

Northshore Council PTSA School Emergency Preparedness Resource Guide

Promoting Emergency Preparedness
Throughout Northshore Schools

Special thanks to the Kent Area Council PTA
Emergency Preparedness Committee

*Dedicated to the memory of
Bob Czapinski
Emergency Preparedness Manager Extraordinaire*

Northshore Council PTSA Emergency Preparedness Resource Guide

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Introduction

Northshore Council PTSA School Emergency Preparedness Resource Guide

PTA has a long-standing tradition of those who have knowledge and experience mentoring those who don't and the intent of the Northshore PTA Council Emergency Preparedness Committee is to continue this tradition with this resource guide.

It is compiled of information gathered from a wide variety of sources but should be considered a "work in progress". Our intent is that it will stimulate your thinking and inspire you to find creative ways to meet your challenges and achieve your goals. Our hope is that you will then share your ideas so that we may pass them on.

You may have just the idea that someone else needs!

Participating in school emergency preparedness planning can be an overwhelming experience. Some appropriate sayings come to mind such as, "You have to crawl before you can walk", "One day at a time" and "The longest journey begins with a single step" But a favorite is "How do you eat an elephant? One bite at a time!"

One of the most helpful ways to figure out where to take the "next bite" is by attending the Community Emergency Response Team (CERT) training available from local Fire Departments. We enthusiastically recommend it for anyone concerned about emergency preparedness not just at school but at home and work as well.

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Bob Czapinski and Berta Phillips, Co-chairs of the Woodinville High School PTSA Emergency Preparedness Committee, would like to express our gratitude to Jean Strother, 2002-2003 Emergency Preparedness Chair for the Kent Area Council PTA, from whose School Emergency Preparedness Resource Guide we have **generously** borrowed.

2004

(revised 2010)



Northshore
School District

Office of Superintendent

Larry Francois
Superintendent

3330 Monte Villa Parkway
Bothell, WA 98021-8972
Phone: (425) 408-7701
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January 5, 2010

Dear Northshore Parent,

Statistics show schools are among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer. The Northshore School District continues this year to improve upon our existing emergency preparedness plan and program through drills/exercises, staff training, and community partnerships while utilizing technology and proven practices aimed at advancing school safety.

One such improvement is a new HAM radio program in partnership with the Bothell Fire Department that will add HAM radios to our City of Bothell schools to help enhance our existing district communication program.

If you have not already done so, please register for the district's SchoolReport Emergency Notification System which will automatically provide emergency information to your home phone, cell phone, or e-mail account(s). For more information, please visit:
<http://www.nsd.org/education/components/scrapbook/default.php?sectiondetailid=78679>

In addition, we urge you to utilize up-to-date resource information on weather-related and other important school safety issues via:

- The Northshore School District website homepage, www.nsd.org;
- The recorded message line at 425-408-6001;
- The local news and media; and
- www.schoolreport.org

In the event of an emergency, it is important that your child's Student Information Card on file at their school is current with your home, cell, and work phone numbers as well as those person(s) you have authorized the school to release to. Students can only be released to persons listed on the Student Information Card.

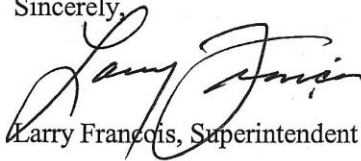
During a real emergency, you probably will not be able to reach the school by phone, as staff will first be busy responding to the emergency and the needs of the students. Please do not rush to the school, do not call the school, and do not call your child's cell phone during an emergency. Phone

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lines need to be kept accessible at all times; overloading the phone system may mean that the school will not be able to communicate with first responders. If necessary, students will be released to parents; this information can be obtained through the resources mentioned above.

Finally, we want you to know that your cooperation in preparing your child for the event of an emergency and helping us to ensure their safety is greatly appreciated. As always, should you have any questions or concerns regarding emergency preparedness, please feel free to contact the district's Risk Manager, Patrick Fitzpatrick at 425/408/7695 or your school principal.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Francois". The signature is fluid and cursive, with the first name "Larry" and last name "Francois" clearly distinguishable.

Larry Francois, Superintendent

Emergency Preparedness

NSD and the PTA

The purpose of this section is to aid Local Unit PTA Emergency Preparedness Committee Chairpersons in gaining knowledge of the Northshore School District Emergency Preparedness Plan. The following pages contain a brief description of the school administrator's role in emergency preparedness, as well as the PTA's role.

We are there to support and offer our assistance, but
we are not responsible for running the school's emergency preparedness program.

Understanding our role in Emergency Preparedness in Northshore School District will aid us in effectively assisting the administration in fulfilling theirs. There is a great deal we can do to support the administration in their efforts to improve the quality of emergency preparedness in our schools. Be willing not only to roll up your sleeves and get to work, but also to stop and listen to your principal and find out what his or her concerns and goals are. This is an on going relationship that begins with open communication, encouragement and understanding.

Remember, we are all in this together.

Emergency Preparedness Information

Northshore School District Emergency Plan Information

The first step in assisting your school with its emergency preparedness program could be to become familiar with what information is contained in the Northshore School District Emergency Plan and what are the current expectations. The NSD Security Department has developed and distributed three valuable sources of emergency information to all schools.

- The NSD Emergency Procedures Manual flip chart, a quick resource for staff that should be available in every classroom.
- The NSD Emergency Preparedness Manual containing NSD Emergency Plan general information as well as individualized emergency information unique to that school. If your principal does not know where their copy is then they should contact the NSD Security Department. It should be possible for you to ask to see your schools emergency plan.
- The NSD Crisis Response Box is an easy to use kit that combines the information in the Manual with other necessary tools to aid school, police and fire in the event of a crisis. (Some schools also use a Rapid Responder Program)

The following contains excerpts from the

Northshore School District Emergency Preparedness Manual (1989 edition)

“The Northshore School District has consistently maintained an outstanding safety record in meeting emergencies because staff have prepared and implemented plans to protect the welfare of the students under unusual occurrences. Since emergency situations are a potential threat to the safety of those in the schools, it is essential that a thorough and up to date emergency procedures plan...be developed and understood on a district wide basis. This emergency preparedness plan provides for the welfare and safety of the students and staff of the Northshore School District in the event of an emergency and establishes a method for evacuation of school premises following such an occurrence. “

NSD Emergency Planning Guide for School Administrators

“As a school administrator, you have the responsibility for ensuring the safety of your students and staff in an emergency. You should set up a school Emergency Preparedness Committee composed of: school nurse, teacher, custodian, secretary, and PTA representatives...Student representatives are also a possibility that you may wish to consider...In most schools you are the single most important factor in the successful development of an emergency preparedness plan. Your support and commitment are critical to securing the involvement of your staff.”

Basic Emergency Planning

The Planning process should be thought of as just that – a process.

The NSD Emergency Preparedness plan follows these basic guidelines

1. An **Administrator** at each school or site should develop an information system that includes but is not limited to...
 - A process for sharing the emergency procedures with staff members early in the school year or before the start of school and throughout the school year.
 - An emergency evacuation plan for the site.
 - A plan for dealing with the early release of students whose parents are known not to be home and for keeping the students in the school if unforeseen events (such as power outages, etc) require supervision and alternative actions...
2. Each school should provide staff and parents with information on what the procedures would be in case of an emergency.

Before A Crisis Occurs the Administrator should:

Organize and Conduct Training For Staff:

Preparation for handling crises at school, before and emergency happens, is essential. It is the only way to assure rapid and effective handling of these emergency situations. In service training on handling these situations should be a necessity rather than a choice.

An in-service training program could include information on:

- Community resources
- Grief training
- Dynamics of a crisis situation
- Emergency Preparedness
- Incident command system training

Incident Commander Pre-Incident Planning Guidelines

- Acknowledge this position's ultimate responsibility for site disaster preparedness.
- Be familiar with all aspects for site disaster plan.

Action Steps:

- Review, by October 30, disaster response procedures and non-structural mitigation with all staff.
- Survey staff for preference of emergency assignments.
- Make tentative assignments with provisions for absence.
- Create buddy teacher list. Buddy teachers should be familiar with each other's assignment in case one is absent.

Complete all necessary plans, lists, and maps in this section:

- Schedule date(s) for skills training.
- Send parent information on preparedness at home/school each year by October.

