



WEST END MEMORIAL SCHOOL

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Vincent Myers, Principal
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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 the morning of January 30th, West End will hold a "**Code-C In, Intruder Inside the Building Drill**". The purpose of this drill is to allow students and staff to become familiar with emergency procedures. The local police department has been notified and will play an active role during this drill in order to practice their response to the school in the event of an emergency. In the event that you are in the area during the drill, you may observe police activity around the school building.

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 staying in their classrooms with their teachers during the duration of the drill. 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, 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 January 30th. 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,

Vincent Myers
Principal

Building upon our history, diversity and convictions, the Mission of the Woodbury Public Schools is to educate all of our students to be responsible citizens who excel in their endeavors and meet life's challenges with courage and confidence; this is accomplished by providing strong academic and co-curricular opportunities, delivered by skilled and dedicated individuals, in partnership with a small, supportive community.