



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 October 20th, West End will hold an "*Evacuation Drill*". The purpose of this drill is to allow students and staff to become familiar with emergency procedures.

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 Central Baptist Church. 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 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,

Vincent Myers
Principal

Building upon our history, diversity and beliefs, the Mission of the Woodbury Public Schools, a leader in personalizing education, is to ensure each child becomes a responsible citizen who excels in his or her endeavors and meets life's challenges with courage, confidence and pride; this is accomplished by utilizing proven instructional strategies and innovative methods by highly skilled and dedicated individuals in partnership with families, our city and the global community.