

Intradistrict Communication

DATE: July 30, 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: Fire Drill Required Within the First 10 School Days

All schools are required to conduct a fire drill within the first 10 days of the school year. This provides a great opportunity to review plans, emergency response/Incident Command assignments, evacuation maps, outside rally locations, communications, and related supplies.

Please call the Jordan School District 24-hr. Alarm Response 801-567-8865 at least 30 minutes in advance of the drill, so the fire department is not dispatched.

Use the JSD Incident Command System Manual - Fire Action Plan as your drill guideline. [Jordan School District Safety Manual](#)

Should you have any questions or concerns please contact Matt Alvernaz the District Safety Coordinator at matt.alvernaz@jordandistrict.org or 801-567-8623.