- **Meet with site representative, PTA safety chair, and custodian to:**
- Check bulk water for exchange date. Determine method of water distribution. If necessary, locate siphon pumps and directions.
- Check inventory of supplies in container and classrooms.
- Replace missing supplies and change batteries.
- Post signs indicating parent request gates for emergency pickup.
- Verify copies of Emergency Cards are available-one in office, one in classroom and/or container; and that Emergency Cards are moved appropriately with class changes.
- Plan regular emergency/disaster drills with verbal and written critiques. Annual District wide earthquake drill to be coordinated with the district's Safety and Security Department
- Gather and organize written materials and supplies for response. Put individual job descriptions on clipboards with copies of necessary forms.

Working With Your Principal on Emergency Preparedness

Developing a good working relationship with your principal is essential for any PTA committee member particularly for those involved in emergency preparedness. The Washington State PTA publication, The PTA & The Principal uses the analogy of two vehicles driving in separate lanes toward a common destination to describe the importance of PTAs and principals “sharing the road”. Neither driver should attempt to control the other’s vehicle “but there is a mutual trust and respect as they honor the other’s chosen course towards their common destination”.

The PTA & The Principal goes on to state that “PTA...is NOT a part of the school program and is not under the control of the principal...The PTA which has informed, educated members is an asset to the school principal...The PTA should be an educational forum for its members as they seek to understand issues and decisions which affect the school community...The school building is the principal’s territory. Acknowledge that the principal is responsible for all that happens in the building. Review with him/her all materials sent home with students...Develop an unassuming, positive, working relationship regarding the use for either school district space or equipment. Seek the principal’s approval for programs which touch the classroom...or education day. For cooperation from staff, explore with the principal the possibility of attending staff meetings occasionally.”

The NSD Emergency Plan makes it clear that In the event of an emergency, school administrators have the responsibility for ensuring the safety of students and staff. The administrator is the single most important factor in the successful development of the Emergency Management Plan. It is the principal who is responsible for the implementation of the Emergency Management Plan.

An unfortunate reality is that school administrators have tremendous responsibilities and there literally may not be enough hours in a day for them to accomplish all that is currently expected of them. They are forced to set priorities of what has to be done now and what can wait until later. It then becomes easy for emergency preparedness to be thought of as something that can wait because it is impossible to predict if or when it will even be needed.

However, if a school remains unprepared, by not having the supplies it needs OR by not having staff trained how to use them, it is not unlike playing “Russian Roulette”. How willing are we to let a school gamble with the safety of our children?

It may be helpful to visualize your school's emergency plan as a "house" to be occupied by students during an emergency situation.

- The Northshore School District Emergency Preparedness Manual and the Crisis Response Box represent the "tools" necessary to build the "house"
- "The Community Emergency Response Team" (CERT) training, offered by local fire departments, is a class that teaches individuals how to use the "tools" to construct the "house"
- The principal is the "carpenter" and is responsible for building the "house"
- The teachers and school staff are the "building materials" from which the "house" is constructed

What then is our role in school emergency preparedness?

We are volunteers who want to see the "house" completed and "furnished" so that our children's needs will be met in an emergency. We can help out by donating supplies to "furnish the house" and by providing encouragement to the "carpenter" to complete the "house". But we have *no direct responsibility* for the actual construction

We need to gently but firmly avoid being made to feel that it is our responsibility to plan the "construction" or build the "house"

We can become more informed about what has already been "built" at our school and what is still needed. We can frequently, but politely, let our principal know how important it is to us that this be completed.

It can help to remember
"The squeaky wheel gets the grease"

We can look for opportunities, such as at Open House, PTA General Membership meetings etc, to ask specific questions about how well the school is prepared to care for our children in an emergency.

Ideally a principal would:

- Know what supplies they have, where they are stored, where the key to the container is, and where their school's Emergency Plan is kept
- Have attended "Community Response Team" (CERT) training and know who on their staff have received emergency preparedness training and the level of training received.

It can also help to remember
"You can catch more bees with honey than vinegar"

We can also look for opportunities to publicly "reward" our principal by

- Acknowledging their challenging position
- Praising the effort they have made so far

Sample Local Unit PTA Emergency Preparedness Committee Job description

The PTSA Emergency Preparedness Committee Chairpersons from the local unit *may* be asked to:

- Serve on safety/emergency committees at his or her local school, with the permission of the building Principal. (*Liaison/advocacy position*)
- Keep the local unit and parents informed of emergency/safety preparedness issues and education through PTA meetings and/or PTA / School newsletter.
- Assist the school staff (or the administrator or staff representative) with the updating of classroom kits, water, food, and other emergency supplies each September. (This may include assisting with the purchasing or acquisition of said supplies)
- Maintain an updated list of volunteers (include a list of persons who can be called to assist after an emergency – share this information with building Principal).
- Advocate for the funding necessary to purchase supplies and equipment, etc
- Assist the school staff with maintaining an up-to-date inventory of supplies
- Help the school staff to organize the storage container where supplies are kept (if no such outside container exist, you may be asked to facilitate the purchase of an appropriate container).
- Encourage and support increased staff training by providing CERT schedules (training is available several times a year through your local fire departments or Citizen Corps), as well as other related emergency preparedness training information.
- Maintain and update the Emergency Preparedness Committee notebook for the local unit. This notebook is to be returned in June of each year to the PTA Executive Board and passed down to the succeeding Emergency Preparedness Committee Chairperson

Included in the local PTA Emergency Preparedness Committee Chairperson's responsibility may be:

- Advocate for the funding necessary to purchase supplies and equipment, etc
- Maintain an up-to-date inventory of supplies
- Organize the storage container where supplies are kept (if no such outside container exist, you may be asked to facilitate the purchase of an appropriate container).
- Encourage and support increased staff training by providing CERT schedules (training is available several times a year through your local fire departments or

Citizen Corps), as well as other related emergency preparedness training information.

Training

Many different agencies provide Emergency Preparedness training to interested individuals. The cost is usually minimal, in some case the training is provided free of charge. Regularly informing parents and staff of training opportunities can be done through the PTA / School newsletters. Although the training of school district personnel is the responsibility of NSD, the PTA can play a role in increasing the level of awareness among parents, students and staff by arranging to have an instructor speak at PTA meetings or other functions.

Community Emergency Response Team (CERT)

CERT training is available through local fire districts (below) as well as local and regional chapters of Citizen Corps. CERT is a comprehensive emergency preparedness program consisting of 8 – 3 hour classes which include training in:

Disaster Preparedness
Fire Suppression
Disaster Medical
Search and Rescue
Disaster Psychology
Disaster simulation

Local Fire Districts offer additional training and have Public Educators who are more than willing to speak at PTA meetings, etc.

Bothell Fire & EMS

www.bothellfire.org

Public Education Division (425) 486-1678

Public Educator/Public Information Officer

Kirsten Clemens Kirsten.Clemens@ci.bothell.wa.us

Emergency Preparedness Coordinator

Karen Blackwood karen.blackwood@ci.bothell.wa.us

Northshore Fire Department

<http://www.northshorefire.com/>

Business Office (425) 486-2784

Terri Jones terrij@northshorefire.com

Woodinville Fire and Life Safety Department

<http://www.wflsd.org>

Business Office (425) 483-2131

Public Educator / Public Information Officer

David Leggett DaveL@wflsd.org wflsdcert@wflsd.org

Training is also available through the **Seattle Red Cross**.

If you are interested in having an instructor talk to the students about emergency preparedness, to speak with the PTA boards or membership regarding personal preparedness, or if you would like to request brochures contact the American Red Cross at :

**1900 25th Avenue South
Seattle, WA
Regular Mail: PO Box 3097
Seattle, WA 98114-3097
Phone: (206) 323-2345
info@seattleredcross.org**

Additional training information:

Craig Phillips, NSD EOC Coordinator and Security Supervisor, can put you in touch with individuals in our area who are willing to speak with staff, PTA or students. Craig can also put you in touch with instructors who are willing to teach a modified version of CERT, usually just 3 or 4 hours long.
cphillips@nsd.org

FEMA's Emergency Management Institute

FEMA's Emergency Management Institute offers a wide variety of emergency preparedness classes through its Virtual Campus. Some of the classes offered are:

- Are You Ready? An In-depth Guide to Citizen Preparedness
- Multi-Hazard Planning for Schools
- Disaster Basics
- Introduction to Community Emergency Response Teams
- Introduction to Incident Command System, I-100
- DHS National Incident Management System (NIMS), An Introduction
- Animals in Disasters
- Livestock in Disasters
- Household Hazardous Materials - A Guide for Citizens
- Protecting Your Home or Small Business From Disaster

<http://training.fema.gov/EMIWeb/IS/>

General Emergency Preparedness Information for Parents, Students and Staff

Emergencies are stressful for everyone and it's only natural for us to be concerned about our families and have an intense desire to reach them. *However*, professional emergency responders agree that the best thing we can all do after a disaster is to stay put until it has been determined that roads, bridges etc are safe for travel. Also it may be essential to keep roads open for fire trucks, police cars, aid cars, utility co. vehicles etc. So it is important to educate parents, students, and staff on the importance of emergency preparedness not just at school but at home and office so they can just stay put.

