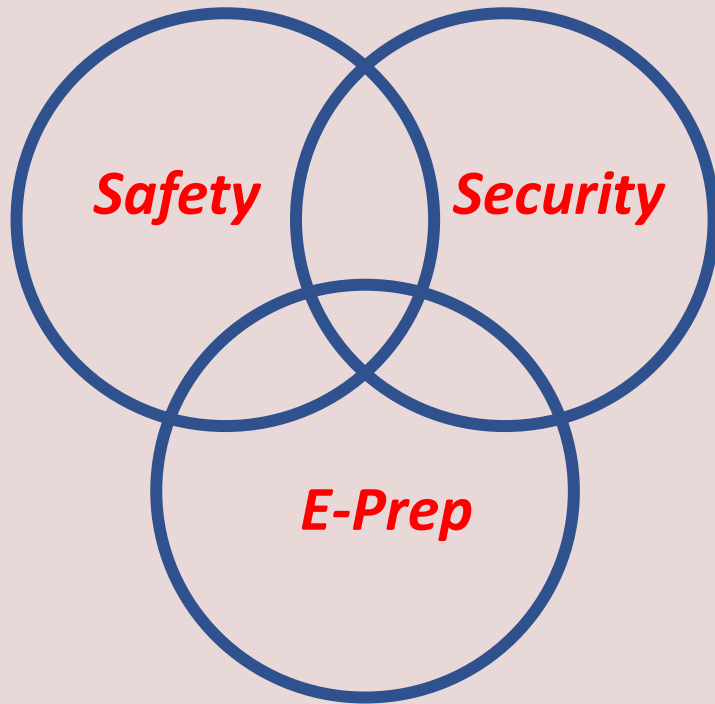


## A Culture of Preparedness



# Emergency Preparedness Chair Training

October 6th & 22nd, 2020

## Agenda

- *Recap Mission, Goals, Values*
- *Overview E-Prep Chair Role and School E-Coordinator*
- *Creating a culture of preparedness*
- *What is preparedness advocacy?*
- *Council E-Prep website resource introduction*
- *Connecting with other chairs in the feeder pattern*
- *Tips for E-Prep chairs*



# Ground Rules

Your behaviors can help the team perform:

- ***Listen** actively, “Seek first to understand, then be understood”*
- ***Polite & Respectful** of each others point of view*
- ***It’s ok to ask questions** and challenge*
- ***Learn** from each other*
- *Make things **visible** – use the chat in zoom*
- ***Stay on-track** - keep focused*
- ***Do what you say** you will*
- ***Help each other** - Structure discussions*
- *Regular attendance - **need whole team** to learn together*

**In the zoom Chat Box answer – what do you want from this training?**



*To provide the PTSA E-Prep chair team training, networking, and support to encourage collaboration between School and PTSA*

*To assist and participate in the management of emergency plans, supplies, preparedness education, community engagement, and facilitation of drills through building a relationship with the school principal, vice principal and emergency coordinator.*

***Preparation through education is less costly  
than learning through tragedy***

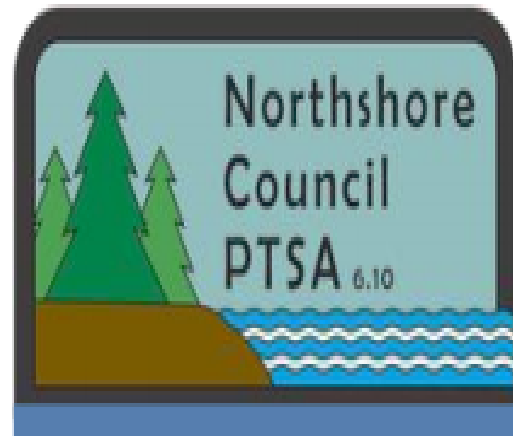
# OBJECTIVES CONVERSATION

- **CULTURE OF PREPAREDNESS** – HOME DISASTER PLAN, DISASTER PREPAREDNESS, CERT, TEEN CERT, STOP THE BLEED, FIRST AID, & ACT SAVE A LIFE
- **INCREASE PARTICIPATION** - OUT-REACH TO ENGAGE PARENTS
- **BRING IN SPEAKERS** - EDUCATE AND CREATE AWARENESS
- **PTA FEEDER PATTERN LINKS** – CHAIRS SUPPORTING CHAIRS
- **SUPPORT COMBINED GROUP PURCHASES**
- **SUPPORT E-PREP CONTAINER IMPROVEMENTS & SUPPLIES** – REPLACE PPE, ORGANIZE AND STORE SUPPLIES
- **MONTHLY ZOOM MEETINGS** - LAST FRIDAY 10:00AM (?) EXCEPT HOLIDAYS, SPEAKERS/EVENTS AT SEPARATE MEETINGS



