

**BUSINESS AND SUPPORT SERVICES  
SCHOOL SAFETY PLAN  
FIRE DRILLS**

---

**CED**

**REPORTING TO MAINTENANCE DIRECTOR**

The Director of Maintenance shall serve as the Administrator and record-keeper for all school fire drill plans and records. The Director of Maintenance shall keep all current fire codes and school safety codes on file in the District Office. Each school shall prepare and submit to the Director of Maintenance a plan for evacuation of all occupied school buildings in the event of a fire or other emergency. Each school plan will comply with all applicable regulations and rules of the State Fire Marshall. Fire evacuation plans shall be rehearsed at least monthly to insure that students and employees of the Tintic School District are familiar with plans. At the end of each school year, each principal will submit the list of dates of such fire drills to the Director of Maintenance. These plans shall be kept in the District files.

---