



Urbana City Schools

Dedicated to Excellence

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www.UrbanaCitySchools.org

Charles Thiel
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EMERGENCY COMMUNICATION SYSTEMS INFORMATION

The Urbana City School District has implemented the PreK-12 Notification system as part of our overall communications and safety plan. This system will allow us to quickly communicate delays, closings, emergencies and other general information to families in the district through text messaging and phone calls.

In the event of a school delay or closing, a notice will be sent to the home phone number we have on file. If a decision is made in the evening for the next day, the calls will be started before 10:00 p.m. We will still publicize delay and closing information on local radio and television stations in case there is a failure of the notification system. The Remind application will also be used to communicate school delays and closings. If you do not receive a PreK-12 notice (text on cell phones or call on land lines) during a delay or closing, please call the office of the school your child attends to ensure we have the current phone number on file.

In the event of an emergency, PreK-12 Notification can notify you on up to four phone numbers. In order to add more contacts, you will need to register with PreK-12 Notification. It is quick and easy. Just call the PreK-12 Notification Family Hotline at **1-800-846-4976** from your primary phone number. Simply follow the telephone prompts to manage your list. **For security reasons, you must call from your primary phone number to access your contact list.** Once you have your pin code, then you can go to <http://www.prek12notification.com> and login to add phone numbers and email addresses. If you do not have access to a computer, you can call the school your child attends and they can add the contact information for you.

When we send a notice through the PreK-12 Notification system, a text message is sent to cell phones with an audio file message. For landlines, the caller ID will always identify that the call is coming from your child's school or the district office. Messages will be left on answering machines or in voicemail. A total of four attempts will be made to complete the call if there is no answer.

If you do not want to get text messages on your cell phone, and would prefer a phone call, please contact the school your child attends and we will change the settings for your phone number.

If at any time you change your phone number, please let your child's building secretary know so we have correct contact information for you. If you have any questions about the system, please call the office of the school where your student attends.

We will be using the PreK-12 notification system to inform parents about safety situations as well. A call will be made to the parents of all students in the district when it is safe to share information about the situation. If necessary, this call will inform you about the process that will be used for you to pick up your child when a reunification plan is needed.

If a building is forced to evacuate, we ask for your patience. Once safe to move them, students will be relocated to one of our possible reunification sites. The designated site will depend on the circumstance of the situation. You will receive notice about the reunification site and process to be used by one or more of the communication methods listed earlier. Parents, legal guardians or emergency contacts will be required to sign out students.

Board of Education: – Jim Arter – Jan Engle – Sarah Finch – Amy Paul – Darrell Thomas

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

WHAT YOU CAN DO TO BE PREPARED

- Ensure that your child's emergency contact information is accurate and current.
- Include additional phone numbers and text messaging contacts on your PreK-12 Notification System profile
- Arrange for a friend or relative to care for your child if you are unavailable and school must be dismissed for weather or other safety situations.
- Discuss with children the alternative plans in the event school is evacuated and they are not able to use their cell phone.

IN THE EVENT OF AN EMERGENCY

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- Official information about reunification will be announced through the PreK-12 Notification System and Remind application
- In some situations you may also tune in to local radio and television stations for official school alerts.



The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day.

This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety related concerns.

Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up.

Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forwards the information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up.

The OSSC partners with the Ohio Department of Education to follow up with affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and resources and supports are provided when necessary.