**PTSA E-Prep Chair Information**

**Build  
a  
Supportive  
Relationship**



*every child. one voice.*

# ***Job Description for Emergency Preparedness***

*PO Box 1001, Bothell, WA 98041-1001*

*Preparedness for emergencies and disasters, as well as the prevention of accidents is a serious concern of those who care for children in the home, at school, and in the community. Activities to promote safety and injury prevention can be incorporated in all PTSA/PTA interests.*

*When it comes to school safety and emergency preparedness; all aspects of planning, execution, corrective actions, documentation, supplies, and training are the school's and school district's responsibility. The PTSA/PTA can play a supporting role; we can help the district, administrators, staff, emergency coordinators, nurses and principals with their permission. Opportunities may include fund raising, parent education, observing school drills, purchasing supplies, inventory audits, restocking, disposal, overall organizing, documenting, and newsletters.*

## PTSA E-Prep Chair Information



What is the difference  
between an  
**EMERGENCY**  
and  
**DISASTER**  
?



*every child. one voice.*

**Emergency  
Preparedness**



## Create a Culture of Emergency Preparedness

PO Box 1001, Bothell, WA 98041-1001



### Help Families Prepare for Emergencies:

- Have Preparedness presentations at your PTSA/PTA video meetings
- Emergency Preparedness information table at your Back to School event
- Open House or other school/community events
- Provide simple preparedness info in every PTSA/PTA newsletter.
- Encourage families to create a family emergency communication plan, assemble an emergency supply kit, and to put together a list of out-of-area contacts
  - Visit [www.ready.gov/plan](http://www.ready.gov/plan) for more information
- Provide parents with First Aid, CPR, AED & Community Emergency Response Team (CERT) class schedules.
  - Contact local Fire Dept, Citizen Corps or American Red Cross
- Provide Emergency Student Reunification Information (work with your principal)
  - Provide parents with clear information about your school's emergency student release procedures.
  - What will the signs say? How does the process work?
  - Encourage parents to provide the school with up-to-date contact information in [Northshore School District ParentVUE](#)
  - Give instruction on how parents should select emergency contacts and pick up persons

## School Safety & Emergency Prep Coordinator

- Selected by staff at each site
- Shall be provided training
- Develop/revise EOP (Emergency Operations Plan)
- Train staff and students
- Schedule and conduct emergency drills
- Stock/maintain supplies in e-container
- Conduct safety/emergency meetings
- Review and investigate accident/incident reports
- Distribute safety materials
- Check for hazards
- Responsible for the safety program at each site

***Build a supportive relationship***

### Safety and Emergency Prep Coordinators

For the duration of this Collective Bargaining Agreement, the Northshore Education Association and Northshore School District No. 417 agree to establish and maintain a building level Emergency Coordinator position. One of the primary roles of this position will be to develop, maintain, and revise as needed an Emergency Operations Plan (EOP) for each building.

The building Emergency Preparedness Coordinator will be selected by the staff of each building. If more than one person expresses interest in the position, a vote by secret ballot will be conducted by the NSEA building representative and building principal. The duties of this position will include but are not limited to:

- Ensure that existing staff are assigned to key emergency roles as defined by FEMA
- Develop and revise the EOP which will be due in May for the upcoming school year
- Review and train staff and students on emergency procedures in coordination with district guidance
- Stock and maintain supplies in the emergency containers
- Conduct safety and emergency meetings on a regular basis, at least quarterly
- Work with building administration to schedule required emergency drills
- Review Incident/Accident reports to identify hazards, causes and trends
- Maintain safety bulletin board(s) and distribute safety materials
- Receive and evaluate employee safety suggestions and notifications
- Check for hazards and make recommendations to rectify or improve hazardous conditions
- Provide written feedback to employees who have identified problems
- Keep notes of all meetings and post them on safety bulletin boards

The stipend for this position will be \$2,000 in buildings with fewer than 800 students, and \$2,400 in buildings with more than 800 students. Additionally, the coordinator will be paid at the C-7 rate (or their hourly rate, if ESP) for any work performed either before or after school to stock the emergency containers and maintain classroom emergency supplies.

