Email Template for Principals to Parents

Subject: School Wildfire Smoke Plan

Dear Parents and Guardians,

I hope this message finds you well. As you may be aware, our region is currently experiencing significant wildfire activity, which has led to poor air quality. The health and safety of our students and staff are our top priorities.

Key Actions in Our Wildfire Smoke Plan:

1. **Indoor Air Quality:** We keep all windows closed during a smoke event to prevent smoke from entering the building. External doors have signage instructing to keep doors closed as much as possible. Portable HEPA air cleaners are used in classrooms where available.
2. **Outdoor Air Quality:** We monitor the outdoor air quality and when it reaches unhealthy levels, all outdoor activity will be moved indoors.
3. **Outdoor Activities:** All outdoor activities, including recess and physical education, will be moved indoors when outdoor air quality becomes unhealthy. We also encourage parents to arrange alternate transportation for students who usually walk or bike to school.
4. **Sensitive Individuals:** All children ages 0-17 are considered to be more sensitive to air pollution, as their lungs are still developing, and they may have an unknown underlying health condition. Students with confirmed respiratory conditions, such as asthma, may be more affected by the smoke. Please ensure that your child has their necessary medications and inform the school if they require special accommodations.

How You Can Help:

- **Stay Informed:** Keep track of local air quality reports and follow any additional recommendations from health officials. Visit airquality.mt.gov for more health information.
- **Prepare Your Child:** Ensure your child understands the importance of staying indoors and following the school's guidelines during this period.
- **Health Precautions:** If your child experiences difficulty breathing, coughing, or other symptoms, please seek medical attention promptly.

We appreciate your cooperation and understanding as we navigate this challenging situation. Our goal is to maintain a safe and healthy learning environment for all students.

Thank you for your support.
Best regards,

[Your Name]
Principal
[School Name]