

MEMORANDUM

August 16, 2007

To: All Faculty/Staff
Carol City Elementary School

From: Patricia Bloodworth-Johnson, Principal *PBJ*
Carol City Elementary School

**SUBJECT: FIRE AT GLORIA FLOYD ELEMENTARY SCHOOL . . .
LESSONS LEARNED**

On June 7, 2002, a fire occurred in a classroom at Gloria Floyd Elementary School. This fire caused extensive damaged to several classrooms as well as depositing smoke and soot throughout the school. As a result, the school was closed for the remainder of the 2001-2002 academic school year to complete the required clean up.

Preliminary reports indicate that the fire was caused by improper use of an extension cord. It is a violation of fire safety codes to utilize extension cords as permanent wiring. **Please ensure that you:**

1. Refrain from using extension cords in your classroom.
2. Request additional electrical outlets, if needed, to support the instructional program.

Please refer to the appropriate section in your faculty/ staff handbook for a list of common operational fire safety violations.

I am requesting that you survey your classrooms to ensure that you are following acceptable fire safety practices. Please report any violations in your classroom immediately upon discovery to the administration.

Thank you for your continued support in ensuring the safety of all stakeholders of Carol City Elementary School.

PBJ

Patricia L. Bloodworth Johnson