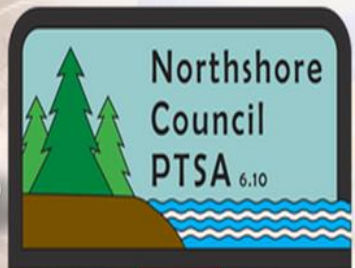
Safety and Emergency Prep Coordinators shall be provided with required training as appropriate. If the required training is scheduled outside of the regular work day the employee will be paid the C-7 rate of pay (or their hourly rate, if ESP) if a bargaining unit member is elected to this position.

Safety and Emergency Prep Coordinators will be responsible for the safety program at each site. The coordinator will investigate all building safety complaints and report findings to the building administrator. If the administrator is unable to solve the problem, the administrator will report the item to the District Safety Coordinator for action.

Safety and Emergency Prep Coordinators will submit an additional hourly pay form to be compensated for time spent stocking the emergency containers and/or time outside the contracted work day attending required trainings.



# Advocacy Emergency Preparedness



## Emergency Preparedness



*Preparedness is Everyone's Job.*

Northshore Council Advocates for all Children

## Northshore Council PTSA Legislative Action

- **BEING RELEVANT** focused on bringing the policy expertise that exists in our PTA's to physically write and implement new education and child safety policies in our school district.
- Council is **represented**, and gives a report, **at school board meetings**
- Council's input is sought by the school board for new policies
- A **trusted partner and seen as the voice of our community**,

**Want to join us on this journey!**

**Your voice counts too!**



## E-prep Legislative Update

*10/4/2020, submitted by DaleAnn Baker*

**WSPTA Legislative Assembly is coming up 10/24-25!** This year, we will be selecting our legislative platform for the next two years. There are several school safety-related issues under consideration:

- **Funding the regional school safety centers for the safety coordinator (EOP) role**
- **Providing resources for emergency equipment and supplies**
- **Verifying compliance of emergency planning coordination**

### Ways to support these issues becoming part of the WSPTA platform:

1. Complete the WSPTA Legislative Survey and let your local leaders know that you prioritize school safety (so that hopefully they will too when they cast their votes!)! Take the survey here:  
<https://www.surveymonkey.com/r/K69HHT6> (and be sure to fill it out for every PTA you are a member!)
2. Attend Legislative Assembly as a delegate! **Talk with your PTA/PTSA president/board and let them know you want to be a voting delegate.** The cost this year is only \$25/person and it is all virtual. Registration info available here:  
<https://www.wastatepta.org/events-programs/legislative-assembly/general-information/>

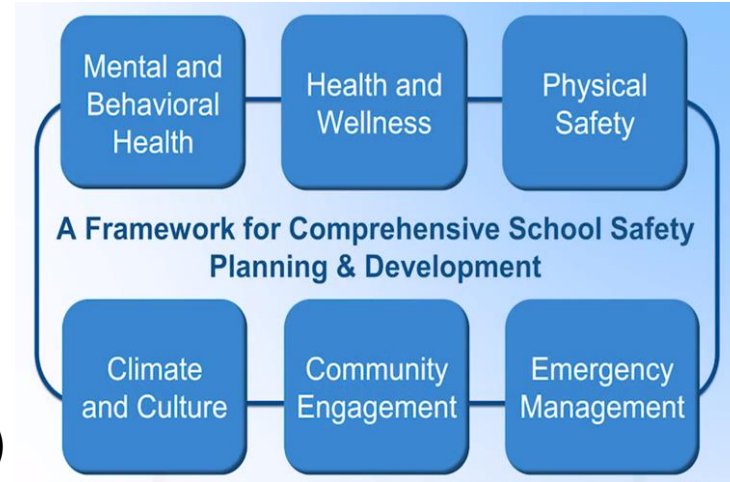


# RCW's K-12 School Requirements



## Highlights: RCW [28A.320.125](#), [28A.320.127](#), [28A.320.123](#)

- Increased school district accountability
- Comprehensive Safe School Plans updated annually
  - collaborate with response agencies
- Requires School Safety Policies, Procedures, Plans, addressing:
  - Preparedness(prevention/protection), mitigation, response and recovery
- Family-student reunification plan and communication (students, parents, staff, admin)
- All staff have information about emergency supplies, notification and alerts
- Transportation agreements/procedures for evacuations
- Timely/methodical school-based threat assessment and management
- Prohibit suspension or expulsion based merely on threat assessment
- Plan and training for recognition, initial screening, and response to emotional or behavioral distress in students,
  - including but not limited to indicators of possible substance abuse, violence, youth suicide, and sexual abuse.



