

# Intradistrict Communication

DATE: February 1, 2024

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 Safety Drill Preparation (HOLD)

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Our monthly drill preparation will be held on **February 7th at 3:00 PM** with a second session at **3:30 PM**. This month we will be covering **HOLD**. Each School Safety Specialist is expected to attend along with administrations 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.

Information regarding the [HOLD](#) response protocol can be found in the [Jordan School District Safety Manual](#) on pages 5-7. 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.