Personal preparedness is especially important for those who will be responsible for caring for others. In an emergency situation one cannot meet the needs of others until their own basic needs are met.

In this day and age people sometimes have to hear information over and over before they finally "get it". Also we don't all learn the same way so presenting information in different ways helps to ensure a larger number is reached. So be creative and take every opportunity to get your message across

- With speakers and/or flyers at PTA meetings, open house, parent/teacher conferences etc
- Preparedness tips (what to put in a car kit etc), reminders, and suggestions in PTA Newsletter
- Create a costume (orange vest, hard hat etc) for an emergency preparedness superhero, such as "Disaster Man/Woman" to attract attention at events (ok, that might be just a little too silly for a high school).

While providing supplies to meet student's physical needs, such as shelter and water, is essential it is also equally important provide "supplies" to meet their emotional needs.

Methods to help relieve student stress during an emergency include:

- They know that their family members are prepared at home, at other schools, at work as well as in the car.
- Their mind/body is kept occupied with games, activities or tasks to accomplish

Also be aware that this is a very multi cultural/multi lingual school district with numerous languages spoken. Find out from your principal, school nurse, or counselors what the predominant cultures and languages are at your school. If possible have your emergency preparedness information translated so that this segment of your parent population can be reached.

- Seek out parents and students who are comfortably bilingual.
- Ask teachers of secondary language classes for assistance.
- Contact local churches that share their facilities with other cultures.

Emergency Preparedness Information - Specific to Primary Schools

Emergency preparedness at the elementary level is of prime importance as the younger and smaller the child the more at risk they are. For example, young children are more likely to lack understanding of emergency situations and become emotionally distraught. Also due to their smaller physical size they are more at risk for suffering from hypothermia.

Generally speaking elementary schools have an easier time generating interest in emergency preparedness, PTA participation is higher, students are there longer so “parent buy in” is greater and since students are younger parents worry more. However this may not be the case at your school as NSD has its fair share of under supported elementary schools. In this case it would be necessary to rely more heavily on community resources such as “School/Business Partnerships”.

In addition to the general information suggestions PTAs at primary schools may also sponsor:

Comfort Kit Drive

- Create and distribute list of suggested items
- Provide each student with a one-gallon Ziploc bag for comfort kit (to limit size)
- Request donations of cash/items to create comfort kits for those students without
- Purchase items in bulk, put together in individual comfort kits and sell at cost or for a profit.
- Quake Pac Inc comfort kit fundraiser program (see suppliers list)

Emergency Preparedness/Safety Family Night

- Plan an evening for parents and students
- Invite local agencies-Fire/Police Dept Public Education, Red Cross, FEMA etc
- Acquire handouts specific for young children from FEMA etc
- Solicit donations of emergency supplies to raffle
- Offer Child Identification/DNA/Finger printing/Photo I.D.
- Teddy Bear drive
- Collect donations of funds/supplies
- Games, activities, speakers
- Sell popcorn, ice cream, sodas, pizza etc

Primary level PTAs can provide information to help educate parents about need for emergency preparedness at secondary level because all children eventually grow up and move on.

Emergency Preparedness Information – Specific to Secondary Schools

Providing emergency preparedness at secondary schools is challenging. Typically there is less parent involvement in PTA and less “parent buy in” because their children do not attend junior or senior high schools for as many years as they did at the elementary level. Secondary students are physically so much larger that it becomes easier to not feel as concerned as we did when they were in kindergarten. Also since they are now *teenagers*, and believe they are invincible, they may not take emergency situations seriously. It becomes increasingly difficult to even get them to stay at school during an emergency. To complicate matters once a student begins driving they may have been instructed by their parents to go get their younger siblings during an emergency.

However they are still children and may lack the knowledge and experience to cope with the emergency. The first task of an emergency preparedness program could be to educate students and parents of the importance of “staying put”. For example it could be explained to parents why it is dangerous for a child to be the first one to enter a house after an earthquake. What if there is a gas leak and they turn on a light? Another option would be to acknowledge the fact that some students will leave no matter what and provide them with information on how to do it safely.

The Public Education divisions of our local fire districts offer a wide range of classes covering topics such as:

- Fire extinguisher use
- How to detect gas leaks
- How to shut off gas
- What should be in an emergency car kit

Other ways to encourage secondary students to remain at school is to involve them in the emergency plan. Student Support Teams can be made up of pre-selected students (with parental permission) to assist staff as runners, delivering/setting up equipment etc. Perhaps your school could organize a “Student Emergency Response Club” where students become involved in implementing a schools emergency plan.

Possibly the best example of involving students in an emergency plan is the “Emergency Response and Health Careers Class” taught at Thomas Jefferson High School in Federal Way. This is a trimester long class available to seniors and explores various health related careers. The school has an annual Emergency Evacuation Drill, each fall where they practice what they have learned. For more info contact Monica Watchie (253) 945-5694 mwatchie@fwsd.wednet.edu

Emergency Information Sources

City of Bothell Fire and Life Safety	www.bothellfire.org
City of Woodinville Fire and Life Safety	www.wflsd.org
Northshore Fire Department (Kenmore)	www.northshorefire.com/default.asp
Snohomish County Fire District 7	www.firedistrict7.com
City Of Seattle Office of Emergency Management	www.cityofseattle.net/emergency_mgt
King County Office of Emergency Management	www.metrokc.gov/prepare
Snohomish County Department of Emergency Management	www1.co.snohomish.wa.us/Departments/Emergency_Management/
Region 10 OSHA Training Institute Education Center UW Online Institute	www.regionxoti.org
Washington Military Department Emergency Management Division	http://emd.wa.gov/
American Red Cross	www.seattleredcross.org
National Weather Service	www.wrh.noaa.gov/seattle
Puget Sound Energy	www.pse.com
Federal Emergency Management Agency	www.fema.gov
FEMA's Emergency Management Institute	http://training.fema.gov/EMIWeb/IS/
Department of Homeland Security	www.dhs.gov www.ready.gov
Citizen Corps	http://www.citizencorps.gov
Wa.State PTA	http://www.wastatepta.org/resources/emergency_preparedness.htm
FEMA Publications Catalog	FEMA PO Box 2012 Jessup, MD 20794-2012 (800) 480-2520

Recommended Supplies

Classroom Emergency Kit

It is recommended that each classroom have some type of evacuation kit (also known as “emergency back packs”, “grab and go bags” etc). This kit contains items to be used during an emergency evacuation as well as to meet the immediate needs of students until the school’s emergency plan can be initiated.

Classroom Emergency Kit:

Items should be stored so that they may be taken when classroom is evacuated.

- ___ Leather work gloves
- ___ 1 pair safety glasses
- ___ Small crowbar
- ___ 3 space blankets
- ___ Duct tape
- ___ Tarp or ground cover
- ___ Blank student accounting forms
- ___ Class Roster – updated each year (for secondary schools, a roster for each period)
- ___ Buddy classroom list
- ___ Pens, paper (permanent marker, clip board)
- ___ Red card to summon aid *
- ___ Green card to signal all okay
- ___ Whistle
- ___ 5 Light sticks
- ___ Scissors
- ___ Ponchos or garbage bags
- ___ Flashlight
- ___ Batteries
- ___ Tissue/ Kleenex
- ___ Identification vest (for teacher)
- ___ First Aid kit:
 - ___ 3 pressure dressings
 - ___ 3 pair protective gloves for first aid (latex free)
 - ___ Adhesive tape
 - ___ Tweezers
 - ___ Adhesive gauze pads
 - ___ Safety pins
 - ___ Towelettes

Suitable containers:

Containers should be clearly marked as Evacuation Kit (or other appropriate designation) and stored in an easy to access locations.

Backpack-Best choice, easily and securely carried while leaving both hands free.

Duffle/Satchel/Tool Bag-Goes over one shoulder leaving hands free

Drawstring bag-Economical and can go over the shoulder.

5-gallon buckets-Free or economical, leaves one hand free, room number can be stenciled on must be sealed against pilferage

***Red/Green signs**

The purpose of the red/green sign in the evacuation kit is to provide a rapid visual be used after an emergency evacuation to identify classes with immediate needs missing students.

