



LWPTSA Council E-Prep Committee Meeting

February 11, 2025

Brooke Gialopsos, E-Prep Council Committee Chair

David Naughton, Unofficial E-Prep Co-Chair

E-Prep School Chairs

- Introductions (Name, school(s), years on E-Prep and any special interests)

Introductions

Welcome New Chairs!

- ▶ Locate your school's binder and familiarize yourselves with its contents.
 - ▶ E-version
- ▶ You must be an approved volunteer to access e-prep supplies to do inventory.
- ▶ Sign up for Waves and Currents.
- ▶ Gold standard in LWPTSA E-prep.
 - ▶ Finn Hill video



Vision and
Mission

Key LWSD Staff
and District
Updates

Drill Schedule +
Discussion

Emergency
Food and Water
Distribution

Layered School
Safety +
Discussion

Discussion on Cell
Phone Policies

Brainstorm

Wrap-up and
Resources

Agenda Items

▶ **Our Vision:** Achieve a Whole Community approach of emergency management, set forth by the Federal Emergency Management Association, as it relates to our school communities throughout the Lake Washington School District. The Whole Community approach is a concept that emergency preparedness is a shared responsibility, and calls for the involvement of everyone in order to attain a secure, resilient community.

▶ **Our Mission:** To provide training, networking and support to emergency preparedness chairs from each school in order to encourage the PTA management of supplies, preparedness education, community engagement, and facilitation of drills through building a relationship with the school principal.

Vision and Mission

Key LWSD Staff & District Updates

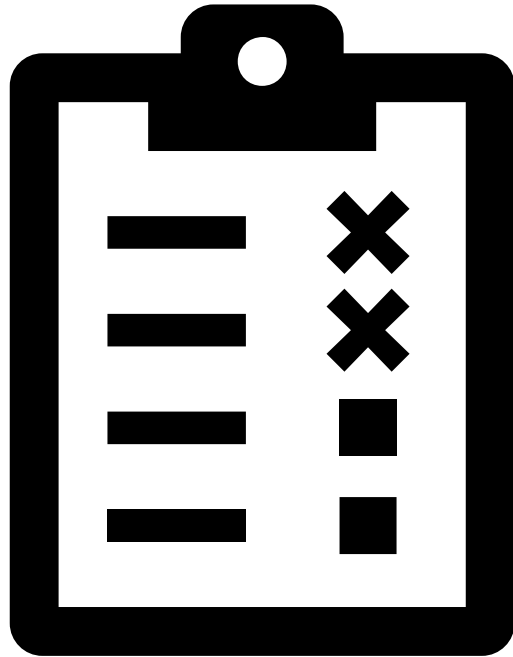
- ▶ Sheila Kembel, School Safety & Crisis Manager
 - ▶ skembel@lwsd.org
- ▶ Scott Emry, Director, Risk and Safety Services
- ▶ Reunification updates
- ▶ Collaborative projects with Safety Advisory Committee
- ▶ [Layered School Safety document](#)



Lake Washington
School District

2024-2025 Drill Schedule

Month	Emergency Drill(s)
September	Evacuation drill & Hold drill
October	Earthquake drill & School level reunification
November	Lockdown drill (secondary) or Listening drill (elementary) & Classroom emergency supply demonstration
December	Secure drill (previously lockout)
January	Shelter-in-place drill & Review emergency supply inventory
February	Lockdown drill (secondary) or Listening drill (elementary) & Hold drill
March	Secure drill (previously lockout) & School level reunification
April	Evacuation drill & Hold drill
May	Evacuation drill & Secure drill (previously lockout)
June	Evacuation drill



**What was your
inventory
experience like?**

**What are you
replacing or
purchasing?**

Inventory

- ▶ How frequently should we do inventory?
- ▶ When should we do inventory?
- ▶ Can we bring backpacks, buckets, and/or bins home to do the inventory?
- ▶ Are there other items that we should be including or considering?



