September 23, 2010

To: Jan Levinson, Vice President

From: Michael Scott, Regional Manager

Subject: Incident Report: Fire in the Office

I am reporting a fire that occurred in our office on September 22, 2013, at 2:35 p.m.

In an attempt to hone our fire safety skills, Dwight Schrute, Assistant to the Regional Manager, started a fire in the storage room and pretended like it was just a random accident. Once Pam noticed the smoke coming from the storage room, everyone went into a panic. Dwight calmly instructed all of us what to do and how to do it, but eventually I had to declare “every man for himself” in an attempt to get us all out of the danger zone. Chaos soon followed, with Oscar climbing through the ceiling panels and several of us attempting to smash through doors and windows with heavy office equipment. After several more minutes of chaos and Kevin stealing food out of the snack machine, Dwight announced to all of us that it was all merely a fire safety drill that he had staged. Stanley then went into cardiac arrest and I helped to revive him.

After having a talk with Dwight, I realized that the reason this incident occurred was that we apparently didn’t pay enough attention when Dwight gave his fire safety talk last week. He also told me that he took responsibility for our not paying much attention to his talk because he used a boring Powerpoint presentation to teach us. As a result, Dwight staged this incident to give us some real-world experience in fire safety situations.

In order to avoid another occurrence like this in the future, I have instructed Dwight never to stage a fire in the office again, but to inform us if he would like to stage one in a safe area. In addition, I told my employees to pay more attention to Dwight’s talks next time as that would also help to deter Dwight from giving us an additional lesson.

Thank you for your attention. If you have any questions or would like to talk further about this incident, please call me at this office number.