

Dear xxxxx School Students, Parents, and Staff:

Today, a small fire erupted in a machine in the shop classroom. Students and staff safely evacuated the building and the fire department was called. While the fire department was on the way, Mr. \_\_\_\_ put the fire out.

The machine in question has a been removed from the building and will be inspected by the xxxx Fire Department and the school district's Maintenance Department before it is put back into the classroom.

The fire caused a significant amount of smoke in the area of the shop classroom. Fortunately, no one was injured.

Students and staff returned to the building, but were asked to stay out of the smoky area until the further notice.

The actual cause of the fire is unknown at this time.

If you have questions, please call NUMBER

Sincerely,

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