## Up-Coming Event

### Next E-Prep Meeting:

Date: Friday Oct 30th

Time: 10:00AM to 11:30AM

Location: Zoom

We meet the last Friday of the month

at 10AM on zoom. [Recordings](#)

[HERE \(NOW AVAILABLE\)](#)

### WSPTA Legislative Assembly

Date: Oct 24 to 25th

[Register Here](#)

School safety-related issues under consideration:

- Safe school plans and emergency preparedness
- Increase access to nursing, mental health, and Social Emotional Learning staff
- Prevent and reduce gun violence and suicide

Complete the [WSPTA Legislative Survey](#) and let your local leaders know that you prioritize school safety (so that hopefully they will too when they cast their votes)!

[TAKE SURVEY CLICK HERE](#)

(Be sure to fill it out for every PTA you are a member!)

## Updates

- E-Prep Wrap Up, 2019-2020
- Emergency Preparedness



## COUNCIL PTSA E-PREP

Provides a team approach to Emergency Preparedness (E-Prep) leadership, support, training, and ensuring links with NSD resources for all PTSA/PTA's E-Prep chairs, parents and students.

Vision

2020 Goals

Values

## PTA/PTSA Preparedness

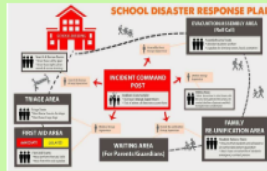
School PTSA's can support:

- [Preparedness Advocacy](#)
- [E-Prep Chair Job Description](#)

## Northshore School District (NSD)

Northshore School District has Safe School Emergency Operations Plans for each of our schools based on OSPI's Comprehensive Safety Planning Toolkit . In case of a serious event or disaster each school is prepared to provide parent reunification, safe shelter, food and care for up to 3 days.

## Join The Team



[CLICK ON PICTURES FOR MORE INFO](#)



### [Emergency Preparedness Chairs](#)

Join our facebook page:

- Get answers to questions.
- Safety & E-Prep events, training
- Get connected

To Join our E-Prep Team

Contact Council E-Prepared Co-chairs

[Click Here](#)

## NEWS



### [April Update: Districtwide Lock Upgrades Continue](#)

Apr 9 2020

# Emergency Preparedness



*Preparedness is Everyone's Job.*

# Emergency Preparedness



*Preparedness is Everyone's Job.*

[Calendar Recordings](#)

[Chair Information](#)

[Training](#)

[NSD Safety](#)

[E-Prep Family](#)

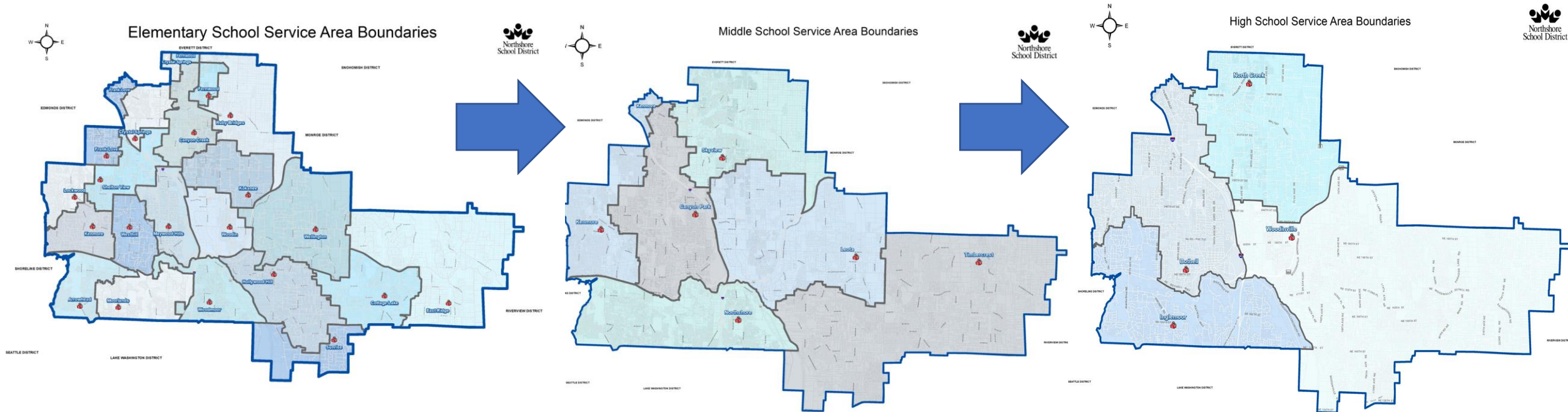
[E-Prep Advocacy](#)

