

Intradistrict Communication

DATE: January 16, 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 for School Safety Specialists. By now each School Safety Specialist should have received the Standard Response Protocols training so they are familiar with it. This training is mandatory for all School Safety Specialists and will need to be attended in order to be in compliance with state law.

School Safety Specialists need to 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 threat assessment (CSTAG) team. Please contact Angie Rasmussen (angie.rasmussen@jordandistrict.org) to request CSTAG Level I training for your School Safety Specialist. The cost of the Level I training is \$85.

School Safety Specialists should inventory and visually inspect of all the safety equipment within the school and keep of record of the inventory. School Safety Specialists work with the administrator over safety to report, maintain, or order missing or damaged safety items. Items to inspect include (but are not limited to) 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."

Using the [Report Emergency - Drills, Actual Events, or Meetings](#) report form, School Safety Specialists report emergency drills, events, and/or meetings conducted at the school.

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