

March 12, 2009

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 an evacuation drill as part of the district crisis intervention plan. I am writing at this time to inform you that during the week of March 23rd, Evergreen Avenue School will hold a Shelter in Place drill. The purpose of this drill is to allow students and staff to become familiar with emergency procedures. The local police department will be notified of the schedule, and may monitor the school during drill practice.

During this Shelter in Place drill, students and staff will gather in a secure designated area in the building. The purpose of this drill is to practice where students and staff should gather in the event that there is an unusual odor, sound, smoke, skin/eye irritation, gunfire, or safety hazard reported by the police.

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 Evergreen, you may contact me to arrange an appointment.

Please discuss the upcoming Shelter in Place 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.

Sincerely,

Tonya Breland
Principal