Emergency Food and Water Distribution

2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Baker	Alcott	Eastlake / Renaissance	Dickinson / Explorer	Audubon
Barton	Bell	Finn Hill / EAS	Frost	Inglewood
Blackwell	Carson	Franklin	Juanita ES	LWHS
Emerson / Northstar MS	Einstein	Keller	Juanita HS / Futures School	McAuliffe
Evergreen	ICS / Community	Kirk	Mead	Rose Hill ES
Muir	Kamiakin	Kirkland MS	Parks	Sandberg / Discovery
Redmond ES	Mann	Lakeview	Redmond MS	Smith
Redmond HS	Rose Hill MS	Rockwell	Twain	Tesla STEM
Rush	Wilder	Timberline MS / Stella Schola		Thoreau

- ▶ Food and water [calculations](#) are on the LWPTSA E-prep website.
- ▶ Refresh every 5 years.
- ▶ Expired food and water:
 - ▶ Water can still be used just not consumed.
 - ▶ Work with Green Team or Sustainability Chair to compost, recycle, and/or dispose.
 - ▶ Remember, once the inventory is on school property, the school technically owns it.
- ▶ Questions?

Emergency Food and Water Distribution

SAFETY MANAGEMENT

Community Connectors | Executive Safety Team | Safety Advisory Council | Risk & Safety Services | Building Safety Committee

CYBER SAFETY

Risk Assessment | Data Loss Protection | Threat Detection | Incident Response | Disaster Recovery

EXTERNAL SAFETY

Perimeter Fencing | Access Control | Entry Control | Security Cameras

INTERNAL SAFETY

Communication Systems | A.L.I.C.E.** | CPTED*

SCHOOL SAFETY

Visitor Management | I.D. Badging | Anonymous Tip Line | School Administration | CEMP*** | Family Reunification

CLASSROOM SAFETY

Trained Staff | Door Locks | Lockdown Shades | Trauma-Informed Drills

WELLBEING

Threat Assessment | Counseling | Partnerships | Emergency Kits



Layered School Safety

**Which layer do think
parents/PTSA need to
better understand?**





Discussion on Cell Phone Policies

Brainstorm for the Rest of the Year

- ▶ What would you like to see in terms of programming?
- ▶ What would you like to see in terms of meeting topics?

Committee Meetings

LWPTSA Council's E-Prep Committee meetings for 2024-2025 will be held **online via Zoom**, *except for the October meeting, which will be held in person at the **LWSD Resource Center** (16250 NE 74th St., Redmond WA 98052)*. E-Prep Committee meetings are from **10 am to noon**. An email with a meeting reminder and Zoom link will be sent to e-prep chairs prior to each meeting.

- ✓ • Tuesday, October 8, 2024 (Sammamish Room)
- ✓ • Tuesday, December 10, 2024 (Online via Zoom — [Register for link](#))
- ✓ • Tuesday, February 11, 2025 (Online via Zoom — [Register for link](#))
- Tuesday, April 8, 2025 (Online via Zoom — [Register for link](#))

Meeting Schedule

Wrap Up

- ▶ Any questions?
- ▶ ALICE and Emergency Preparedness presentation for your school, email Brooke
 - Emergency.prep@lwptsa.net or bgialopsos@seattleu.edu
- ▶ Thank you!!



Important Information

- ▶ Contact us:
 - ▶ Emergency.prep@lwptsa.net
- ▶ Website:
 - ▶ <http://www.lwptsa.net/emergency-prep/>
- ▶ Facebook group:
 - ▶ LWPTSA Council Emergency Preparedness Committee



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LWSD Resources

- ▶ School emergency phone numbers:
 - ▶ <https://www.lwsd.org/programs-and-services/safety/school-emergency-phone-numbers>
- ▶ LWSD Safety and Security website:
 - ▶ <https://www.lwsd.org/programs-and-services/safety>
- ▶ Ask LWSD a safety and security question:
 - ▶ <https://www.lwsd.org/help/contact-us/contact-safety-security>



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EMERGENCY PROCEDURES



Until help arrives:

- Follow all instructions given over intercom or in email/Teams.
- Call 9-1-1 when needed.
- Follow steps in boxes below.

EARTHQUAKE

- Drop, cover, hold under a table or desk or against an inside wall – not in a doorway – until the shaking stops.
- Stay calm. After the shaking stops, check yourself and others for injuries.
- Listen for instructions. Evacuate the building if safe to do so.
- Report to assembly area with your class and begin attendance process.

