

Intradistrict Communication

DATE: December 12, 2024

TO: Principals
Assistant Principals
School Safety Specialists

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

SUBJECT: School Safety Specialist Responsibilities

As a reminder, here are the details describing the roles and responsibilities of assigned School Safety Specialists. By now each School Safety Specialist should have received the Standard Response Protocols training so they are familiar with it. The training is mandatory for all School Safety Specialists and will need to be attended in order to be in compliance with state law.

All School Safety Specialists shall be trained and certified in level 1 Comprehensive School Threat Assessment Guidelines (CSTAG). The School Safety Specialist acts as a member of the school's interdisciplinary CSTAG team. Please make the necessary arrangements to have this completed in a timely manner.

It is recommended that School Safety Specialists should be conducting an inventory and visual inspection of all the safety equipment within his or her school. Items to inspect include the tactical emergency casualty care (TECC) kits in the classrooms and common areas, the reunification crate, fire extinguishers, and AEDs. Other items to consider include wheelchairs and staircase evacuation chairs or commonly known as "rickshaws." Make sure to maintain a record of drills conducted as well.

Use this link to review the [School Safety Specialist roles and responsibilities](#) in detail. If a School Safety Specialist or school administrator is still need of training please contact the district School Safety Coordinator, Matt Alvernaz, at matt.alvernaz@jordandistrict.org or by phone at 801-567-8623.