Email Template for Principals to Teachers

Subject: Wildfire Smoke Event

Dear Teachers,

As you may be aware, our region is currently experiencing significant wildfire smoke, which has led to deteriorating air quality. We will follow MT DPHHS recommendations for air quality and outdoor activity. If the Air Quality Index (AQI) score is over 150, students will have indoor recess. Additionally, students with chronic conditions will have indoor recess if the AQI is over 100. If you have questions about individual students, please contact the school nurse or myself. The health and safety of our students and staff are our top priorities, and I want to ensure we are all taking the necessary steps to maintain a safe environment.

Key Actions to Maintain Health and Safety

1. **Keep Windows and Doors Closed:** To prevent smoke from entering the building, please ensure that all windows always remain closed.
2. **Use Air Cleaners:** If available, use portable HEPA air cleaners in classrooms to help filter out harmful particles. Consider device operation settings and ask your building manager or administration if you are unsure how to use the air cleaner provided.
3. **Limit Outdoor Activities:** Recess, physical education, and any other outdoor activities should be moved indoors if the AQI is over 150. **We will monitor air quality throughout the day and communicate any changes.**
4. **Avoid Additional Indoor Pollutants:** Refrain from using candles, incense, harsh cleaning chemicals or any other items that could contribute to indoor air pollution.
5. **Encourage students to drink water:** Dehydration is a common health effect of wildfire smoke exposure.

Support for Sensitive Individuals:
Students and staff with respiratory conditions such as asthma may be more affected by the smoke. Please be vigilant and provide support as needed. If any student or staff member experiences difficulty breathing, coughing, or other symptoms, they should seek medical attention promptly.

Thank you for your cooperation and dedication to maintaining a safe and healthy learning environment.

Best regards,
[Your Name]
Principal
[School Name]