

## INCIDENT REPORTING FORM

Initial report  
 Updated

School: BT Washington HSPVA  
Principal: Tracie Fraley  
Time: 8 AM (8/16), 7:30 AM (8/17), 11:45 AM (8/18)  
Date: 8/16, 8/17, 8/18  
Individual Completing Form: Tracie Fraley  
Phone #: 972-925-1200  
Other Contact: www.dallasisd.org/btw

Principal Requests  
Letter to Parents

### FACT SHEET

**Describe Incident:** As you may know the air conditioning has not been working Monday the 16th and Tuesday the 17th here at BTW. Due to the dangerously high temperatures and our inability to coll the building, we have relocated the staff to alternative locations on the 16th and 17th. It appeared the problems were solved and as a result - so we have been at school this morning (the 18th). The air has now quit working (as of 11 AM today, 8/18) - DISD maintenance and TAC have been here all week and late at night trying to fix the problems. They have located the problem and are looking for the part(s) and steps necessary to repair the problems completely. Thus far - they believe it is a part that needs to be replaced in the system. Maintenance and TAC are discussing who will pay for the part, perform the repairs, troubleshoot fixing the problem,etc.

As a result, of the dangerously high temperatures expected this afternoon and our inability to ventilate and cool the building, I am moving faculty for our afternoon professional development session and meetings off site again for the remainder of the day ... We are using meeting facilities at Belt Line Road and the Toll Road (thanks to K. Allen!) in Dallas for lunch and our meetings for the remainder of the day (8/18).

I will keep you updated - but if the school looks deserted - it is! We are hoping for air tomorrow... Right now - it is intermittently working in some places but in most places it is not. We ask parents and others for patience as we try and get the problems resolved PRIOR to school opening. Our facilities supervisor and a skeleton staff will be here for maintenance and TAC. We are checking email from our remote sites - parents can email the appropriate staff with **EMERGENCY** requests until we are able to resume normal operations.

**List Name(s) of Individuals Involved: All BTW faculty and staff**

Employee(s)

None Student(s) (if student, identify): Grade \_\_\_\_\_ Age \_\_\_\_\_

D.O.B \_\_\_\_\_

**Time Event Occurred: Initial 8/14 at approximately 1 PM; subsequently 7 AM on 8/16, 7 AM on 8/17 and 11 AM on 8/18**

**Location/School/Other: Entire school - Booker T. Washington HSPVA; 2501 Flora Street; Dallas, TX 75201**

**Others Involved: DISD Maintenance; TAC**

**Describe action being taken by school and emergency personnel: Moving faculty and staff to alternate locations as follows:**

**8/16: One Arts Plaza – 15<sup>th</sup> floor meeting space**

**8/17: 1<sup>st</sup> United Methodist Church, Dallas ISD**

**8/18: North Dallas – Belt Line Road, Dallas, TX**

**Status of individuals involved: All BTW faculty and staff safely shuttled and moved to new location! Emergency BTW staff remaining on site for HVAC and district staff to make repairs and trouble shoot HVAC systems.**

**Witnesses: All of BTW faculty and staff!**

**People Notified: WLSC staff, PTSA president, AB president, DISD public relations staff, SBDM Chair**

email to: [ghodges@dallasisd.org](mailto:ghodges@dallasisd.org)

email to: [jdahland@dallasisd.org](mailto:jdahland@dallasisd.org)

email to: [cvelasco@dallasisd.org](mailto:cvelasco@dallasisd.org)