

FIRE PREVENTION GUIDELINES FOR CONTRACTORS

1. Contractors shall coordinate any and all work on **Fire Alarm and Sprinkler systems** through the Office of the Fire Marshal. This is required for all system shutdowns, impairments, etc.
2. Requests for **shutdowns and impairments** to fire protection systems shall be made a minimum of 24 hours in advance through the Fire Marshal's Office and/or Engineering's Life Safety Department..
3. **Electrical contractors for fire alarm systems** shall request a site walk down from Engineering's Life Safety Department and notify Fire Alarm prior to the start of any work on any system.
4. Any and all **questions or issues relative to Code compliance** shall be forwarded to the Office of the Fire Marshal, with respect to sprinkler and fire alarm systems.
5. **Two (2) sets of plans and shop drawings** shall be submitted to the Building Code Enforcement (BCE) Office prior to the start of work on any project. BCE will forward these to the Fire Marshal for review and comment.

6. Contractors performing any work shall adhere to the **project specification** documentation supplied with plans or drawings, unless a written waiver is obtained from the Fire Marshal.
7. Requests for and scheduling of **acceptance tests** and any other required testing shall be made a minimum of 24 hours in advance through the Office of the Fire Marshal.
8. **Hot Work Permits** shall be obtained prior to the start of any hot work; this includes welding, use of cutting torches, plumbers torches, grinding, etc. Permits are requested through Fire Alarm Center.
9. During **Hot Works operations** the Contractor shall be responsible for area fire safety (Fire Watch, fire extinguishers, and an area free of combustibles). A 35' clear work area is required. ***Sprinkler outages may require extra fire prevention precautionary measures or discontinuance of Hot Work.***



IMPORTANT PHONE NUMBERS

**Fire Alarm Center
x24392**

**Fire Marshal
(860) 396-6658 or x66658**

**Deputy Fire Marshal
(860) 396-6635 or x66635**

Emergency x911

All extensions can be dialed directly on any in-house phone.

*If you have difficulty, a Foxwoods Operator will assist you.
Dial (860) 312-3000.*

EMERGENCY PROCEDURES

- 1) **Report the Emergency**
- 2) **Attempt to Extinguish.**
Consider your comfort level, your safety, and the safety of any and all others in the area.
- 3) **Evacuate to an area of refuge or to an assembly area.**
- 4) **Account for all workers.**
Immediately notify the Fire Department of any missing workers.

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10. **Combustibles** shall be maintained to a minimum in the work area. All trash, packing materials and other excessive combustibles shall be removed at the end of the work shift. When practical, all unpacking should be done outside of the facility, or have combustible packing materials at the work location removed immediately.
11. Contractors shall bring inside the work area **ONLY** the minimum amounts of **flammable/combustible liquids**, cutting/welding gases and paints or other solvents *for that work shift*. These shall be stored in approved containers and must be removed to a designated storage area outside of the building at the end of each shift.
12. Contractors and their employee's shall observe the **smoking policy** of all MPTN facilities.
13. Contractors shall identify all **Hazardous Materials** being used on-site, and shall provide MSDS and/or SDS sheets for the same to the Office of the Fire Marshal. *The Law requires that all applicable MSDS and/or SDS sheets be*

immediately available on any job site.

14. Contractors are responsible to provide their own **fire extinguishers** for the job site. Fire extinguishers shall have **current inspection/testing tags** and a minimum 10lb. ABC rating. Fire extinguishers mounted on the walls are to be used only in an emergency as a back up by the Fire Watch.
15. Anyone found in **violation of any rules** will be subject to disciplinary action, up to and including fines and/or removal from the job site.
16. **Effective communication is required to ensure that coordination with and adherence to all MPFD requirements is achieved.** Special attention paid to these rules will minimize confusion and reduce any threat to life safety, which is always the focal point on all work performed for the Mashantucket Pequot Tribal Nation.

FIRE PREVENTION GUIDELINES FOR CONTRACTORS has been developed to make certain that the employees of outside contractors working at MPTN facilities - performing construction, renovation, remodeling and routine maintenance - follow the same loss prevention rules and regulations that apply to MPTN employees.

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“Prevention Is Our Intention”

**An At-A-Glance Guide to
Code Compliance at
Mashantucket Pequot
Properties**

Emergency Dial 911