



Important Information & Instructions for Parents

Emergency & Critical Incidents

Maumee City Schools has emergency operation plans in place for every school building to reduce risks and prevent, prepare for, respond to, and recover from a crisis situation. Maumee Police and Maumee Fire have been active participants in creating these plans. **If there is a safety-related situation at your child's school, please follow these instructions.**

Wait for Information

PLEASE DO NOT COME TO YOUR CHILD'S SCHOOL. STAY CLOSE TO YOUR PHONE AND WAIT FOR INSTRUCTIONS. You will receive information from the district via voice message and/or text message and it may tell you to check email for important information – so please have access to your email.

Do Not Come to School Building

Staying away from the school, not calling the building, and not tying up telephone lines will help prevent risking the safety of your child and his/her classmates. Maumee Police and Fire will immediately be on scene and the campus will be closed to all incoming traffic. The best and safest thing to do is stay away from the school campus, close to your phone, and wait for instructions. Parents coming to school will hamper the movement of emergency vehicles and restrict first responders from doing their jobs to aid our children. Another aspect is site security. Until otherwise determined, the school and immediate area may be deemed a crime scene.

SchoolMessenger Notification System

During and immediately following a critical incident, Maumee City Schools will communicate with parents via our SchoolMessenger automated system. **For this reason, it is vitally important that you keep your contact information up-to-date at all times.** (*Instructions for this are included below.*)

Misinformation Will Undoubtedly Spread Quickly

In an emergency situation, student safety must be every staff member's number one priority. Please do not trust information on social media. This is how misinformation and incomplete information is spread and can cause unnecessary concern. Information your child sends you via text message may not be accurate. The district will communicate with parents as quickly as possible as we realize you will be worried and anxious to know that your child is safe. Official information will come to parents directly from the school district via our SchoolMessenger alert system.

Permission For Others to Pick up Your Child

You are able to designate your emergency contacts in PowerSchool. You should update this information when you complete your child's back-to-school online form and as needed during the school year. If the district has to reunify children with their families from an off-site location, individuals designated as emergency contacts are the only people who will be permitted to pick up your child. You may list up to 3 individuals (in addition to parents/legal guardians). Students will only be released to individuals listed and who present with a photo ID (including parent/legal guardian).

Create/Update Your School Messenger Contact Information. You do this via your PowerSchool Parent Portal. If you have not created an account, contact your student's school for the Parent Portal letter. You will need a letter for each student. Step-by-step instructions can be found here:

http://www.maumee.k12.oh.us/document_center/SchoolMessenger_Setting_Preferences.pdf