- Green means all are accounted for and all are okay.
- Red means someone is missing or needs immediate help.

These can be easily and cheaply made with red and green construction paper, with the room number painted on if desired. They can also be laminated.

Shelter and Warmth

In this climate if a school has to be evacuated and students have to stay outside for any length of time hypothermia could be the greatest threat to their safety. Hypothermia is a potentially life threatening condition and children are particularly at risk because of their smaller size. Also their bodies can compensate longer than an adult, which means that in the same cold conditions a child will not feel chilled as quickly as an adult does. *However, once a child does become chilled they become hypothermic much more rapidly.* To best prevent hypothermia they need to be kept warm and dry.

Shelter options include:

Garbage Bags,

- One for each student, quick and economical protection from elements

Ponchos

- More expensive but more comfortable for longer-term use

Tarps/Large sheets of plastic

- Economical quick shelter for groups
- May be attached to existing fences, goal posts, container etc

Awnings, Canopies, and Tents

- More expensive but more comfortable for longer-term shelter

Mylar Blankets

- Economical, compact, hard to keep wrapped around body of active child
- Waterproof, no insulation if seated on ground, may tear easily

Mylar Sleeping Bags

- Cost more than Mylar blankets but larger and provide better protection
- Unable to stand/walk around while using them and no insulation if seated/lying on ground

Fabric blankets

- Expensive if purchased new but economical if purchased used*
- Provide insulation if seated on ground, not waterproof or wind proof
- Require much more storage space, provides greater “comfort value”
- Can be made cheaply by sewing fabric scraps/remnants together

Disposable emergency blankets

- More expensive, may be waterproof and wind proof
- *Local thrift stores stock a wide variety of inexpensive blankets
- Acrylic or fleece preferred to wool or cotton, absorbs less moisture, dries faster
- Most are large enough to be cut in half
- Wires can be removed from electric blankets by cutting the blanket across middle
- Cost ~\$2.00 per finished blanket (if purchased on “50% off Sale” days)

Sanitation

After a disaster poor sanitation can lead to the spread of infection and disease if human wastes are not contained properly. Also it will greatly reduce stress for students if facilities are quickly made available.

The NSD Emergency Plan recommends that each campus have 1 portable toilet and privacy shelter available for each 100 students

Toilet Options include:

“The PETT” (Portable Environmental Toilet)

- Expensive but effective system containing toilet and disposal bags
- Disposal bags contain chemical which gels waste and removes odors
- Meant for use with “The PUP” privacy shelter

Hassock Portable Chemical Toilet

- Less expensive, bag is contained, deodorizer available

“Luggable Loo” Portable Chemical Toilet

- Less expensive, bag is contained, deodorizer available

Folding Portable Toilet

- Economical, bag not contained, is visible and hangs loose, deodorizer available

3 or 5 gallon bucket

- Most economical especially if buckets acquired free
- Holes may be cut in lids or folding seats purchased
- Bag is contained, deodorizer available
-

Privacy Shelter Options include:

“The Pup” (Portable Utility Pop-up Tent)

- Expensive but sets up quickly
- 4’x 4’x 6’ with roof, zippered door and mesh windows
- Meant for use with “The PETT” toilet

“Stan Sport” Privacy Shelter

- Less expensive but takes a little longer to set up
- 3’x 3’x 6’ with clear roof and zippered door

PVC Pipe Frame with Sheet Plastic/Tarp walls

- Economical but may take longer to set up
- Time consuming to design and acquire parts but can customize to needs

Sanitation

The NSD Emergency Plan also recommends that each campus have for each 100 students and staff:

- ___ 1 toilet kit per 100 students/staff, to include:
 - 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes, 300 plastic bags with ties, 10 large plastic trash bags, 200 Biohazard bags
- ___ Soap and water, in addition to the wet wipes, is strongly advised*.
- ___ Wheelchair accessible toilet (sturdy, stable portable toilet with privacy screen large enough to accommodate 1 wheel chair and an adult supervisor)
Other supplies could include sanitary napkins.

*Antiseptic wipes and liquid hand sanitizers are better than nothing but health care professionals agree that nothing beats soap and running water for effective hand washing. Depending on the circumstances large quantities of water may be needed in the first aid area for flushing debris from wounds or eyes. Also it may be needed to provide caregivers a method for washing blood and tissue off of themselves before caring for the next victim.

There is an easy way to provide “running” water for hand washing. Several brands of liquid laundry detergent come in large 2.34 gal containers with a spigot. Once empty the container can be thoroughly rinsed and refilled with tap water. The water should be changed once a year. Additional water can be stored in 5 gallon buckets and bleach (1 tsp/5 gal) may be added if purity is in question.

However this water is not safe to drink as the container is not made from “food grade” plastic and it should be labeled appropriately.

Water

The NSD Emergency Plan recommends 3- 4.22 oz per person per day times three days (pouches* or boxes) for a total of about 38 oz of water.

Although water in 4.22 oz pouches is recommended other options are available.

Water can be stored in containers that are either pre filled or filled with tap water. The containers can be a variety of sizes but keep in mind that if school site is deemed unsafe for students to remain they will be relocated to a different site as indicated in the school's emergency plan. *In that case how would the water be transported?*

Pre filled containers

- Usually have a 5-year shelf life
- 4.2 oz pouches, 8.45 oz, 33.8 oz boxes (Water pouches provide better burst strength than boxed varieties)
 - Widely available from Emergency Supply Companies (check supplies web sites page)
- 1 gal, 5 gal* bottles-hand pump available
 - Available from local bottled water companies (check local yellow pages)

Containers filled with tap water

- 5 year Preservative available
- Needs to be changed every six months if no preservative added
- Bleach can be added to water of questionable purity (1 tsp/5 gal)
- Water barrels**: 55, 30, 20, 15, 5 gal-needs siphon pump, bung wrench
- 5 gal buckets** (food grade plastic)
- 1 gal jugs, 1 or 2 liter bottles

Cups

- Economical to purchase
- Disposable plastic cups more durable
- Provide "sharpie" pen to write name on cup

*When water is stored in 5 gal or larger containers then a method of distributing it to each class needs to be determined in advance. One method would be to collect empty plastic bottles/jugs

- 1 or 2 liter soda/water, 1 gal- water/juice/milk
- Wash, rinse, and dry thoroughly
- Have enough for each class to have at least 2
- To be filled and refilled from larger water container as needed

Food

The NSD Emergency Plan states that Millennium Bars are a good source to meet caloric needs and are easy to store. Each bar contains 400 calories; 3 bars needed per person, per day. 5-year shelf life. Special dietary needs will need to be addressed.

If choosing other food products, then it is recommended that the bulk of stored food should be non-perishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions.

One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food that is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value. The recommended amount is three days supply for each student and staff member.

Ideally, food stored in an outside storage container for emergency use should be food that was produced for that specific purpose. Temperatures inside containers fluctuate greatly and can become extremely hot. Unless food has been packaged with high temperatures in mind it's shelf life may be greatly reduced. It may be a good idea to periodically "Taste Test" food items stored to see if that is an issue with your container.

Also when planning your food supply it would be a good idea to consult with your school nurse about students with food allergies or medical conditions such as Diabetes so their needs may be addressed.

Food bars

- Such as Mayday and Datrex, are available from a variety of companies selling emergency preparedness supplies.
- Different flavors available

Meals-Ready-To-Eat (MRE)

- First developed for military
- Long shelf life, wide variety
- Available from a variety of companies selling emergency preparedness supplies.

Canned Foods with "flip top"

- Fruit, meat, juice, etc

Many other nonperishable food items are available at grocery stores.

