

WALNUT STREET SCHOOL
60 WALNUT STREET
WOODBURY, NEW JERSEY 08096

Office of the Principal

(856) 853-0123 - Phone

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January, 2008

Dear Parents/Guardians:

The safety of your children is of great concern to the Woodbury Public School District, and we want to be prepared if an emergency situation should arise. As most of you already know, early this year we conducted a Shelter In Place drill as part of the district crisis intervention plan. I am writing, at this time, to inform you that at some point in the month of January, Walnut will hold a "**Code C - Lock Down Drill**". The purpose of this drill is to allow students and staff to become familiar with emergency procedures. The local police departments will be notified of the schedule, and may monitor the schools during drill practice.

During this "**Code C Drill**", students and staff will secure themselves in the classrooms in pre-determined safety zones. Each classroom has blue arrows with the words 'In' and 'Out' written on them. During the respective drills, students will move to the 'In' and 'Out' locations. The purpose of this drill is to practice where students and staff should gather in the event there is an intruder either on school grounds or within the building itself.

Our emergency procedures are based upon recommendations from the United States Department of Education, the United States Department of Justice, and the New Jersey Adolescent Suicide Prevention Project. Should you wish to review the crisis plan for Walnut, you may contact me to arrange for an appointment.

Please discuss the upcoming "Code C" drill with your children at some point during the week. Let them know that this is only a drill and they need not be alarmed. Drills are necessary so that we have order and direction, should a real emergency arise. Also, please make sure emergency contact numbers are up to date and on file in the main office. I appreciate your on-going cooperation and trust.

Sincerely,



Jeffrey W. Adams, Psy.D.
Principal