

Intradistrict Communication

DATE: August 28, 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: September Drill Preparation (Fire)

DRILL MUST BE CONDUCTED WITHIN THE FIRST 10 DAYS OF SCHOOL

Our monthly drill preparation will be held on September 3rd at 3:00 PM with a second session at 3:30 PM. This month we will be covering FIRE. Each School Safety Specialist is expected to attend along with administrators assigned to oversee school safety. All other administrations are welcomed to attend as well. The meeting is also opened to any staff who may be interested. Most of you will have likely already completed this drill prior to the training so it will be more of a debrief and clarification as needed. (see original [JAM on July 30, 2025](#))

After each monthly training all school staff should be trained by the administrator over school safety and the School Safety Specialist. After being trained each month, teachers should educate their students on each safety drill. Additionally, schools should communicate with their patrons regarding Standard Response Protocol(s) (SRP) and the drill being conducted each month. Videos, handouts, and other resources can be found at the link(s) below.

Information regarding the [FIRE](#) response protocol can be found in the [Jordan School District Safety Manual](#) on pages 32-33. We will discuss how to implement and execute the drill. This will be an opportunity to ask questions and share ideas amongst the schools.

We will be holding this meeting over [Zoom](#) so please join using this link.