Search and Rescue

It is recommended that the number of Search and rescue teams be adjusted according to the size and complexity of the campus. Teams must consist of a minimum of two persons. Training on how to do light search & rescue is strongly encouraged — Contact your local Fire Department for information on whether such training is offered in your community

The following tools and supplies are recommended:

Protective gear per S&R team member:

- ___ Hard hat w/chin strap,
- ___ Identification vest w/pockets
- ___ Gloves, leather work
- ___ Safety glasses or goggles
- ___ 3 Dust mask, N95
- ___ Flashlight, extra batteries
- ___ 10 – 12 hour light sticks
- ___ Whistle
- ___ Tape to mark X's (colored masking tape, medium width)
- ___ Duffel or tote bag to carry equipment
- ___ Wonder bar/pry bar 24"

Gear per S&R team:

- ___ Back pack with First Aid supplies
- ___ Master keys
- ___ Site plan for school
- ___ Walkie-talkie w/batteries
- ___ Triage belt w/tape
- ___ Nitrile gloves
- ___ Permanent marker and grease marker (for marking doors)
- ___ Message pad w/pens
- ___ Space blankets –10
- ___ Crowbar 4' or 5'
- ___ Hammer
- ___ Hazard/caution tape
- ___ Duct tape
- ___ Utility Knife
- ___ Wire cutter
- ___ Misc. yard tools (shovels, pick ax, screwdrivers, etc)
- ___ Cribbing blocks (wooden 4x4's, 18-20" long, support object or lift)
- ___ Backboard

First Aid

The NSD Emergency Plan recommends the following medical supplies:

- ___ 4 x 4" compress: 1000 per 500 persons
- ___ 8 x 10" compress: 250 per 500 persons
- ___ Band-aids (various sizes)
- ___ Adhesive tape (1" and 2" rolls)
- ___ Elastic bandage: 2-inch and 4-inch: 50 per 400 persons
- ___ Triangular bandage w/safety pins: 50 per 400 persons
- ___ Cardboard splints: 24 each per 400 persons, sm, med. Lg.
- ___ Butterfly bandages: 50per 400 persons
- ___ Water in small sealed containers: 100 (for flushing wounds, etc.)
- ___ Bleach, 1 small bottle
- ___ Plastic basket or wire basket stretchers 1.5/100 persons
- ___ Backboard, at least 1 per campus
- ___ Scissors, paramedic: 4 per campus
- ___ Tweezers and magnifying glass: 3 assorted per campus
- ___ Triage tags (or tape*): 50 per 500 persons (red and yellow)
- ___ Nitrile gloves: 100 per 500 persons
- ___ Oval eye patch: 50 per 400 persons
- ___ Tapes: 1" cloth: 50 rolls; 2" cloth: 24 per 400 persons
- ___ Dust masks: 25/100 persons
- ___ Disposable blanket: 10 per 100 persons
- ___ First Aid Books 2 standard and 2 advanced per 400 persons
- ___ Space blankets: 1 per person
- ___ Heavy duty rubber gloves, 4 pair
- ___ Phisoderm (green soap)
- ___ Hand sanitizer
- ___ Sanitary napkins
- ___ Blankets (wool or poly)
- ___ Tent/canopy for shelter (easy-up accordion style)
- ___ Tarps (for ground cover as well as "walls" for the shelter)
- ___ Cots and or sleeping pads
- ___ Hand warmers 10 per 100 persons
- ___ Flashlights or lanterns (with batteries)
- ___ Light sticks
- ___ Wash basins (empty Rubbermaid containers can be put into service to fill this need)
- ___ Caution tape
- ___ First aid & Red/Yellow Triage signage

*Triage tape-Surveyor's tape in four colors is used in disaster medical to sort (Triage) victims according to need: Red=Needs immediate first aid, Yellow= Needs first aid but can be delayed, Green=Does not need first aid, Black=dead or mortally wounded

“Soap and water is strongly advised”

Antiseptic wipes and liquid hand sanitizers are better than nothing but health care professionals agree that nothing beats soap and running water for effective hand washing. Depending on the circumstances large quantities of water may be needed in the first aid area for flushing debris from wounds or eyes. Also it may be needed to provide caregivers a method for washing blood and tissue off of themselves before caring for the next victim.

There is an easy way to provide “running” water for hand washing. Several brands of liquid laundry detergent come in large 2.34 gal containers with a spigot. Once empty the container can be thoroughly rinsed and refilled with tap water. The water should be changed once a year. Additional water can be stored in 5 gallon buckets and bleach (1 tsp/5 gal) may be added if purity is in question.

However this water is not safe to drink as the container is not made from “food grade” plastic and it should be labeled appropriately.

When deciding how best to arrange and store first aid supplies it may be helpful to try to put yourself in the “shoes” of the people who may use them. It may be best to divide up the supplies into multiple identical first aid supply bags/buckets/totes. That way multiple caregivers can have ready access to supplies and supplies can be easily transported to wherever needed.

A word about purchasing pre assembled “First Aid Kits”: A wide variety of kits are available however it is frequently more economical to purchase items separately. Also they may include more expensive items not used in a disaster situation, such as blood pressure cuffs, thermometer etc.

Student Activities

The purpose of having student activities available is to help reduce student stress by occupying their minds and bodies. To determine what could be used as a student activity one needs only to let their imagination run (or look in our own child's closet). Also it could help to provide a wide variety of age appropriate items, for quiet activities as well as more active use, as different students have different needs.

- Games
- Checkers
- Yahtzee
- Boggle
- Small puzzles
- Cards
- Books
- Comic books
- Paper
- Pencils
- Pens
- Puzzle books
- Maze books
- Coloring books
- "Nerf" balls
- Hacky Sack
- Frisbees
- Flippy Flyers
- Legos
- Small toys
- Etc etc etc

Items may be acquired economically in many ways including:

- Thrift Stores, yard sales
- Request donations
- Sponsor a "Clean Out Your Closet Week" give prize to class who collects the most (either number of items or by weight)

Ideally items would be relatively small but many games etc can be made more compact by moving them from the box to a Zip Loc bag. An assortment of items could be grouped in larger bags, such as 1 for each class, and these bags could be quickly distributed to each class.

Incident Command System

Incident Command System (ICS) is an organization tool used by Emergency Responders nation wide and is used by The Northshore School District as well.

General:

- Teacher Responsibilities/Student Care
- Support Staff Responsibilities
- Student Support Teams

Command Section:

Incident Commander

- Safety Officer
- Public Information Officer
- Liaison Officer

Operations Section:

Operations Chief

- Site Facility Check/Security
- Search and Rescue Team Leader
- Search and Rescue Teams
- Medical Team Leader

- Medical Team
- Student Care
- Student Release

Planning/Intelligence Section:

Planning/Intelligence Chief

- Documentation
- Situation Analysis

Logistics Section:

Logistics Chief

- Supplies/Facilities
- Staffing
- Communications

Finance/Administration Section:

Finance/Administration

- Time Keeping
- Purchasing

It is recommended that each campus have the following supplies:

Incident Command

- ___ Identification vests with pockets
- ___ Clipboards with Job Descriptions (copies of job description are found in the Emergency Manual and/or Crisis Response box)
- ___ Battery Operated Bullhorn
- ___ Radio (fully charged) to communicate with District EOC
- ___ Walkie-talkies (w/batteries) to communicate with staff at various stations
- ___ Tent/ canopy for shelter
- ___ Tarps (wind break)

- ___ Table(s)
- ___ Chairs
- ___ Office supplies, misc.
- ___ Notebooks and pens
- ___ NSD Crisis Response Box (to be completed prior to crisis!)
- ___ Hard hats,

Logistics

- ___ Clipboard w/pens
- ___ Message forms
- ___ Volunteer sign-in form
- ___ Staff sign-out form
- ___ Walkie-talkie w/batteries

*Incident Command Job Descriptions are located in the NSD Emergency Preparedness Manual at your school

Shelter in Place

Unfortunately in this day and age our schools need to be prepared for emergency situations when students and staff must remain inside the classroom in “Lock Down” such as when there is an intruder on campus. It becomes necessary to be prepared to meet many of the same needs just as when a building is evacuated. Shelter is not an issue but there is definitely the potential need for toilets.

Suggestions for a Shelter in place Kit include:

Shelter in Place Kit:

- 2 rolls duct tape
- Scissors
- Towels
- Water in containers
- Toilet supplies
- Portable radio/spare batteries
- Flashlight/spare batteries

Some of these supplies may already be contained in the Evacuation Kit and it could be desirable to include additional shelter in place items in the kit. Or depending on your school's situation it may be better to create a separate “shelter in place” kit containing needed supplies such as in a bucket.

Some ideas to provide a toilet and privacy screen include:

- Garbage bags or Zip Loc bags to contain waste
- Garbage can could be used
- Garbage bags and duct tape could be used to construct privacy screen
- A garbage bag with a hole for the head could be worn as a privacy screen

Parent Check In/Student Release

Perhaps one of the most challenging situations that school staff will encounter after any type of an emergency will be reuniting students with their parents. NSD has very specific procedures they follow before releasing a child, such as checking information on their “student release card” to see who has permission to pick up that child. Also all schools require any visitor to the campus to *first* go to the office to sign in and receive a “visitor” badge. Parents are familiar with these procedures, recognize the importance, and under normal circumstances are usually compliant.

