

## FIRE NOTICE

(Date)

Dear (school name) parents:

On Wednesday afternoon students and staff evacuated (name of school) in response to a fire alarm.

Our previous practices and drills proved invaluable because this time there truly was a fire in the building—one brought quickly under control by the (name) Fire Department. All students and staff are safe and unharmed. We are proud of the manner in which (school) students responded in this situation. They responded as instructed—in the interest of safety and quick evacuation.

What is most disturbing about this incident is that, according to the arson investigator, the fire was set intentionally. Someone in our school deliberately put lives in danger and set out to destroy public property.

The fire investigation continues. The damage to the (what was damaged) in the (where damage) is extensive. The (area) is taped off today as a crime scene and will remain so as we work in partnership with the (name) County Sheriff's Department and the (name) County Fire Marshal's Office.

We will stay in touch about the investigation. However, we appreciate your understanding about the need for confidentiality about any legal proceedings.

I am glad to be writing that we have quick and professional response from fire and police in our neighborhood, that all are safe. We have much to be thankful for.

Sincerely,

(Principal name)  
Principal

### **Privacy rights...**

...are legal rights and are respected by the (name) School District. In every discipline issue, there are many personal details that must remain confidential. However, I believe it is important that you know about systems and methods we use to help keep our schools and their associated activities safe places for students, even if the personal details about each case are not revealed.

While we respect the individual rights of families and minors, no one has the right to threaten the safety or well being of them or anyone else. Those found at fault in this incident will face appropriate school discipline, and we will cooperate fully with authorities as they continue with legal action.

I am deeply saddened at the possibility of this kind of misconduct by (school name) students.

While it is not the kind of conversation you might have planned to have with your students at this time of year, I hope you will talk with him or her about the seriousness of this situation.