



**J. Christian Bollwage
Finance Academy**

Olga Hugelmeyer, Superintendent

**Dr. Megan Marx, Principal
Antonio Almeida, Vice Principal**

February 8, 2019

To the J. Christian Bollwage Finance Academy Community:

On Friday, February 8, 2019, just before 1:45 p.m., we identified a small smoldering fire in a garbage can in one of the bathrooms on the first floor of our school. As per board policy, there is a fire safety protocol which we immediately initiated.

Sounding of the fire alarm began the safe and orderly evacuation of students and staff from the building. Elizabeth police and fire departments promptly responded. They immediately ventilated the area and indicated that they would notify me when it was safe to re-enter the building. In the meantime, students and staff were redirected to the gym of William F. Halloran School No. 22, the elementary school located just behind Bollwage Finance Academy.

At approximately 2:20 p.m., I received confirmation from the Fire Marshall that Bollwage Finance students and staff were allowed to re-enter the building. Students and staff promptly entered the building, and proceeded with their normal schedule until dismissal at 3:20 p.m.

No property was damaged, and no one was injured as a result of this incident. We conducted an investigation to understand the cause of the fire and have taken appropriate action.

We appreciate the cooperation and understanding of our students, staff, parents and community, as we addressed and investigated this matter. As always, we continue to be vigilant about the happenings in our school and are most concerned with the safety and well-being of our students and staff.

Thank you for your continued support.

Sincerely,

Dr. Megan Marx

Principal