However, *after* an emergency, parents concern for their child’s safety may simply over rule their better judgment. For example, after the 2001 Nisqually earthquake concerned parents throughout the district rushed to schools, entering buildings without signing in at the office, and some removing their children from school grounds without signing them out.

Student Release is one of the job descriptions listed under “Incident Command” and this is the list of supplies recommended in The NSD Recommended Supply List:

Other Supplies:

- ___ 3-4 folding table 3’x 6’ (more if necessary for larger schools)
- ___ 12-16 chairs (more if necessary for larger schools)
- ___ Identification vests with pockets
- ___ Clipboards with Job Descriptions (see Crisis Response Box or Em Prep manual for list)
- ___ Extra clipboards
- ___ Office supplies: pens, paper, etc
- ___ Box (es) of emergency cards
- ___ Signs for student request and release
- ___ Signs which give instructions to parents
- ___ Signs to mark parent request gate and release gate
- ___ Signs for alphabetical grouping to organize the parents (A- F, etc)
- ___ Empty file boxes to use as out boxes
- ___ Copies of all necessary forms
- ___ Tent/canopy for shelter (easy up accordion style, 1 per table)
- ___ Tarps for windbreak
- ___ Walkie-talkie w/batteries

What we can do to assist our school before an emergency:

- Provide reminders to other parents at PTA meetings, PTA Newsletter, open house, parent/teacher conferences etc of what the policy is
- Provide reminders (as above) on why it is important, such as it prevents unauthorized adults from having access to children.
- Obtain needed supplies

What we can do to assist our school after an emergency:

- Role model appropriate behavior ourselves when such situations arise.
- We can offer our services to the staff and help parents to follow procedures

Containers for Storing Emergency Supplies

The NSD has requirements for all emergency supplies storage containers. They must be organized, bug-free, water tight, secure from vandals, and, if possible, kept cool. Ventilators on the roofs of storage containers allow vandals access. A security cover can be installed to reduce the likelihood of such access. Containers should be located on a paved, level surface, away from hazards, preferably in a shaded area. It is highly recommended that shelves be installed to hold and organize supplies. Secure all supplies from damage during ground shaking. Contact the NSD Risk Manager to confirm that the container meets district requirements. If your existing container requires repairs or maintenance, a work order can be placed by your custodian / facility manager

Ownership:

Issues concerning the containers used to store emergency supplies represent a “gray area”. *Generally speaking the NSD position is that they are structures on district property and therefore belong to the district.* However some PTAs may believe that since they purchased them that they own them. Others who are using containers that were already on school grounds accept the district’s ownership. Talk to your principal to see if you can learn your container’s “history”. Another source of information would be your PTA’s meeting minutes located in the PTA Secretary records. If no one seems to know anything then it would be best to assume it belongs to the district.

Purchasing:

- Work with your principal
- Contact NSD Risk Management Dept concerning purchase, permits location etc
- Read the Washington State PTA Legal Issues in this guide, or consult “PTA and the Law”, call the WSPTA office (800) 562-3804 concerning purchases for/donations to school districts
- PTA Grant Procedures are available through either your local unit PTA President or on the Northshore PTA Council Website
<http://myschoolonline.com/page/0,1871,3094-175322-3-16881,00.html>

Sources

- | | | |
|--------------------------------|--|----------------|
| • A Plus Storage and Container | | (253) 946-9590 |
| • Bob Bunch | | (800) 662-8810 |
| • Mobile Mini | www.mobile.mini.com | (425) 489-9755 |
| • Northwest Container Service | www.nwcontainer.com | (206) 764-4500 |
| • Royal Wolf Portable Storage | www.tmsstorage.com | (206) 762-4807 |
| • Pacific Northwest Equip. Inc | www.pnwgroupp.com | (206) 286-3177 |
| • A Better Mobile Storage Co | www.mobilestorage.com | (800) 662-8810 |
| • McKinney Trailers/Containers | www.E-mckinney.com | (800) 773-0903 |
| • Container Storage Inc | | (253) 838-5576 |
| • Container Care International | | (206) 624-8180 |

Shelves

- Supplies donated by businesses or individuals, scavenged from construction sites
- Labor by Eagle Scouts, secondary shop classes, individuals needing community service
- Use eye-hooks with wire/rope to secure items on shelves

Condensation

Condensation can be a major problem in many storage containers and can cause moisture damage to the contents if it is not properly controlled. Condensation forms when warm air comes into contact with surfaces that hold a cooler temperature. For example, on a cool clear night contents become chilled but then once the sun is up and the inside air temperature rapidly increases moisture will condense on surfaces.

Methods for controlling condensation include:

“Dri-Z-Air” or comparable brand

- Consists of plastic units that collect excessive moisture
- Economical, available from hardware stores, RV supply stores
- Need regular emptying and granule replacement (every 1-2 weeks through out year). Custodians may be willing to maintain.
- Liquid is corrosive-dispose down drain
- ~4 needed for 40' container

Insulation

- Spray on, purchase form board and attach to walls/ceiling

Vents

- Increasing ventilation to equalize interior and exterior temperatures
- Vents need to be vandal proof, rodent proof, and weather proof

Protecting supplies from Condensation

- Store items in plastic totes, bags, etc. whenever possible:
- Heavy duty freezer Ziploc bags, or borrow vacuum sealer for First Aid supplies

Freezing

- Monitor weather for sustained sub freezing temperatures
- Check water containers for cracks and remove any leaking ones
- Make principal aware of risk. Ask principal/custodian for advice on how to temporarily get power to container to run electric heater

Vandalism /Theft/ Insurance Issues

Unfortunately theft, vandalism and lawsuits are a part of today's society and it has become necessary for organizations such as PTAs and school districts to protect themselves from losses. As there are too many variables and to avoid the possibility of misleading someone with potentially incorrect information I am not including specific information. The best advice I can give is for you to contact NSD, AIM and WSPTA when you have specific questions.

Vandalism /Theft

- Contact NSD Security (425) 408-7696 or 206-423-8055

Insurance-NSD

- Contact NSD Risk Management for specific information concerning liability or property insurance (425) 408-7695

Insurance-PTA

- Contact Association Insurance Management, Inc (AIM) for specific information concerning PTA liability and property insurance (800) 876-4044
- Your PTA may already carry liability and property insurance (it is strongly advised). Ask your PTA president.

A reoccurring problem throughout our school district involves who has access to the container. Some schools share the space with other programs, such as athletics, custodial, etc. This is NOT advisable. Ideally the storage container should be used for the sole purpose of storing emergency supplies. Another issue has been the key itself. The locks on some containers have been keyed to the school gate key to which numerous individuals may have access. If the lock on your container is keyed to other locks, request that the principal put in a work order for a new key. It is advisable that several staff members have a copy of the storage container key, such as the principal and vice principal, the office manager and the custodian. An additional copy of the key should be kept in the Crisis Response Box along with other essential building keys.

Inventory of Supplies

Once you have started collecting supplies and are organizing them inside your container it may help to put your self in the place of the person who will be using the items. Think about what would be needed first and make those items the most accessible. Consider constructing and posting a “map” of where specific supplies are located so that an individual who is unfamiliar with the container is able to locate needed items. Signs can also be used. Have directions for supplies, such as how to set up privacy shelters, readily available.

Also it is highly desirable to keep a detailed and up to date inventory of supplies and to keep a:

- Copy in The NSD Emergency Preparedness Manual
- Copy in the PTA Emergency Preparedness Committee procedure binder
- Copy in the container
- Copy with each appropriate ICS job description:
 - Complete inventory:
 - Logistics Chief
 - Supplies/Facilities
 - List of search and rescue tools
 - Operations Chief
 - Search and Rescue Team Leader
 - List of first aid supplies
 - Medical Team Leader
 -

Another important reason to keep a detailed inventory could be for insurance documentation purposes in case of vandalism, theft, other damage or losses!

Some choose to alphabetize information in an inventory but it could be more helpful to have the inventory divided up into categories such as:

- Evacuation Kit
- Shelter/Warmth
- Sanitation
- Water/Food
- Search and Rescue
- First Aid
- Student Activities
- Incident Command
- Shelter in Place
- Parent Check In/Student Release

This method could help you to set your priorities and allow you to see more quickly which areas still need supplies. Clearly label the individual containers as to category and contents (we recommend using Rubbermaid containers).

