



WEST END MEMORIAL SCHOOL

215 Queen Street
Woodbury, New Jersey 08096
Phone (856) 853-0123
Fax (856) 853-2667

Vincent Myers, Principal
vmyers@woodburysch.com

January 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. I am writing at this time to inform you that on January 12, 2009, West End held a "*Shelter In Place 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 was allowed to the school building until the drill was completed. 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 'safe and secure' drill with your children. 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.