

**Evergreen Avenue Elementary School
160 North Evergreen Avenue
Woodbury, NJ 08096
856-853-0125
Mrs. Tonya Breland, Principal**

October 9, 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. I am writing, at this time, to inform you that on October 20th, Evergreen Avenue School will hold an “*Evacuation 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 ‘**safe and secure mode**’, no access will be allowed to the school building until the drill is completed. Windows will be closed and students will be escorted to the YMCA. Staff, administrators and appropriate law enforcement personnel have copies of the crisis plan for each building in the district. Should you wish to review the crisis plan for your child’s building, you may contact me to arrange for an appointment.

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.

Please discuss the upcoming ‘safe and secure’ drill with your children prior to October 20th. 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,

Mrs. Tonya Breland
Principal