

Intradistrict Communication

DATE: December 19, 2023

TO: Principals
Assistant Principals
School Safety Specialists

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

SUBJECT: January Drill Preparation (Fire)

The first monthly drill preparation will begin on January 3rd at 3:00 PM with a second session at 3:30 PM. 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. Use meet.google.com/ntp-szhs-yvn to join.

Information regarding fire response and evacuation protocols can be found in the [Jordan School District Safety Manual](#) on page 15 (Evacuate) and page 32 (Fire). We will discuss how to implement and execute the drill. This will be an opportunity to ask questions and share ideas amongst the schools.