



LWPTSA COUNCIL
EMERGENCY PREPAREDNESS COMMITTEE
HANDBOOK

<http://www.lwptsa.net/emergency-prep/>



Contents

OUR MISSION	3
JOB DESCRIPTION.....	3
Supplies Management	3
Relationships and Communication	3
Visibility and Support.....	3
Continuity.....	3
GETTING STARTED.....	4
Meetings	4
Where to start for new chairs.....	5
Website	4
Facebook Page	4
Don't Be Invisible	5
FUNDING	6
Ways to purchase supplies:	7
Food and water:.....	7
OWNERSHIP	7
SUPPLIES STORAGE	7
Organization.....	8
Maintenance	8
Security	8
INVENTORY	9
APPENDIX I: Outreach Ideas.....	10
APPENDIX II: Drill Schedule	10
ALICE	100
APPENDIX III: Special Needs.....	11

OUR MISSION

To provide training, networking, and support to emergency preparedness chairs from each school to encourage the PTSA management of supplies, preparedness education, and facilitation of drills through building a relationship with the school principal.

JOB DESCRIPTION

The Emergency Preparedness Chairperson Job Description was prepared with consensus from committee members in 2017. Responsibilities include:

Supplies Management

- Track inventory
- Maintain supplies in the main container / closet and classrooms
- Purchase supplies as needed
- Participate in budget / funding discussions

Relationships and Communication

Attend meetings and establish good two-way communications, and build relationships with:

- School Administrators: for example, Principals and Associate Principals, Office Staff, and Custodian
- Your school's PTA / PTSA Board
- LWPTSA Council E-Prep Committee

Visibility and Support

Work in close coordination with your main contact at the school to facilitate/or lend your support to:

- Increasing staff awareness of emergency processes and supplies
- Parent education
- Training
- Drills

Continuity

- Maintain accurate records
- Document processes and actions with the goal of long term continuity
- Try to meet with your successor to do a "warm transfer" of information. Provide documentation to your school's PTSA Board if successor is not yet found.

GETTING STARTED

What we do: Members of the LWPTSA Council E-Prep Committee are responsible for purchasing and maintaining emergency preparedness supplies for LWSD schools. The committee meets approximately four times a year. We discuss issues relevant to the safety and preparedness of all LWSD schools. The LWSD Risk, Health, and Safety Manager meets with the committee chairs to advise on issues/updates. Nearly every school in the district is represented in our committee.

Our committee primarily serves as an information-sharing and networking group. Some committee members have been doing this for many years and are a wealth of knowledge. Committee co-chairs and longtime members are available to answer questions, provide mentoring, or any other support you might need during your time as an E-Prep committee member.

Interested in how other schools are organizing their supplies? Supply storage area tours are available, please contact committee chairs to schedule a tour.

Meetings

We encourage you to attend the meetings facilitated by the LWPTSA Council E-Prep Committee. The committee meets four to five times per school year. Meeting dates for the year are posted on our website: <http://www.lwptsa.net/emergency-prep/>.

These meetings will help you understand your role and you will learn much from your peers who have lots of tips and knowledge to share.

Meetings are held at the Lake Washington School District Resource Center in Redmond Town Center. The address is 16250 NE 74th St. Redmond, WA 98052.

Agendas for each meeting will be sent to committee members by email the week before each meeting.

Where to start for new chairs

Are you a new e-prep chair and wondering where to start? Begin by setting up a time to have an introductory meeting with your principal/administrator in charge of E-Prep and your PTSA board contact, typically the VP of School Services. They might have valuable information and documents to pass on from a previous chair. Take inventory of your school's e-prep closet/container. Does your school have emergency classroom backpacks or lockdown buckets? Find out the details of your e-prep budget (amount, donations vs. PTSA allocation, how to spend) from your PTSA.

Website

Our LWPTSA E-Prep Committee website is a resource for meeting dates, meeting notes, resource links and documents.

<http://www.lwptsa.net/emergency-prep/>

Facebook Page

Join our Facebook group - Ask questions or post helpful items.

