

SMOKE/FIRE

(Date)

Dear Parent or Guardian:

This letter is to inform you of a situation that happened at (school name). This morning at approximately (time), staff members noticed smoke in the vicinity of (number) classrooms. The fire alarm was activated and the students were evacuated from the building. The fire department responded immediately. Shortly after their arrival, the fire officials determined the source of the smoke and assessed the gymnasium as a safe place for students to remain during their investigation. The source of the smoke was isolated to two classrooms in the main building and there were no flames.

The fire officials determined that the HVAC (Heating, Ventilation and Air Conditioning) unit on the roof overheated. The unit did what it was designed to do; it shut itself down. The smoke was due to the unit overheating prior to turning itself off. Officials determined that it was safe for the students to return to their classrooms, which they did at approximately (time). District maintenance is repairing the unit.

Please know that the students and staff did a great job during this incident. The safety of our students is paramount at all times, just as it is with you. We thank you for your understanding and cooperation in this matter.

Sincerely,

(Principal name)
Principal