

Takini School SY 2025 - 2026



Fire Watch Guidelines and Plan

Approved by Takini School Board Action May 12, 2025
CRST TED Committee Approved March 18, 2024

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FIRE WATCH GUIDELINES

The following information is provided as a general, minimum listing of duties, responsibilities, training requirements and procedures to implement a code compliant Fire Watch Plan. Listed below are references from the National Fire Protection Association (NFPA) that will clarify the requirements and intent of a fire watch:

1. **Fire Watch Definition:** The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. [NFPA 101, 3.3.104]
2. **Fire Watch for Impaired Fire Alarm System:** Where a required fire alarm system is out of service for more than 4 hours in a 24-hour period, the Cheyenne River Sioux Tribe shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service. [NFPA 101, 9.6.1.6]
3. **Fire Sprinkler System Impairments:** Sprinkler impairment procedures shall comply with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*. [NFPA 101, 9.7.6]
4. **Fire Sprinkler Impairment Program:** Before authorization is given, the Operations Supervisor shall be responsible for verifying that the following procedures have been implemented:
 - (1) The extent and expected duration of the impairment have been determined.
 - (2) The areas or buildings involved have been inspected and the increased risks determined.
 - (3) Recommendations have been submitted to Chief Administrator.
 - (4) Where a required fire protection system is out of service for more than 10 hours in a 24- hour period, the Operations Supervisor shall arrange for one of the following: (a) Evacuation of the building or portion of the building affected by the system out of service

- (b) An approved fire watch
- (c) Establishment of a temporary water supply
- (d) Establishment and implementation of an approved program to eliminate potential ignition sources and limit the amount of fuel available to the fire
- (5) The fire department has been notified.
- (6) The insurance carrier, the alarm company, the Chief Administrator, and the Cheyenne River Sioux Tribe has been notified.
- (7) The supervisors in the areas to be affected have been notified.
- (8) A tag impairment system has been implemented.
- (9) All necessary tools and materials have been assembled on the impairment site. [NFPA 25, 15.6 and NFPA 25, 15.5]

5. **Fire Watch Annex Explanatory Information:** A fire watch should at least involve some special action beyond normal staffing, such as assigning an additional security guard(s) or maintenance employees to walk the areas affected, Such individuals should be specifically trained in fire prevention and in occupant and fire department notification techniques, and they should understand the particular fire safety situation for public education purposes. [NFPA 101, A.9.6.1.6]

6. **Authority Having Jurisdiction (AHJ):** The authority having jurisdiction is the Cheyenne River Sioux Tribe.

7. **Minimum Fire Watch Criteria:**

- (1) The Chief Administrator is responsible for ensuring the assigned fire watch personnel are trained, qualified, and perform the duties described below.
- (2) Assigned fire watch personnel shall be knowledgeable of all buildings, occupancies, hazards and any other special consideration. Fire watch personnel shall also be knowledgeable of emergency shut-down procedures, manual and automatic detection and alarm systems, portable fire extinguishing equipment and local conditions.
- (3) All employees on fire watch duty will file required documentation of fire watch activities.
- (4) Assigned fire watch personnel shall continuously monitor the affected areas of the building. Walkthroughs and visual assessments shall be conducted in intervals designated by the fire watch plan.
- (5) Each facility must have a working, documented emergency action plan involving:
 - a. Emergency escape procedures
 - b. Procedures to account for all persons in the facility after evacuation.
 - c. A means of reporting fire or other emergencies to emergency forces.
 - d. A means of notifying building occupants of fire or other emergencies.
 - e. Floor diagrams reflecting the actual floor arrangement and exit locations, posted on every floor, arranged, as necessary to satisfactorily depict egress from every occupied location.
- (6) The Chief Administrator shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of occupants.

- (7) If portable fire extinguishers are provided, personnel shall be trained in their use.
 - (8) Every fire watch shall be evaluated by the Chief Administrator, in consultation with the Operations Supervisor, to meet specific needs of the building and occupants to be protected. Each fire watch shall be administered based on its particular conditions, in some cases, more safeguards than are described above may be needed.
 - (9) The fire watch must be signed and approved by the Chief Administrator and BIE Regional Safety Manager. A copy must then be provided to the Division of Safety and Risk Management (DSRM). Fire watch plans shall be evaluated for compliance every 30 days.
8. **Emergency Life Safety Equipment Requirements.** Emergency life safety equipment (e.g., fire alarm, exit lighting, emergency lighting, and other equipment) must be maintained in working order. If a fire watch is initiated due to such equipment being disabled, all other unaffected life safety equipment must be operable.
9. **Fire Drills.** Fire drills must be conducted and documented as required by NFPA Life Safety Code, the Takini School COOP Plan, and consistent with 25 IAM and BIA Safety and Health Handbook, Topic 21.