HOLD



- All students, staff and visitors stay in classroom
- Bring anyone in hallways into classrooms to ensure hallways are clear
- Close and lock doors and continue regular classroom instruction
- Once "All Clear" is given, return to regular operations

SHELTER



- Close doors and windows, follow building plan.
- Shut off fans in classroom and close vents.
- Remain in place until told it is safe to leave.

EVACUATE



- Evacuation maps are posted in all classrooms and throughout the building.
- Follow designated evacuation plan, unless hazards exist – use alternate route with nearest exit.
- Take emergency backpack/bucket to assembly location.
- Assist anyone that has injuries or special needs.
- Ensure all building occupants have exited and are safe.
- Account for all occupants.

LOCKDOWN



- Implement ALICE, as needed, at any time.
- Lock all doors.
- Close lockdown shades and exterior blinds.
- Move away from doors and windows.
- Locate classroom emergency kit and have ready.
- Listen for communication of next steps.
- Once locked down, never open the door. Wait for law enforcement to enter room.

SUSPICIOUS OBJECT

- Do not touch or disturb material/object.
- Move away from the site of hazard/object to a safe location.
- Call 9-1-1.
- Notify administrator.
- Be prepared to evacuate.
- Follow instructions provided over intercom or other appropriate district communication method.

SUSPICIOUS PERSON

- Do not let any suspicious person into a locked building or room.
- Do not physically confront the person.
- Begin positioning yourself to the nearest exit.
- Call 9-1-1.
- Notify building administrator and provide information about the person and their direction of travel.

FIRE

- Activate the nearest fire alarm pull station and call 9-1-1.
- Evacuate building following evacuation procedures.
- Do not re-enter building until authorized by emergency response personnel.

SECURE



- Ensure all outside doors are locked.
- Close exterior blinds.
- Continue with regular indoor activities.
- Listen for communication of next steps.

Updated Emergency Procedures Poster (located [here](#))

Community Resources

- ▶ Local e-prep supplies vendor:
 - ▶ <https://preparesmart.com/>
- ▶ American Red Cross for emergency supplies:
 - ▶ <https://www.redcross.org/store/preparedness>
- ▶ Online earthquake drills:
 - ▶ <https://www.shakeout.org/>



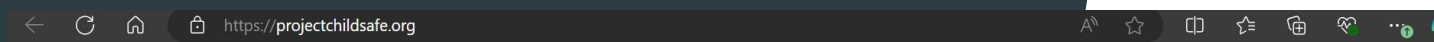
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Community Resources

▶ [Homepage - Project Childsafe](#)



GET A FREE SAFETY KIT [HERE](#).



[ABOUT](#) [LAW ENFORCEMENT](#) [IN YOUR COMMUNITY](#) [EDUCATIONAL MATERIALS](#) [NEWS](#) [BLOG](#)

[Be A Responsible Firearm Owner](#) ▾

[Talking Gun Safety With Kids](#) ▾

[DONATE](#)

MAKE SURE
IT'S SECURE.



Gun Storage Check
Module >



Bring Project ChildSafe To
Your Community >



Youth Mental Health And
Suicide Prevention
Resources >



SERVICES WE OFFER

The provided resources are offered at the Redmond Police Department at 8701 160th Avenue NE. Email adennehy@redmond.gov to make an appointment.

Bicycle Helmets

Adult and child bicycle helmets are available for \$10 (cash only). Individuals receiving the helmet must be present to assure proper fitting. Helmets are sold at cost to replace inventory.

Appointments available Tuesday 10-noon and Thursday 1-3 pm, and are **required** to ensure someone is available to fit your helmet.

Free Child ID Kits

Are you prepared should your child go missing? Receive fingerprints, DNA sample and a picture to help with identification. Appointment is required.

Gun Locks

While we neither encourage nor discourage gun ownership, if you choose to own one please lock them. Free locks are available at the main counter of the Police Department courtesy of [Project Child Safe](#). (Locks are subject to availability. Call 425-556-2600 in inquire.)