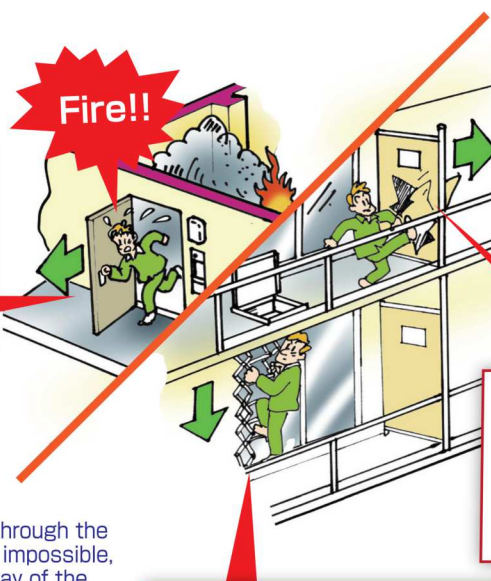
The sensor sounds an alarm or buzzer by detecting smoke or heat caused by a fire.

Escape through the front door

Escape through the front door, go through the hallway, and use the escape stairs to exit the building.

Escape if early fire extinction is impossible.

If escaping through the front door is impossible, escape by way of the balcony.



Balcony divider panel

Kick open the divider panel made of a thin board to escape to the dwelling unit next door.

Fire escape equipment (escape hatch + escape ladder)

Use the escape ladder to escape to the balcony of the dwelling unit on the floor below.

The alarm sound can be checked.
<http://www.kaho.or.jp/alarmsound/>



To those who provide the private rental lodging service

119 call



Prepare the “119 call sheet” shown on the right page also by referring to this page, and post it in rooms so that lodgers can properly call 119 in case of emergency.

Procedure of 119 call

Use a cell-phone or a fixed telephone provided in the room to call 119. Clearly understand the emergency situation to be reported so as to clearly communicate with the receiver of your 119 call.



Uh...
I don't know.
Name of town? Block number?
Name of the building?

In the case of a call from a cell-phone, location information may not be confirmed in some cases.

When you call 119, try to report the address (location of calling) and a landmark.

From a cell-phone



Post the 119 call sheet at an easy-to-see location in a room.

From a fixed telephone



Post the 119 call sheet near the provided fixed telephone.

It is also important to establish a system that encourages residents living in the vicinity to cooperate in case of emergency.



119 call sheet



Immediately call 119 in case of emergency such as a fire.

Location (be sure to tell the location of calling)

Address

Building name, room number

Landmark

Answer what you were asked.

Fire or emergency?

Fire

- Where is the location of the fire?
- What is burning?
- What is your name and telephone number?



Emergency



Fire engines or an ambulance will be dispatched from a nearby fire station.



To those who provide the private rental lodging service

For the safe accommodation, prepare the fire-fighting equipment to ensure safety.

In cases when a part of the apartment building is used for providing private rental lodging services



自動火災報知設備



Automatic fire-alarm equipment (for immediate fire notice)

Installation of automatic fire-alarm equipment is required in the rental lodging service area. In the apartment building with a total floor area of 500 m² or more where fire-alarm equipment has been installed, new installment is not necessary. If the rental area is small or certain conditions are satisfied, simple installation of wireless equipment in the rental lodging service area or a building manager's office may be sufficient.

誘導灯



Guide light (guide to the escape door)

Guide lights need to be newly installed in the hallway, stairs, and other communal areas. However, if a certain level of conditions has been satisfied, installation may not be necessary.

消火器



Fire extinguisher (for early fire extinction)

In the apartment building with a total floor area of 150 m² or more where fire extinguishers have been installed, new installment is not necessary.

In cases when a house is used for providing private rental lodging services



自動火災報知設備



Automatic fire-alarm equipment (for immediate fire notice)

Automatic fire-alarm equipment should be installed as a general rule. If the rental rooms are part (less than half) of the general residential house and smaller than 50 m², installation of a fire alarm for residential use is sufficient.

誘導灯



Guide light (guide to the escape door)

Guide lights are required to be installed as a general rule. However, if a certain level of conditions has been satisfied, installation may not be necessary.

消火器



Fire extinguisher (for early fire extinction)

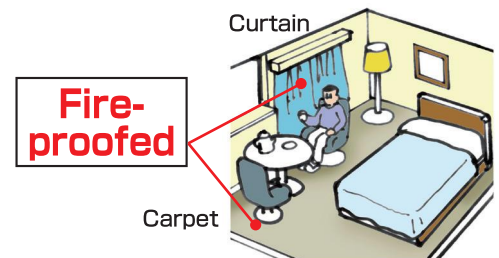
If the rental lodging service area or the entire building (if the rental space exceeds more than half of the building) is 150 m² or more, installation of fire extinguishers are required.

