

Intradistrict Communication

DATE: August 24, 2026

TO: Principals
Assistant Principals
School Safety Specialists

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

SUBJECT: Monthly Drill Preparation (SECURE)

Our monthly drill preparation will be held on September 2nd at **2:40 PM**, **3:10 PM**, and again at **3:40 PM**. Each session will last about 20 minutes. This month we will be covering SECURE. Each School Safety Specialist is expected to attend. All other administrators are welcomed to attend as well. The meeting is also open to any staff who may be interested as well.

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 [SECURE](#) response protocol can be found in the [Jordan School District Safety Manual](#) on pages 8-11. 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.