

INDIAN AFFAIRS MANUAL

Part 25

Safety and Risk Management Program

Chapter 8

Fire Safety Program

Page 1

1.1 Purpose. This chapter establishes Indian Affairs' (IA) policy for the Fire Safety Program (FSP). The IA FSP strives to provide fire safe facilities and protect persons from the adverse effects of fire by maintaining high-quality fire prevention, education, and suppression programs.

1.2 Scope. This policy applies to all offices under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including offices reporting to the AS-IA, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).

1.3 Policy. It is IA's policy to prevent the loss of life and property by providing fire prevention measures, education, and training, and ensuring that buildings have an appropriate level of structural fire protection that is provided in a safe and cost-effective manner. IA's FSP complies with applicable federal laws and regulations and with Department of the Interior (DOI) policies and procedures on fire safety.

1.4 Authority.

A. Statutes and Regulations.

- 1) 25 U.S.C. § 2005, Facilities construction
- 2) 29 CFR 1910, Occupational Safety and Health Standards
- 3) 36 CFR 1191, Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines

B. Guidance.

- 1) 485 Departmental Manual (DM) 19: Fire Safety
- 2) National Fire Protection Association (NFPA) Codes and Standards, Numbers 1 through 8506
- 3) Indian Affairs Fire Protection and Life Safety Systems Inspection, Testing, and Maintenance Guidelines

1.5 Responsibilities.

- A. **Director, Office of Facilities, Property, and Safety Management (OFPSM)** is the IA-Designated Safety and Health Official (IA-DASHO) and is responsible for providing oversight, policy, and procedures governing IA facilities management, construction, property, and safety and risk management, to include the administration and management of the FSP.
- B. **Chief, Division of Safety and Risk Management (DSRM), OFPSM** is responsible for:
- 1) serving as the Authority Having Jurisdiction (AHJ) as defined in applicable codes and standards;
 - 2) serving as the IA Fire Marshal;
 - 3) managing the FSP to ensure an efficient and uniform level of protection throughout IA's jurisdiction;
 - 4) developing IA-wide technical and programmatic guidelines and methodologies to implement fire safety programs and activities;
 - 5) serving as an expert technical consultant on a broad range of fire protection and life safety systems that require specialized approaches;
 - 6) providing oversight for training in the basics of fire prevention, and performing required inspections, operational tests, and preventive maintenance on all fire protection and life safety systems;
 - 7) providing oversight for, monitoring of, and establishment of mutual aid agreements, mutual agreements of understanding, and other fire protection contracts with Tribes and surrounding municipalities and county fire departments;
 - 8) providing oversight for, monitoring of, and establishment of agreements and contracts for fire alarm monitoring services; and
 - 9) furnishing technical guidance in matters pertaining to materials, workmanship, and construction methods to ensure compliance with IA-adopted codes, policy, and mandated standards.
- C. **Directors, BIA and BIE** are responsible for ensuring that managers, supervisors, and employees comply with the requirements of the FSP.
- D. **Regional Director (RD)** is responsible for complying with the FSP in the respective region.