* Fire-proofed goods

When installing curtains and carpet, etc. in the rental service area, use fire-proofed goods to prevent the outbreak of a fire or the spread of a fire if it does break out.

* Select a fire-prevention manager.

When the entire building accommodates 30 people or more, a fire-prevention manager needs to be specified, and safety precautions need to be provided by using this leaflet. The fire-prevention manager can be outsourced.



According to the ordinance of local governments, "posting of an escape route plan" or "permanent installation of portable lights" are sometimes required.

Ask nearby fire department for details of the Fire Service Act.

To those who use the private rental lodging service

Precautions during lodging

Please cooperate to take measures to prevent the outbreak of a fire.

1

How to use a kitchen stove and a heater and precautions for handling

2

Observe the smoking rules.

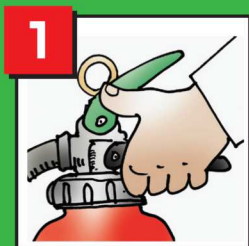
3

How to use a fire extinguisher

⚠ Caution

Make sure you know how to use the fire extinguisher to immediately extinguish a fire when it breaks out. If flames reach the ceiling, stop trying to extinguish the fire, and immediately escape.

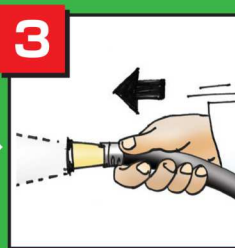
**How to use
the fire
extinguisher**



When you carry it,
hold the lower lever.



Pull the yellow pin
upward and remove it.



Point the nozzle
toward the fire.



Grab the levers to discharge
the fire extinguishing agent
from the nozzle.

To those who use the private rental lodging service

Escape route plan



Confirm the locations of fire extinguishers, escape routes, and an escape method so as to take appropriate actions in case of a fire.

1 Escape route plan

Caution

Prior to lodging, check the escape route plan and confirm the escape routes to be used in case of a fire.

After that, walk the routes to confirm the escape routes.

However, do not try kicking open the balcony divider panel except for the case of fire.

〈Locations of fire extinguishers, escape routes〉

▲ Current location 🧯 Fire extinguisher 🔲 Fire hydrant ❌ Fire escape equipment ➡ Escape route | Divider panel

2 Escape method

■ The sensor detects a fire.

The sensor sounds an alarm or buzzer by detecting smoke or heat caused by a fire.



Escape if early fire extinction is impossible.

If escaping through the front door is impossible, escape by way of the balcony.

Escape through the front door

Escape through the front door, go through the hallway, and use the escape stairs to exit the building.



■ Balcony divider panel

Kick open the divider panel made of a thin board to escape to the dwelling unit next door.

■ Fire escape equipment (escape hatch + escape ladder)

Use the escape ladder to escape to the balcony of the dwelling unit on the floor below.

The alarm sound can be checked.
<http://www.kaho.or.jp/alarmsound/>





119 call sheet



Immediately call 119 in case of emergency such as a fire.

Location (be sure to tell the location of calling)

Address

Building name, room number

Landmark

Answer what you were asked.

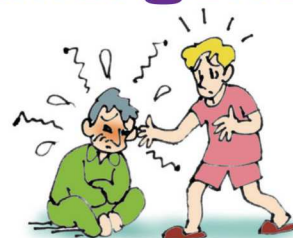
Fire or emergency?

Fire

- Where is the location of the fire?
- What is burning?
- What is your name and telephone number?



Emergency



Fire engines or an ambulance will be dispatched from a nearby fire station.



To those who use the private rental lodging service

Other safety precautions

To those who use the private rental lodging service

Confirmation items at the check-in

Check the following items.
Fill out the form on this sheet and leave it in the room.

☐

Did you understand how to use the kitchen stove, heater, etc. and precautions for handling those items?

☐

Did you understand the smoking rules?

☐

Did you confirm the location of the fire extinguisher and how to use it?

☐

Did you confirm the escape routes and the escape method?

☐

Did you check the 119 call sheet.

Signature _____

For inquiries and questions, call the following contact number.

Contact information

Facility manager's address

Name

Telephone number

If you notice other matters concerning fire prevention, feel free to write about it.