

# Intradistrict Communication

DATE: November 30, 2023

TO: All Administrators  
Principals  
Assistant Principals

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

SUBJECT: Standard Response Protocol (SRP) Schedule of Drills/Evacuations and Trainings 2023-24

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A uniform, planned, and practiced response to any incident is the foundation of a safe school. Effective school safety measures require schools to anticipate the unthinkable and practice how they will respond, react, and behave when a crisis occurs. Consistent ongoing emergency safety training and practice is required to adequately educate students, staff, and parents.

Beginning January 2024, monthly SRP emergency safety drills will be implemented district-wide at each school. Each month a different SRP safety drill will be assigned by the District and conducted by the school. Schools will schedule the specific date and time the drill will be conducted during that month. (i.e. If "HOLD" is assigned for the month of February, the school will schedule the date and time during the month of February to conduct the drill.) Currently schools are required to conduct four (4) emergency evacuation drills annually – the number of evacuation drills will not increase unless the school chooses to do so (see March below).

Training will be provided monthly to assist schools in implementing the monthly SRP safety drill. Beginning Wednesday, January 3, 2024 – and every first Wednesday of the month, two (2) virtual training sessions will be held (3pm and 3:30pm) to train on the monthly SRP safety drill (links will be provided in a JAM prior to the first Wednesday of each month). Administrators over safety and School Safety Specialists should attend. Following the monthly virtual training, the resources used in the training will be shared with schools to train their staff and students. Schools should communicate frequently with patrons about emergency safety drills and procedures. It is expected that the School Safety Specialist will assist in all safety training and education efforts.

After school staff and students are trained, the school should conduct the assigned SRP safety drill for that month. (i.e. – If 'Fire Drill' is the drill assigned to January, then the administrator/school safety specialist will attend the training on Wednesday, January 3, 2024 at either 3pm or 3:30pm. After the Zoom training the administrator and school safety specialist will receive the materials to train school staff – the school staff will then be trained. School staff will then educate and train their students. After school staff and students are trained the school will then conduct the drill.)

The schedule of SRP safety drills & trainings for the remainder of the 2023-24 school year is as follows:

Month	SRP Safety Drill	Virtual Training (1 <sup>st</sup> Wednesday at 3 or 3:30pm)
January	Fire Drill (10 days after winter break) - Evacuation	Wed. January 3
February	Hold	Wed. February 7
March	Lockdown – <i>Evacuation Optional</i>	Wed. March 6
April	Great ShakeOut – Evacuation April 18, 2024	Wed. April 3
May	Shelter	Wed. May 1

Schools should adjust their current plans to match the schedule provided.

The updated District safety manual, printable posters, and other SRP materials may be found on the [Jordan School Safety webpage](#). Additional resources including printable signs, guidebooks, videos, and parent handouts may be found on the [I Love Your Guys website](#).

Please contact Matt Alvernaz ([matt.alvernaz@jordandistrict.org](mailto:matt.alvernaz@jordandistrict.org)) or 801-567-8623 should you have any questions or would like any help or training.