INDIAN AFFAIRS MANUAL

- E. **BIA Regional Safety Management (RSM)** is responsible for providing technical assistance for implementing and administrating the FSP within respective regions.
- F. **Agency Superintendent** is responsible for:
- 1) complying with the FSP at BIA agency offices;
 - 2) providing adequate resources, both manpower and financial, to effectively implement and administer the FSP; and
 - 3) identifying and mitigating unsafe conditions.
- G. **Deputy Bureau Director (DBD), School Operations Division, BIE** is responsible for complying with the FSP and for providing adequate resources, both manpower and financial, to effectively implement and administer the FSP across BIE.
- H. **Supervisory Facilities Manager, School Operations Division, BIE** is responsible for:
- 1) complying with the FSP at school facilities/sites operations;
 - 2) providing management support to the FSP; and
 - 3) identifying and mitigating unsafe conditions.
- I. **Safety Program Manager (SPM), School Operations Division, BIE** is responsible for providing technical support for the implementation and administration of the FSP.
- J. **School Administrators and Residential Program Directors/Managers (i.e., BIE Associate Deputy Directors, Education Program Administrators, etc.)** are responsible for:
- 1) the FSP at the schools and dormitory locations within their respective area(s) of responsibility;
 - 2) providing adequate resources, both manpower and financial, to effectively implement and administer the FSP; and
 - 3) identifying and mitigating unsafe conditions.
- K. **Official-in-Charge (OIC)** serves as the highest ranking official in an IA establishment. For example, OSHA considers the OIC as the Agency Superintendent, School Principal, Residential Program Manager, or Senior Designated OIC at a specific location. The OIC is responsible for the FSP within their respective location, and for:
- 1) providing adequate resources, both manpower and financial, to effectively implement and administer the FSP; and

- 2) identifying and mitigating unsafe conditions.

L. Managers/Supervisors are responsible for:

- 1) ensuring that recognized safety and health precautions are continually observed by all employees under their supervision; and
- 2) providing and/or securing appropriate safety and health training for employees.

M. Employees are responsible for:

- 1) observing and following all prescribed safety rules and regulations; and
- 2) identifying, reporting, and/or correcting unsafe and unhealthful working conditions within the scope of their responsibility and authority.

N. Evacuation Warden is responsible for:

- 1) guiding people to safely evacuate the building and to the designated rally point areas utilizing the properly designated routes and exits;
- 2) performing a search of spaces such as bathrooms and offices to ensure that all persons have been notified of an emergency and have left, or are leaving, to the designated rally point areas;
- 3) closing windows and doors behind them so as to isolate any spread of fire; and
- 4) confirming with supervisors that everyone has vacated safely and arrived at the designed rally point areas.

1.6 Standards, Requirements, and Procedures.

The following procedures and reporting requirements apply to IA's FSP.

A. Inspections, Testing, and Maintenance

IA requirements for performing inspections, operational tests, and preventive maintenance on all fire suppression, detection and alarm systems, smoke control systems, fire and exit doors, and all other fire protection and life safety systems or equipment must be conducted in accordance with the IA Fire Protection and Life Safety Systems Inspection, Testing, and Maintenance Guidelines found on the IA Online Forms webpage here:

<https://www.bia.gov/policy-forms/online-forms> and on the IA Safety Management System SharePoint site here: <https://doimspp.sharepoint.com/sites/bia-ems/iasafety>.

Fire protection and life safety systems and equipment must be inspected, tested, and maintained in compliance with the manufacturer's recommendations.

B. Post Fire Reporting and Investigation

The Fire Loss Report is an internal DSRM form prepared by the OIC of the worksite and must be submitted to DSRM within five calendar days. The report includes any fire, regardless of its cost, that involves equipment, structures, or property under IA control. The report template can be located on the IA Online Forms webpage here:

<https://www.bia.gov/policy-forms/online-forms>

C. Accident/Incident Report

All fire-related incidents will be reported by the OIC of the workplace through the DOI’s Safety Management Information System (SMIS): <https://www.smis.doi.net>. Reporting these accidents or incidents is required regardless of the size of the fire or fire-related loss.

D. Other Reports and Forms

The Fire Damage Report and Impaired Fire Protection System Report must be submitted by the BIA RSM and the BIE SPM to the Chief, DSRM no later than the 15th calendar day following the end of the Fiscal Year (FY) quarter (this is for reporting on the previous quarter). The report templates can be located on the IA Online Forms webpage here:

<https://www.bia.gov/policy-forms/online-forms>

Approval

JASON
FREIHAGE

Digitally signed by JASON
FREIHAGE
Date: 2023.07.27 08:36:36
-04'00'

Jason Freihage
Deputy Assistant Secretary – Management

Date