

Wildfire Smoke Protection Plan - Appendix C: Employee Communication Template

Template: The following communication template is for managers to use when communicating wildfire smoke hazards to affected employees and to meet the requirements of section IV.C. Communications of PCC's *Wildfire Smoke Protection Plan*.

"Effective *insert date/time*¹ - As a result of wildfire smoke, ambient air concentrations of PM2.5 have *insert activity*² *insert PM2.5 threshold*³ in the area. Employees must *insert control measure*⁴.

Please inform *insert name of person to notify*⁵ if air quality improves or worsens in your area or if you are experiencing severe health symptoms, such as asthma attacks, difficulty breathing, and chest pain as a result of wildfire smoke exposure."

Notes:

- 1 - Fill in *date/time*
- 2 - Fill in qualifying action: *reached, exceeded, fallen below*
- 3 - Fill in PM2.5 threshold: *35.5ug/m³ (AQI 101), 200.9 ug/m³ (AQI 251), 500.4 ug/m³ (AQI 501)*
- 4 - Fill in control measure based on PM2.5 threshold (see Appendix D: *Exposure Controls*)
- 5 - Fill in *name of person employees should notify* or insert '*me*' if that person is the sender of the above message

Example:

Effective 6/1/2024 - As a result of wildfire smoke, ambient air concentrations of PM2.5 have exceeded 35.5 ug/m³ in the area. Employees may seek and use voluntary respiratory protection should they wish to do so.

Please inform Poppie the Panther if air quality improves or worsens in your area or if you are experiencing severe health symptoms, such as asthma attacks, difficulty breathing, and chest pain as a result of wildfire smoke exposure."