[Contact Us](#)

- Obtain e-prep meeting information
- Tools and resources to be an e-prep chair
- Tools and resources for parents, and students

[www.northshorecouncilptsa.org/emergency-preparedness.html](http://www.northshorecouncilptsa.org/emergency-preparedness.html)

# NSD FEEDER PATTERN



- Reach out to those PTSA's in your feeder pattern – use the contact list
- Identify common needs and goals
- Help each other with meetings, activities and tasks
- Stay connected through the life cycle of elementary school



# E-Prep Chair Tips

- Contact Tracy and Robin for parent training, PTA e-prep help, support, next steps, questions: [eprep@northshorecouncilpta.org](mailto:eprep@northshorecouncilpta.org)
- Contribute to the team
  - show and tell, make suggestions, a conversation for possibility
- Start contacting your feeder pattern support group
  - identify needs, goals and were to help
- Create visibility in newsletters every month
  - Check out [Emergency Preparedness Corner](#)
- [Join our Facebook Page and ask questions, stay in-touch](#)
- [Lead by Example](#)
  - Do the Shakeout! Oct 15, 10:15am!
  - Nov 5<sup>th</sup> & Nov 7<sup>th</sup> NEMCo Preparedness Workshop
  - Do you know the hazards in your area?
  - Have a Plan? A kit?
  - Are you involved?




Click on the picture (PDF)



Watch the slide presentation

More information about the four-step approach to preparedness can be found by clicking on the buttons below:

**The Great Washington ShakeOut**

**October 15 10:15 a.m.**

[Register Here!](#) [Why Participate?](#) [Who is Participating?](#) [How to Participate](#) [Resources](#) [News & Events](#) [Partners & Sponsors](#)

#### GET READY TO SHAKEOUT!

International ShakeOut Day is always the third Thursday of October (this year: October 15). While COVID-19 has brought many uncertainties and challenges, one thing's for sure: ShakeOut is still happening this year!

As always, you can hold your #ShakeOut drill when and where you want. You can choose another date or several dates, and include people in multiple locations (home, work, or school), perhaps through video conferencing.

It's actually a good idea to practice earthquake safety in different situations each year, and ShakeOut Organizers are here to support you.

#### Considerations for COVID-19

- Will your drill be at **home, work, or school**?
- Follow COVID-19 **health and safety guidelines**.
- Choose your own **date** (or **multiple dates**).

**Join Us** [October 15 ShakeOut.org](#)

#### LEARN THE LATEST

**\*Become a Great Washington ShakeOut Champion!\***

[How to Participate](#)  
Information for individuals, schools and many types of organizations

[ShakeOut Resources](#)  
"Drill Broadcast" recordings, manuals, videos, posters, & much more

[Frequently Asked Questions](#)

[ShakeOut E-mail Updates](#)

[Start here](#) to be included in the **2020 Great Washington ShakeOut!**

ARE YOU READY FOR THE NEXT MAJOR DISASTER?



**Emergency  
Preparedness**



*Preparedness is Everyone's Job.*

# FREE EMERGENCY PREP WORKSHOP

**THURS, Nov 5th ONLINE 7PM-9PM**

**SAT, Nov 7th HANDS-ON 9AM**

**2 HOURS OF ONLINE INSTRUCTION 1 HOUR OF HANDS ON SKILLS DEVELOPMENT**

RECEIVE TRAINING ON:

- CREATING A PLAN FOR YOU AND YOUR FAMILY
- BUILDING AN EMERGENCY KIT
- LOCATING AND SHUTTING OFF UTILITIES
- SAFE USE OF YOUR FIRE EXTINGUISHER

SAMPLE  
EMERGENCY  
FOOD

**COST: \$FREE!  
BUT SPACE LIMITED**

**TO RESERVE A SPOT CONTACT:**  
CLUNAK@NORTHSHOREFIRE.COM or (425) 354.1744



NORTHSHORE EMERGENCY MANAGEMENT COALITION (NEMCo) IS A COLLABORATIVE EFFORT BETWEEN THE CITIES OF KENMORE, LAKE FOREST PARK, NORTHSHORE FIRE AND NORTHSHORE UTILITY DISTRICT.

