

# **MONTVILLE TOWNSHIP PUBLIC SCHOOLS**

## **Woodmont School**

**39 Woodmont Road – Pine Brook, New Jersey 07058**

**Susan Ciccotelli  
Principal**

**Phone (973) 808-2030  
Fax (973) 882-8361**

January 16, 2009

Dear Parents/Guardians,

I would like to take this opportunity to inform you of an incident that occurred at Woodmont School today, Friday, January 16, 2009, in the morning. The incident took place at approximately 8:25 AM, just as the children were arriving into the classroom. At that time, a heating coil in the heating/ventilation system broke in Room 5. The room is located near the nurse's office and is utilized by Ms. Kelly.

The incident was reported immediately and the children were moved to Mrs. Stoveken's room. The custodial staff quickly isolated the shut-off valves to that classroom. The leak was contained and the area is in the process of being thoroughly cleaned.

At approximately 8:40 AM, the fire alarm rang. We immediately evacuated the building. Since it was frigid, we led the students to the Fire Department for shelter given that we were uncertain as to how long we would remain outside. As you may know, the Fire House is our emergency evacuation site.

The Fire Department responded immediately as well as the police. The incident was also reported without delay to the Superintendent's Office. The proper officials were notified, including our Facilities Department and Montville Board of Health. Mr. Tevis, School Business Administrator, arrived promptly to assist and assess the situation. Ms. Bairova, from the Health Department, inspected the room shortly after.

The evacuation lasted approximately sixty minutes. Once we were given permission to reenter the building from the Fire Department, the children returned to their classes. Busses were sent to the Fire House to transport the children back to the building. The children were calm and followed the instructions of their teachers quite well. The staff did a wonderful job in getting the students out of the building quickly, quietly, and safely.

Ms. Kelly's class was relocated to another room for the remainder of the day. As a precaution, the first grade classroom located next to room 5 was reassigned to the library until the maintenance department cleared that it was safe for the children to be in their room. They returned to their class after lunch. Ms. Kelly's class is expected to return to their classroom on Tuesday, January 20, 2009.

The safety of our students is of paramount importance at Woodmont School. If you have any questions, please do not hesitate to contact me.

Sincerely,

Susan Ciccotelli  
Principal