Rotation of Supplies

Most supplies, if stored properly, can last indefinitely. Some will need to be replaced periodically. Food, water, band-aids and batteries are examples of such items. As part of maintaining a useable inventory of supplies it is necessary to know when items were purchased and when they will need to be replaced. The inventory list should include such dates. It is helpful to list the expiration date on the outside of the boxes, whenever possible. As the temperatures inside the container may fluctuate greatly throughout the year, the expiration dates provided by the supplier should not be viewed as an absolute. It is possible that some items may need to be replaced earlier than the date given. Checking these supplies annually is strongly recommended.

Obtaining Supplies

Basic Strategies for Obtaining Supplies

Sources of donations and discounts can be found throughout your community. Don't hesitate to approach anyone who may be able to help your program and explain what you want to accomplish. Usually individuals are more than willing to help once they are made aware of the need. It never hurts to ask!

- Utilize every opportunity to let parents at your school know what you need
- Shop around with catalogs as well as local businesses
- Ask for a donation or discount before you pay full price
- Some companies have a policy of giving discounts to schools
- When ordering mail order compare shipping and freight costs
- Be willing to share contact information with other Emergency Preparedness Chairs
- Get together with others to qualify for quantity discounts
- Be willing to share all of your ideas with Northshore PTA Council Emergency Preparedness Chair so that they may be added to this guide

Ideas for Fundraising and Collecting Donations

Throughout the school year there are numerous occasions when groups of parents come together: Open House, BBQs, Curriculum nights, PTA meetings, Parent/Teacher Conferences, sporting events. These can be opportunities to increase their awareness of what is needed at your school. *Always check out your idea with your principal first!*

Raffles/Auctions

- Baskets etc containing items donated by students, parents, and teachers
- Baskets etc containing items donated by local businesses
- If your PTA already has raffles/auctions then request one (or more) basket(s) designated as “Proceeds go to Emergency Preparedness Committee”
- Car emergency backpacks/duffels (containing purchased or donated items)

Comfort Kit Drive

- Create and distribute list of suggested items
- Provide each student with a one-gallon Ziploc bag for comfort kit (to limit size)
- Request donations of cash/items to create comfort kits for those students without
- Purchase items in bulk, put together in individual comfort kits and sell at cost or for a profit.
- Quake Pac Inc comfort kit fundraiser program (see suppliers list)

Gift Ideas

Create a “Gift Ideas” list and distribute prior to holidays, for example:

- Replace old tools with new ones and donate the old ones etc
- Replace worn backpacks with new ones and donate the old ones etc

Pass the Hat to request cash donations

- For Emergency Preparedness Fund or for a specific item or items.
- Dress up as “Disaster Woman/Man” an emergency preparedness super hero

Wish List

- Maintain a list of items your school needs the most and distribute to parents at all events, in PTA Newsletter.
- Offer tours of Emergency Container to show parents and staff just how much (or how little) your school has stored in it.

Supplies Drives and Collection Events: “Be Prepared Week”, “Safety Week”, “Clean Out Your Closet Week”, Walk-a-Thons

- Establish a list of desired items and timeline for the event
- Publicize in advance with articles in PTA Newsletter, posters at school, announcements and flyers at school and events, skits on morning announcements
- Offer a prize to the class that collects the most items (count or by weight)

Ideas for Other Sources of Funding

Grants

- **Applegate Grant** from WSPTA-application available in the Leadership Packet (ask your PTA president) or from WSPTA Website www.wastatepta.org (check website for current deadline)
- Other Grants-information concerning other grants is available through the nonprofit and Philanthropy Resource Center located at the Redmond Regional Library www.kcls.org/sc/nprc
- Classes on Grants writing are frequently available through local community colleges

School/Business Partnerships

Several area businesses have formed partnerships with schools.

- Identify parents in your school who work for area businesses or contact managers of nearby businesses
- Make them aware of what your school needs and have them contact your Principal or the NSD Communications Department at (425) 489-6440
- Make them aware of what other businesses in the area are doing with their partnerships with schools

Dream List

- Allow yourself to “think big” here and establish your dream list so if in the future you are approached by a business or individual who is willing to support your program in a big way you will be able to tell them exactly how they can!

Ideas for Acquiring Specific Items

Backpacks

- Request donation of primary student's backpacks (not big enough for secondary)
- Local department stores, sporting goods, warehouse stores
- School's Lost and Found box
- Thrift stores, yard and garage sales
- "Tool Bags" Boeing Surplus

First Aid Supplies

- School Nurse
- Local department stores, drug stores
- Go in with other schools to buy in bulk for quantity discounts
- Left over supplies from households with formerly hospitalized family members

Flashlights

- Department stores after Halloween
- Boeing Surplus

Incident Command Supplies

- School custodian for extra folding table and chairs
- Secondary sewing classes to sew identification vests
- Boeing Surplus
- Office supplies stores for donations of clipboards, pens, paper etc

Sanitation supplies

- Soap, paper towels, toilet paper from school custodian
- Buckets for water storage or sanitation-Food grade plastic from KSD Food Service, restaurants, bakeries
- Buckets for sanitation or evacuation kits-Empty detergent buckets, paint stores, house painters, (Home Depot often donates these to schools)
- Local department stores, drugstores

Search and Rescue

- 4"x 4" wood for cribbing-obtain old fence posts from anyone replacing their fence
- 2"x 2" wood for cribbing and plywood for container shelves-hardware stores, construction sites
- Tools-from parents employed in construction or utilities, hardware stores, surplus

Student Activities and Games

- Thrift Stores, yard sales
- "Clean Out Your Closet Week"

Vents for Containers

- 2" Metal Vent Caps from Avalon RV/Marine Inc. (800) 860-7728

Water Storage

- Food grade plastic buckets from NSD Food Service, restaurants, and bakeries

Publicity and Recognition

When a person or business donates services, funds, supplies etc to a school or PTA they get a feeling of personal satisfaction. This is enough of a motivator for some but it is human nature to enjoy being given praise and recognition for our efforts. To encourage others to support our program can help if we utilize any or all of the following opportunities to acknowledge their contribution. *Be sure to let your principal know what is happening. Also Susan Stoltzfus at NSD Communications Dept would love to know!* (425)408-7671, ssoltzfus@nsd.org

At School

- PTA Newsletter, School Newsletter, School Reader Board (Ask Principal)
- Northshore PTA Council BUSINESS RECOGNITION AWARD available on the Council Website

Local Newspapers

King County Journal-Daily (also office for the Eastside Journal)

Letters to the Editor

- 250 words or less, must include your full name (no initials) Home address and telephone numbers(s) for verification
- Letters, 11400 SE 8th, Suite 450, Bellevue, WA 98004
letterstoeditor@kingcountyjournal.com

Bothell Reporter-Biweekly with in city limits

Articles

- Josh Hicks (covers school issues) josh.hicks@reporternewspapers.com

Woodinville Weekly

Letters

- No word limit, must include name, home address and telephone number, or email address.
- 13342 NE 175th Ave., Woodinville, WA 98072 editor@woodinville.com or <http://www.nwnews.com/contact.html>

Local TV News

Our local TV stations encourage view's tips so feel free to e-mail a news tip to any or all stations if you have a big event .

- King 5 newstips@king5.com
- Komo 4 tips@komo4news.com
- KIRO 7 newstips@kirotv.com
- Q 13 Fox tips@q13.com

Sources of Supplies-Local Businesses

Department Stores

- First Aid, tools, backpacks, food, water, sanitation supplies, games, etc

Fred Meyer Multiple locations

Target

Wal-Mart

Drug Stores

- First Aid, sanitation supplies, games etc.