# QUESTIONS?



# Reference Material

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*10/4/2020, submitted by DaleAnn Baker*

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## Opportunities

- ☐ Parent Awareness e.g. newsletters
- ☐ Parent Presentations and Training
  - Avoid Defend Deny for parents
  - Gun Safety (New LAW) & Firearm storage
  - See Something Say Something (POSTERS)
  - School background checks
  - Security Requirements at School
  - Re-unification Process
  - Drills practice & observe
  - Family Preparedness – 2 week ready
  - MYN, CERT, Stop the Bleed, First Aid, Amateur Radio, A.C.T.
  - Train The Trainer to assist in training
  - Supplies, Storage Containers – A PROCESS for Ordering, Inspections
- ☐ Promote Teen CERT (E-Prep Chair), First Aid, A.C.T. save a life, and Amateur Radio
- ☐ Collaboration with District on Council PTSA webpage content
- ☐ Improved partnership, communication, & collaboration between PTA & NSD
- ☐ Monthly meetings with Council and PTA E-Prep Chairs & School Admin

### Posters



### PTSA Council & PTA's

- ☐ Benchmark other District Best Practices and share
  - ☐ Teacher Safety Training
  - ☐ On-line training for teachers, staff, students, parents
  - ☐ **Student/Youth Mental Health**
  - ☐ Use of extreme risk protection orders, which allow removal of weapons from the homes
- ☐ Advocacy
  - ☐ Funding the regional school safety centers for the safety coordinator (EOP) role
  - ☐ Providing resources for emergency equipment and supplies
  - ☐ Verifying compliance of emergency planning coordination



### Reunification Process



## Northshore School District Strategic Plan Goals

**Pillar 2: Safe Climate and Strong Relationships with Families and Community**

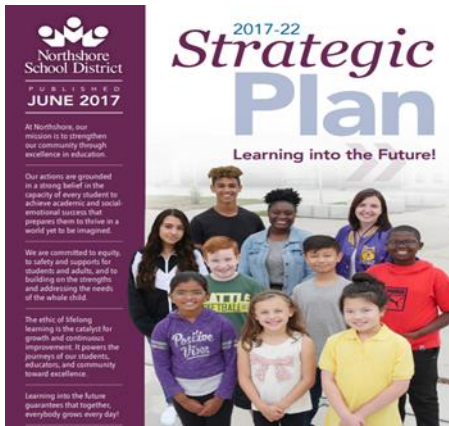
*Prevention, Protection, Mitigation, Response, Recovery*