<https://www.facebook.com/groups/1363299737115750/>

Don't Be Invisible

We tend to do work behind the scenes and your PTSA often will not realize all that you do.

Introduce yourself to your PTSA board and find out your PTSA contact for questions and reports.

See if the E-Prep chair position is listed on your PTSA website. Ask to have your name added.

1. Talk to your PTSA board / contact person about:

- **E-Prep Budget**
Often this is posted in your PTSA's financial reports online. How is your budget funded?
Do unspent funds automatically carry over to the next school year?
Ask to be included in budget discussions in the spring.
- **Reports**
Ask how your PTSA would like reports from you. Some examples: a PTSA operating under a consent agenda may prefer to receive written reports via email. Some PTSAs prefer an oral report during meetings. Some like monthly reports, others prefer reports as requested or as needed when projects are underway.
Even if you have nothing to report, let them know.
- **Transitions**
Keep the lines of communication open. When the nominating committee forms be sure to let them know if you plan on continuing in the role next year. Although E-Prep Committee Chair is not an elected position, if you aren't returning, the nominating committee may be able to help with recruiting efforts. Keep a list of tasks you have accomplished to pass on to your PTSA and for continuity between chairs.

2. School Staff:

A good working relationship with your school's staff is crucial to success in the role of E-Prep chair. A good first step is introducing yourself to the administrative staff and confirming who your contact person will be for E-Prep. Often your main contact will be the principal or associate principal, but not always, so it's best to confirm each school year. Some schools invite the PTSA E-Prep chair to attend their building safety committee meetings. This is optional, and at the discretion of the principal. The principal, or their designee, is responsible for completing and submitting the Beginning of the Year Checklist to the LWSD Safety and Risk Manager (role currently occupied by Scott Emry). The principal is also responsible for making sure the school's Rapid Responder account is updated annually and that the school conducts drills in a timely manner in accordance with the Drill Schedule.

- **Principal or Associate Principal**
Ask about drill dates and if you can observe them (this is completely optional and at the principal's discretion) or how you can be of assistance. Offer to show the staff person assigned to Supplies Management where supplies are stored. Plan options for classroom emergency backpack / bucket inventories, discuss the possibility of reviewing supplies with staff members in general (perhaps at a staff meeting) and / or taking a tour of the supplies storage area.

- Office Staff: Registrar and Office Manager
Common topics of conversation are enrollment numbers, maps, building access, coordinating backpack inventory, student reunification supplies/forms, their plans on how to evacuate the attendance book, emergency contact information cards and medications.
- Custodian
He or she can often lend you a hand truck or give you water spigot access. You might also ask if there a preferred time to throw out garbage (this has to do with when the dumpsters are emptied).

FUNDING

Most schools have a line item in their PTSA budget for emergency supplies.

There are several ways to fund the emergency supplies budget line, including allocating a specific amount in the expenses of the operating budget (this is common), asking for monetary donations (i.e. pass-the-hat), requesting in-kind donations for specific supplies, and grants.

Operating budget line items come from the general fundraising efforts of the PTSA. Talk to your PTSA board about your budget. \$1 per student is a reasonable budget to request.

Some schools hold a “pass the hat” fundraising effort at the beginning on the school year in conjunction with their PTSA membership drive. A separate line specifically for emergency preparedness supplies is often included on the membership form or pass-the-hat fundraising flyer. Some schools suggest \$5 or \$10 a student. Funds donated specifically to emergency supplies need to be accounted for separately from the general fund so that the money isn’t inadvertently spent on something other than emergency supplies.

You can always ask for in-kind donations; this works best if you are requesting a few specific things. For example: flashlights and batteries, games for student care; tents; tarps; etc. You could create a wish list on Amazon, or a registry with another large retailer. A Sign-Up Genius could also work. Be sure to clearly communicate if you are hoping to receive new items only, or a specific brand, make, or model. Coordinate with both PTSA leadership and school administration (office manager or principal) prior to initiating a donation drive. Scheduling is an important consideration, you don’t want your donation drive to conflict with an ASB fundraiser, food drive, or similar.

