

# Intradistrict Communication

DATE: August 24, 2023

TO: Principals  
Assistant Principals

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

SUBJECT: Required Fire Drill Within the First 10 School Days

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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 take special care to orient new students and staff, individuals with special needs and younger students that may not have been exposed to fire alarms/strobes and emergency response protocols. Please be sure to clearly announce that it is a “drill”.

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. Google Drive link: [JSD Incident Command System Manual](#)

Report the drill and any related meetings using the JSD report form on Google Drive. Link: [2023-24 REPORT EMERGENCY — DRILLS, ACTUAL EVENTS, or MEETINGS](#)

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