

# Intradistrict Communication

DATE: May 21, 2025

TO: Principals  
Assistant Principals  
School Safety Specialists

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Matt Alvernaz, School Safety Coordinator

SUBJECT: Monthly Drill Schedule

This schedule is designed so that our district will remain in compliance with state regulations. The design is set up so the district can help prepare and support each of your schools throughout the year to better implement these drills. This schedule is to be followed throughout the district.

Secondary schools are required FOUR (4) evacuations a year. You may do more if desired.

Elementary schools are required to conduct an evacuation EVERY OTHER MONTH. These evacuations can follow any drill and DO NOT have to be in conjunction with a fire drill. Due to this regulation and the mandated fire drill after winter break, an evacuation drill will need to be conducted in both December and January in order to remain in compliance. This only applies to elementary schools.

Two virtual Drill Preparation trainings will be held back-to-back on the first Wednesday of each month at 3:00 PM and again at 3:30 PM. The [ZOOM LINK](#) will remain the same for each session throughout the year. School Safety Specialists and Administrators over safety are expected to attend. Other administrators or interested employees are always welcome to attend as well.

MONTH	DRILL TYPE	NOTES
August	Fire	First 10 days of school
September	Secure	
October	Lockdown	Evacuation required for elementary schools
November	Shelter	
December	Hold	Evacuation required for elementary schools
January	Fire	First 10 days of school after winter break
February	Secure	
March	Lockdown	Evacuation required for elementary schools
April	Earthquake	Great Shakeout. Evacuation is optional
May	Drill of Choice	Choose whichever drill appropriate for your school

If there are any questions, concerns, or conflicts please contact the District Safety Coordinator Matt Alvernaz at [matt.alvernaz@jordandistrict.org](mailto:matt.alvernaz@jordandistrict.org) or by phone at (801) 567-8623.