Food and water

LWSD has begun to supply emergency food and water to schools over a 5-year plan beginning in the 2017-18 school year. Ask the LWSD E-Prep Committee Chairs which year your school will receive their refresh of food and water. Check with your administrator to coordinate disposal before your refresh.

Wondering how food and water needs are calculated? See our webpage:

<http://www.lwptsanet/emergency-prep/> for the food/water calculations sheet.

Purchasing Supplies

Check with your PTSA treasurer **prior** to the purchase of goods using PTSA funds so that you know the proper process to use.

Ways to purchase supplies:

- Reimbursement: you purchase with your personal funds then turn in receipts to your PTSA treasurer for reimbursement.
- PTSA Pay Direct: the company sends an invoice that you submit to your PTSA treasurer for payment.
- Grants: write a grant request to an organization, like Lake Washington Schools Foundation or Northshore Utility District.

OWNERSHIP

Before discarding or donating expiring supplies, check with your PTSA leaders, principal, and/or office manager to learn how the school has handled things in the past. Some schools view the supplies as PTSA-owned assets, some PTSA's donate the supplies to the school. If supplies have been formally donated to the school district, for example, via a restricted donation form, they may not be donated to another entity (not even another non-profit). This has to do with non-profit law and noncompliance could jeopardize your PTSA's non-profit status. Generally, expired items can be disposed of in the garbage to make room for fresh supplies.

SUPPLIES STORAGE

Every school has either a shipping cargo container or an area of the school building (a closet or storage room) for disaster supplies. External containers are nearly indestructible and accessible if they are away from hazards. They may be accessible when school buildings are not, provided there is a staff member available with a key to open the container. Placing supplies/equipment in multiple locations delays response time and may cause confusion in locating items. Thus, supplies should be stored in a single container/closet. New schools have a room in or attached to the building which is virtually maintenance free. A few schools have the new Tuff Sheds which will require some maintenance to keep them secure. Many schools have the steel cargo container which will require maintenance mostly to do with moisture abatement.

Organization

Think about what items you will need to access first and what else will be needed for later use.

- Even in simple emergencies, supplies for the Incident Commander and Attendance/Student Release response stations will be need first.
- Group like items and clearly label them e.g.: Food, Water, First Aid, Sanitation, etc.

Maintenance

1. Check your container every month or two for concerns:
 - Pests
 - Moisture
 - Freezing Water that has ruptured its container (bottle, etc.) thus causing a leak.
 - Improvements
2. The container/shed belongs to the district and maintenance of the structure is the District's responsibility. A work order can be placed by your building custodian for repairs.
3. Improvements should go through the LWSD Community Projects Coordinator.

Security

Unfortunately, emergency supplies may be stored in the same container as athletic gear at the middle school and high school level. Doing so compromises security and access to the supplies. If you find yourself in this situation, bring it to the attention of your building administrator.

The district is responsible for keying and security.

Your school principal is responsible for distribution of the container keys.

All documents with student/school/procedures or inventories that need disposal must be **shredded** for confidentiality. Ask your office staff for the location of the shredding bin.

INVENTORY

The inventory is used in planning, purchasing, and during the actual response to the disaster or emergency.

Your school should always have an up-to-date inventory.

How your inventory information will be used, will determine the format of your final inventory document.

- Post Supply inventory inside closet/container doors
- Post food & water calculations with food/water supply
- Label boxes clearly with expiration, portions (address labels work well). Can you tell at a glance what is in each box? Can you see total amounts, such as how many space blankets, 4 x4 bandages or flashlights you have?
- Parents concerned about allergies can bring a 3-day supply to be stored for their student.
- Expired water can be kept for sanitation as space allows (label: Expired/Sanitation only).

A listing of what items are available in the storage container is valuable for the Incident Commander and Student Care staff, as well as the complete inventory for Logistics. You might also want a list posted near or on the door of the container as well as in the Incident Command supplies.

Does your school have classroom emergency backpacks and /or lockdown buckets? See the website <http://www.lwptsa.net/emergency-prep/> for sample inventory sheets. These can give you ideas on creating your own inventory sheet for yearly inventory checks.

