JORDAN SCHOOL DISTRICT

Patrice A. Johnson, Ed.D., Superintendent of Schools

West Jordan, Utah

# Intradistrict Communication

DATE: February 19, 2016

TO: All School Principals

FROM: Scott Thomas, Administrator, Auxiliary Services

Paul Bergera, Staff Assistant, Auxiliary Services

Lance Everill, Facility Staff Assistant, Operations

 Ron Boshard, Coordinator, Risk Management

SUBJECT: 2015-2016 State Risk Self-Inspection Survey

The Self-inspection Survey for 2015-2016, from the State Office of Risk Management is available online. These surveys are designed to heighten safety awareness and to encourage school and District personnel to be proactive in hazard mitigation. Please go to the following Web site: **risk.utah.gov**

The responsible person or “Surveyor” is the school principal. As in the past, this assignment can be delegated to the department head, lunch manager, custodian, etc. for specific surveys as you see fit. However, all principals will be the responsible person to see that this survey is completed on time.

As with previous years, you will be prompted to fill in a corrective action plan. Please specify Work Order #, date submitted, who will follow through from your school, a target completion date and any other important information pertaining to specific questions.

**The surveys are to be completed by April 15, 2016**. Note that when the survey is completed, the lock button at the end of the survey must be pressed in order to indicate it is completed.

Please feel free to call or email Ron Boshard, 801-567-8876, **ron.boshard@jordandistrict.org** or Peggy Margetts, 801-567-8753, **peggy.margetts@jordandistrict.org** if you have any questions.

Reminder emails will be sent out from SIS@utah.gov, please look for this email address.

Thank you for your support.

Cc: Patrice A. Johnson, Superintendent

 John Larsen, Business Administrator

 Administrators of Schools