TAKINI SCHOOL FIRE WATCH PLAN

GENERAL INFORMATION:

Facility Name: Takini School
 Building Number: All
 Building Description: Main Building and all modulars
 Impaired Fire Alarm System: Y or N
 Impaired Fire Sprinkler System: Y or N
 Start Date of Fire Watch: September 2018
 Estimated Time of Return to Normal Operation: July 2024

NOTIFICATIONS:

Has the Division of Safety and Risk Management (DSRM) been notified? Y or N
 Have all building occupants been notified? Y or N
 Has the responding Fire Department been notified? Y or N
 Responding Fire Department Name: Faith Volunteer Fire Department

Phone: 605-967-23333

Date/Time Notified: September 2018

Approximate response time to fire watch location: 30 minutes

DESIGNATED FIRE WATCH PERSONNEL:

Name (Primary): Shilo Charging Cloud	Title: Acting Maintenance Supervisor
Name (Secondary): Cayde Dupris	Title: Maintenance Worker

Fire Reporting:

- Blow whistle or safety air horn and begin evacuation immediately.
- Utilize handheld radios to indicate a **CODE RED** and begin evacuation.
- After front office has been notified by radio shall then contact the Fire Department.
- Dial 911 and Notify the Local Fire Department.
- Call Emergency numbers posted at the EXITS and entrances, if unable to contact front office.
- **CODE RED** notification implements the following:
 - o Every teacher or paraprofessional shall ensure their classrooms are vacated and directed to assembly location (safe place of refuge), take roll call to ensure all students, staff and visitors are accounted for.
 - o Floor monitor(s) shall ensure all rooms are vacated before exiting the building.

Walkthroughs:

- Designated personnel shall conduct a walkthrough of the affected areas every **15 minutes** when students and staff are present and with an initial walk through log.
- Fire Watch logs are posted by entry ways to each building along with emergency evacuation route plans and emergency notification posters.
- Each room has a diagram of the room(s) and EXIT locations are posted.
- Areas of special consideration.

Fire Watch Logs:

- Are kept at the entrance to each building.
- Are conducted every **15 minutes**.
- Assigned fire watches, personnel will sign log activity, every **15 minutes**.
- At the end of each week recorded fire watch logs are placed into a fire watch binder and kept in the Administration Office.
- Fire Watch Logs will be verified by Safety Manager on a weekly basis.

Each building has:

- Emergency Escape Plan(s) – posted at the EXIT’s.
- Each Teacher, Front Office, and Floor monitor **shall** be assigned a radio.
- Accountability – Principal (or designee) **shall** ensure all teachers, staff and visitors are accounted for by evacuation to assembly location (safe place of refuge) to conduct a head

count.

Fire Extinguishers:

- Identified on floor and building diagrams.
- Indicate on the floor monitor designation sheet.
- Fire watch personnel have been trained in the operation of fire extinguisher.

Fire Drills:

- There shall be two (2) fire drills conducted during the first month when school commences.
- There shall be one (1) fire drill per month thereafter for the remainder of the school year.
- There shall be one (1) additional fire drill conducted if the school has summer school
- All Fire Drills conducted shall be logged and recorded on a sheet and placed in a Fire drill binder for review during the Annual Safety & Health Inspection or when an emergency situation occurs.

By signing below, the Official in Charge of the establishment and the Regional Safety Manager are certifying that the Minimum Fire Watch Criteria requirements have been met.

Please submit all active fire watch plans to DSRM.

Official in Charge of Establishment:

Tiffany Moore, Chief Administrator

Signature: _____ Date: December 26, 2023

Regional Safety Manager:

Name: _____

Title: _____

Signature: _____ Date: _____

EMERGENCY CONTACT INFORMATION

OFFICE	NAME	TITLE	PHONE
Emergencies	911	911	911
Local Law Enforcement	CRST Law Enforcement	Chief Red Crow	605-964-2155
Ambulance / EMT	CRST Ambulance Service	Personnel	605-967-2333
Local Fire Dept.	Faith Volunteer Fire Department	Personnel	605-967-2333
BIA Law Enforcement	NA	NA	NA
Federal Emergency Management Agency (FEMA)			
Center for Disease Control (CDC)			
Poison Control			
Suicide Prevention			
24-Hour Child Abuse Hotline			
Local Medical Center			

FIRE WATCH LOG

Building: _____ **Date:** _____

Time	Comments	Staff signature	Time	Comments	Staff Signature
6:00 am			12:01 pm		
6:15 am			12:15 pm		
6:30 am			12:30 pm		
6:45 am			12:45 pm		
7:00 am			1:00 pm		
7:15 am			1:15 pm		
7:30 am			1:30 pm		
7:45 am			1:45 pm		
8:00 am			2:00 pm		
8:15 am			2:15 pm		
8:30 am			2:30 pm		
8:45 am			2:45 pm		
9:00 am			3:00 pm		
9:15 am			3:15 pm		
9:30 am			3:30 pm		
9:45 am			3:45 pm		
10:00 am			4:00 pm		
10:15 am			4:15 pm		
10:30 am			4:30 pm		
10:45 am			4:45 pm		
11:00 am			5:00 pm		
11:15 am			5:15 pm		
11:30 am			5:30 pm		

Time	Comments	Staff Signature	Time	Comments	Staff Signature
6:00 pm			12:01 am		
6:15 pm			12:15 am		
6:30 pm			12:30 am		
6:45 pm			12:45 am		
7:00 pm			1:00 am		
7:15 pm			1:15 am		
7:30 pm			1:30 am		
7:45 pm			1:45 am		
8:00 pm			2:00 am		
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10:30 pm			4:30 am		
10:45 pm			4:45 am		
11:00 pm			5:00 am		
11:15 pm			5:15 am		
11:30 pm			5:30 am		
11:45 pm			5:45 am		

*Adjust times accordingly.