Possible Methods of Inventory

- Have staff bring backpacks/buckets to staff meeting and check contents using a photo inventory sheet.
- Have staff leave backpacks outside doors to be collected and inventoried by chair/volunteers.
- Staff inventory backpacks/buckets on their own and return completed forms.
- Arrange time to do inventory with or without staff in August before school begins.

Best Practices:

- No medicines in classroom emergency backpacks/buckets (e.g. aspirin, ointment)
- Purchase nitrile gloves to avoid latex allergies
- No fuels in storage closets (e.g. propane, butane, gasoline).
- Label classroom backpacks with purpose/school/room number and lockdown buckets with purpose/room number.

APPENDIX I: Outreach Ideas

PARENT OUTREACH IDEAS

- Tips for your weekly school Newsletter (see <http://www.lwptsa.net/emergency-prep/> for articles you can use)
- E-Prep Chair presentation at PTSA meeting (Topics : PTSA funded E-Prep supplies, district food/water, Skylert communication, District practices emergency drills).
- Check e-prep website links or ask committee chairs for community resources of public presenters.
- School Resource Officer –Parent presentation about items confiscated from school backpacks /how to recognize drugs / alcohol).

STAFF OUTREACH IDEAS

- Emergency backpack/lockdown bucket supplies show and tell at staff meeting.
- Tours of supplies storage area for staff members.
- Present short e-prep tips (similar to the articles used for the Newsletter at <http://www.lwptsa.net/emergency-prep/>) to the school staff at their monthly staff meetings. Contact your Principal for permission.

APPENDIX II: Drill Schedule

The District Risk, Health, and Safety Manager distributes an Emergency Drill Schedule for all the schools to fulfill state requirements and safety needs such as fire drills, lockdown drills\ALICE at the beginning of every school year. This is usually distributed at the first E-Prep committee meeting of the year. If you are in need of the schedule, please contact your E-Prep Committee Chair.

ALICE

<https://www.alicetraining.com/>

ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. ALICE is meant to be another tool in the tool box. It is not specifically for schools; rather it applies to our everyday lives. It is a logical, empowering, and humane approach to being an informed citizen in today's world.

At the beginning of school year, the District holds staff trainings. Substitute teachers are also trained. Each school conducts a table top exercise and a full-Lockdown drill where each school will be practicing at least one ALICE principle.

ALICE Training Highlights:

- The program has been around for 10 + years. The public program was developed about 4 years ago by a police officer and a principal.
- The number of violent intruder incidents is increasing. We need to be aware and prepared to survive.

- Average incident duration is 3-6 minutes long, which mirrors the amount of time it takes for police to arrive on scene.
- OODA Loop: Observe, Orient, Decide, Act (the Counter part of ALICE involves disrupting a violent intruder's OODA Loop)
- All law enforcement agencies serving LWSD schools support ALICE training.

What can we do to prepare our kids? Focus on thoughtful, basic communication. "Be Prepared, not scared". Don't focus on school as the only place where violence can happen. In fact, it is better to talk about strategies in general. School is a safe place for students overall and it is important for students to feel safe in school.

The message to take away from ALICE is it provides more tools for your toolbox. The concepts are applicable to everyday life. ALICE empowers you to take action, rather than passively becoming a victim. When Scott Emry took ALICE training his instructor told the class, "You have the right to live." That is ALICE in a nutshell.

APPENDIX VII Other Considerations

Special Needs Students

If you have this population at your school, you will need to think about this very important group - your special need kids. Talk to their teachers. Find out what supply needs they have; Do not inquire about medical conditions as these are confidential.

Ask the teacher to consider the students' unique food, clothing, and sanitation needs. Confirm that the teacher has a plan and the means to meet these needs. Medicine needs are arranged through the teacher and school nurse, and are not stored in the container, but are brought out by the office staff upon evacuation and distributed by a designated staff member as needed.

You might consider creating a specific bucket with the unique supplies. To easily identify the special needs bucket in the container you might want to use one that is a different color from all other buckets, also labeled. Then it is found quickly and easily for those teachers.

As with all information we hear and see while at school, any medical information we happen to learn about these students is CONFIDENTIAL! Thank you.