



EVERGREEN AVENUE SCHOOL
160 N. EVERGREEN AVENUE
WOODBURY, NJ 08096
PHONE: (856) 853-0123 · FAX: (856) 853-2867
Email: tbreland@woodburysch.com

Tonya Breland
Principal

April 15, 2010

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, earlier this year we conducted an evacuation drill and a shelter in place drill as part of the district crisis intervention plan. I am writing at this time to inform you that on **April 27th**, Evergreen Avenue School will hold a Lockdown 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 the drill.

During this Lockdown Drill, students and staff will secure themselves in the classrooms. The purpose of this drill is to practice how 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 Lockdown Drill with your child(ren) 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,

A handwritten signature in cursive script that reads "Tonya Breland".

Tonya Breland
Principal