

MEF Izmir Communication Protocols, 2025-2026

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1. Good to Know

This should be your daily point of contact with the ongoing MEF IS, Izmir. This is updated by 8:00 am each day so be sure you are refreshing your window to get the latest updates and information.

2. WhatsApp

- **MEFIS IZMIR EMERGENCY** - information is emergent in nature
 - Fire alarm, earthquake, lockdown emergencies
- **MEFIS IZMIR Announcements** - information that is timely in nature regarding professional responsibilities
 - Child location alert
 - Emergency drill updates
 - Communication about busses (AM/PM) & early departures (Katherine, Kelby, or Serap)
 - Schedule updates (location changes, facilities inoperable, meeting updates, Good to Know updates)
 - Non-emergent facility safety updates or needs impacting all students and staff
- **MEFIS IZMIR Social** - request or information being shared is outside of professional responsibilities
 - Highlight events happening outside of school
 - Social committee planning
 - Impromptu outings, events and/or meals

3. Email - request or information being shared connected to professional responsibilities not needing immediate attention

- Replying within 24 hours is common courtesy
- Remember to “reply all” to small group emails, and “reply” to whole staff emails when it doesn’t indicate otherwise

When you are sending a message, always be mindful of information you're sharing and who it most affects.

When to send a direct message:

- Behavior support (Katherine, Kelby, Grace) - message or call depending on immediacy
- Social & Emotional Support (Grace) - message or call depending on immediacy
- First Aid/Medical support (Berk) - message or call depending on immediacy
- IT Support (Murat)
- Custodial support (Ece & Serap) - classroom, building, or campus facilities
- Classroom supplies (Serap)