

# Intradistrict Communication

DATE: February 26, 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 Preparation (LOCKDOWN)

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Our monthly drill preparation will be held on **March 5th at 3:00 PM** with a second session at **3:30 PM**. This month we will be covering LOCKDOWN. Each School Safety Specialist is expected to attend along with administrators assigned to oversee school safety. All other administrators are welcomed to attend as well. The meeting is also open to any staff who may be interested.

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 [LOCKDOWN](#) response protocol can be found in the [Jordan School District Safety Manual](#) on pages 12-14. 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.