**Pillar 3: Results – Focused Professional Learning and Staff Support**

*Emergency Training, Development SEL, PBIS, MTSS & Behavioral Support*

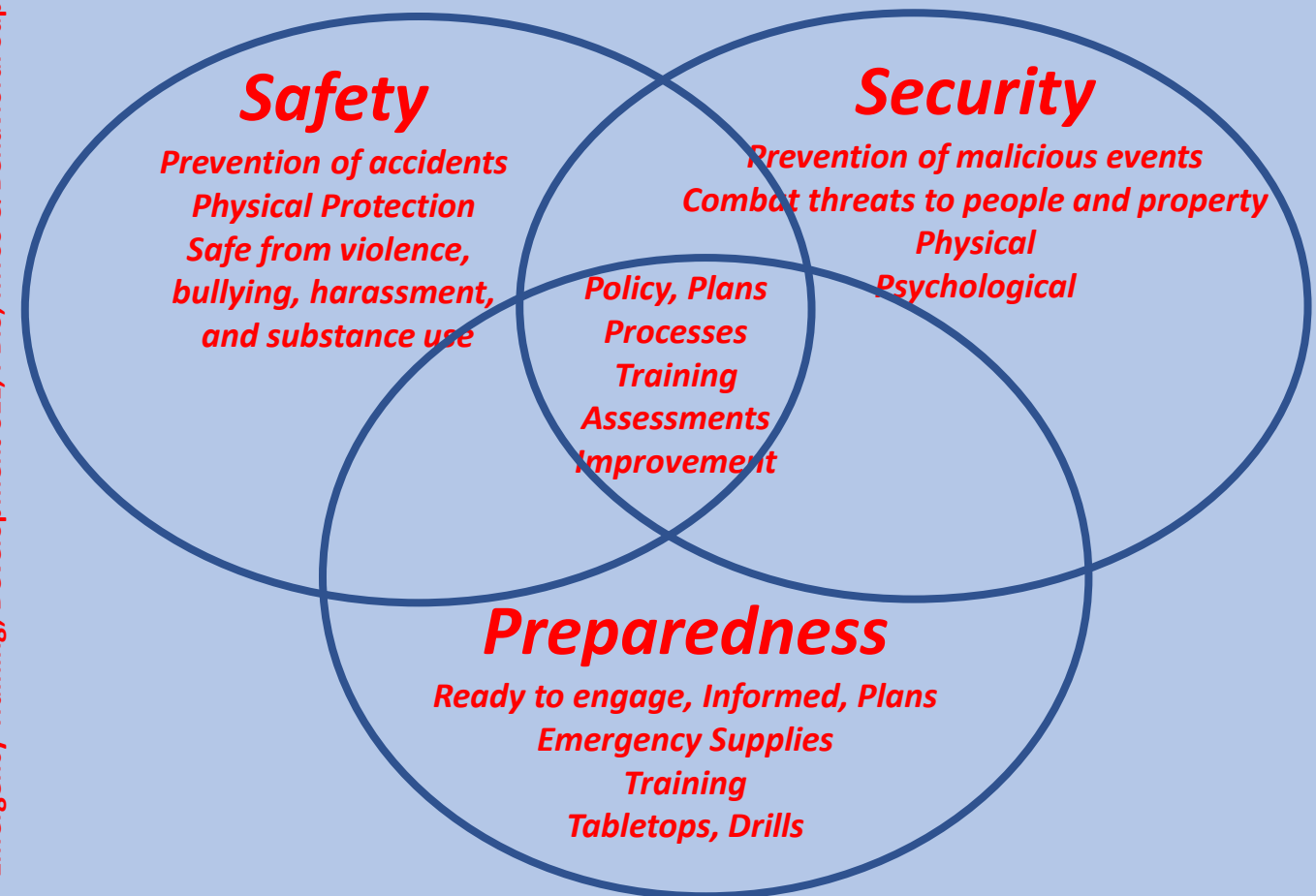
**Pillar 4: Data Informed, Needs-Based Resource Allocation**

*Safety, Security, Preparedness Data and Equitable allocation of Resources*



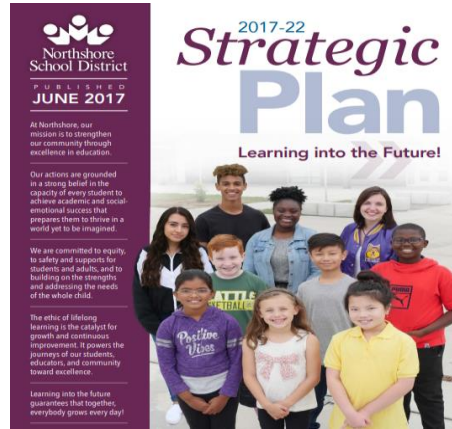
**Pillar 3: Results – Focused Professional Learning and Staff Support**  
*Emergency Training, Development SEL, PBIS, MTSS & Behavioral Support*

**Pillar 2: Safe Climate and Strong Relationships with Families and Community**  
*Prevention, Protection, Mitigation, Response, Recovery*



**Pillar 4: Data Informed, Needs-Based Resource Allocation**  
*Safety, Security, Preparedness Data and Equitable Allocation of Resources*

**Preparation through education is less costly than learning through tragedy**



## Strategic Plan

- ✓ Pillar 2: Safe Climate and Strong Relationships with Families and Community
- ✓ Pillar 3: Results – Focused Professional Learning and Staff Support
- ✓ Pillar 4: Data Informed, Needs-Based Resource Allocation

### FEMA Process defined in:

- ☐ IS-00360 Preparing for Mass Casualty Incidents: guide for Schools
- ☐ IS-00362.a Multihazard Emergency Planning for Schools
- ☐ MGT-439 Pediatric Disaster Response and Emergency Preparedness
- ☐ Pre-100 Active Shooter tabletop process

## Comprehensive Emergency Planning Process Flow