Bartell Multiple locations

Rite Aid

Walgreen

Fabric

Famous Labels Factory Outlet 17810 West Valley Hwy, Tukwila (425 251-0067

- Sometimes has fleece scraps/remnants

Hardware Stores

- Tools, buckets, tarps, PVC pipe, plastic sheeting, barrier tape, etc

Ace Hardware

Home Depot Multiple locations

Lowe's

McLendon's

- Red and yellow surveyors tape for triage

Liquidators

- Wide variety of items, can be very cheap

James G. Murphy Co.	18226 68 th Ave NE, Kenmore	(425) 486-1246
Salvage Bid Network	Kenmore	(425) 424-0389
Buy 4 Less	2122 S 314 th , Federal Way	(253) 941-1082
Closeout Company	222 S Central Ave, Kent	(253) 854-4390
Liquidation World	119 S Central, Kent	(253) 852-7978
Midway Swap& Shop	24050 Pacific Hwy S, Kent	(206) 878-1990

Medical Supplies

Discount Medical Supply	20052 International Blvd, Seatac	(206) 878-0999
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Safety Equipment

National Safety	19622 70 th Ave S, Kent	(253) 872-7912
• Black and green surveyors tape for triage		
Air Gas Safety	14221 NE 190 th St, Woodinville	(425) 487-3688
Cascade Contractors	9515 Willows Rd., Redmond	(425) 861-8900
Super Anchor Safety	8522 216 th NE, Woodinville	(425) 488-8868

Sporting Goods

Big 5 Multiple locations

G I Joes

REI

- Mylar blankets & bags, backpacks etc

Surplus

Boeing Surplus	20651 E Valley Hwy	(425) 393-4065
• Tools, office supplies, flashlights, tool bags etc		

Defense Reutilization and Marketing Service (DRMO)

www.drms.dla.mil

Bob Tubig Fort Lewis bobtubig@hotmail.com (253) 589-7225

Bob Quimby Auburn (253) 333-4908

- Military surplus-ponchos, poncho liners, tents, tools, etc

Thrift Stores

- Especially good for blankets and backpacks, some tools, games, etc
- Many have regular 50% off sales especially around holidays, call for dates

Bargain World	1600 Central, Kent	(253) 850-8884
Aslan's Too Thrift Store	18727 Bothell Way, Bothell	(425) 485-5401
Goodwill	14506 NE 20 th St, Bellevue	(425) 649-2080
Goodwill	Rainier Ave and Dearborn, Seattle	(206) 860-5711
St. Vincent DePaul Stores	Bothell Way and 73 rd Ave NE, Kenmore	
Value Village	16771 Redmond Way, Redmond	(425) 883-2049

Warehouse Stores

- First Aid, backpacks, food, water

Costco Multiple locations

Sam's Club

Supplies Web Sites, Phone Numbers, E-mail Addresses

Emergency Supplies

American Red Cross	(206) 323-2345	www.seattlredcross.org
Aquacheck	(800) 504-5580	www.southwest.net/aquacheck
Earth Quake Management	(800) 925-9744	getpreparednow@hotmail.com
Earth Shakes		www.earthshakes.com
Emergency Preparedness	(206) 762-0889	www.emprep.com
Emergency Supply Center	(360) 866-0366	www.emergencysupply.com
Prepare Smart	(425) 881-5354	www.preparesmart.com
Quake Kare, Inc.	(800) 273-7273	www.quakekare.com
Quake Pro	(800) 261-3897	www.quakepro.com
Safe-T-Proof	(800) 377-8888	www.safe-t-proof.com
Simpler Life	(800) 266-7737	www.simplerlife.com
SOS Survival Products	(800) 479-7998	sos-info@sosproducts.com
National Safety Inc	(253) 872-7912	www.nationalsafetyinc.com
Safety and Supply Co	(800) 525-7233	www.safetyandsupply.com

Primarily First Aid Items

Medco School First Aid	(800) 556-3326	www.medco-school.com
National Health Supply	(800) 645-3585	

Primarily Food Items

Emergency Essentials	(800) 999-1863	www.beprepared.com
Essentials 2000	(800) 775-1991	www.essentials2000.com

Primarily Sanitation Supplies

Phillips Environmental Products Inc.	(877) 520-0999	www.thepett.com
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Primarily Water

Aqua Blox	(562) 693-9599	www.aquablox.com
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Primarily Kits

Quake Pac Inc.	(877) 709-7227	www.quakepac.com
Quake Proof Inc.	(800) 353-6800	www.quakeproofinc.com

If you find that any of the contact information listed above or on the previous pages has changed or is simply incorrect, please contact Berta Phillips (425) 487-1311 or bertadoll@msn.com

Miscellaneous Information

Washington State PTA Legal Issues

The following information was taken from the 2001 edition of
Your PTA and the Law
A Publication of The Washington State Parent Teacher Association

Contributions Made by Your PTA

Donations of Equipment to Districts. Your PTA should not donate equipment or material to any school or district. Once you put yourself in the chain of title of property or equipment, you subject yourself to liability for any defects in the property or equipment. However, it is permissible for the PTA to allow a school merely to use equipment (for example, a copy machine) while the PTA retains ownership. In this case, the PTA assumes the same responsibilities of ownership (including operation and maintenance) as the district would assume if it accepted ownership. If your PTA wishes to retain ownership of equipment it is donating for use by a school district, you should contact the WSPTA prior to purchasing the equipment in order to discuss all the relevant considerations.

Grants of Money to Districts. You may make a grant to a school district that allows the district to purchase equipment or material itself. A grant may be made for other purposes as well. In connection with any grant of money to a school district, your PTA should take the following steps:

1. Verify the need for the grant.
2. Reach an understanding with the district regarding the terms of the grant.

The NSD Grant Procedures Information is available in the Northshore PTA Council Local Unit Notebook (ask your PTA president) and from the Council Website

Charitable Contributions To Your PTA

Generally. Contributions to Section 501(c)(3) organizations are subject to two important substantiation requirements, discussed below

Substantiation of Contribution Worth \$250 or More

- If your PTA receives a charitable contribution of \$250 or more in cash, goods, or services, you must provide the donor with a written substantiation of the contribution. No particular form is required. The substantiation may be in the form of a letter, postcard or other written document. A cancelled check will not satisfy the substantiation requirement. If the contribution is cash, the written substantiation should specify the amount received.
- Individual payments over time are generally treated as separate contributions and are not aggregated for the purpose of applying the \$250 threshold. However, if someone makes a pledge of \$250 or more and decides to make payments on the pledge over time, the payments should be aggregated.
- If you receive in-kind donations, you should never place a value on the goods or services for the donor. Instead, your written substantiation should describe the goods or services and the donor can place his or her own value on the donation. For this reason, you should provide written substantiation for all in-kind donations

because it is not up to you to determine whether the donation is worth more or less than \$250. However, you will need to place a value on the in-kind donation for your own internal record keeping purposes.

In no instance should you knowingly provide false information about the value of a donation. By doing so, you subject yourself to liability for aiding and abetting an understatement of tax liability.

The following information was taken from the 2001 edition of
Washington State PTA Money Matters

A Financial Handbook for PTA Treasurers, Presidents, & Board Members

Board of Directors

As a member of the board of directors of PTA, each board member has the INDIVIDUAL responsibility to make sure the PTA is operating in a fiscally, financially, and legally sound matter.

This is not only a requirement of the Uniform Bylaws of the Washington State PTA, but in fact, it is a requirement of the laws of the state of Washington, as well as the federal regulations under which PTAs operate.

When an individual becomes a board member, either through election or by appointment, that person becomes legally obligated to act in a prudent manner, and to exercise/practice reasonable care and diligence, to assure that the best interests of the PTA and its members are protected and preserved.

If an individual, as a member of a board of directors, fails to exercise this reasonable care and caution, that person is subject, not only to criticism, but to potential personal liability for losses or damage to the PTA.

This is known as ***fiduciary duty*** or a ***fiduciary responsibility***.

Restricted Funds

Many PTAs identify projects where it will be necessary to accumulate funds over a period of time-usually extending beyond two (2) years-in order to fund a project. When this happens, it is recommended that the PTA establish a "Restricted Fund."

A "Restricted Fund" is established when a PTA adopts/approves a motion to set aside funds for a specific purpose. Usually, as part of that motion, there is a statement on how those funds will be raised.

(See Money Matters for examples of motions)

It is recommended that the motion approving the establishment of a "Restricted Fund" be voted on by the general membership.

IMPORTANT: Once the "Restricted Fund" is established-those funds may be used **ONLY** for the purpose(s) stated in the motion.

Call the Washington State PTA office for assistance

The following information is available online at <http://www.nsd.org>
(as of March 2004)

Emergency Preparedness and Support

Northshore School District continues to take proactive measures to protect the safety of all our students and staff members. District representatives work closely with both King and Snohomish County local emergency planning committees and emergency management teams, the groups that plan our community's responses to potential threats. District plans are made in concert with all other local emergency preparedness plans.

The school district and all schools have safety and security plans. The plans are designed with the help of school emergency preparedness representatives, as well as local law enforcement, emergency management, and public health officials. Plans are regularly reviewed and updated. These plans include procedures to respond to critical incidents, such as fire or earthquakes, and school system personnel practice these drills regularly.

The Northshore School District works in close collaboration with local, state, and federal health, safety, and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. These plans involve efforts to protect all students while they are at school.

The actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one or more schools may evacuate, lock down, or initiate a shelter-in-place response, according to the nature of the threat. The main objective is the protection of the students and staff members. School staff have a variety of "tools" to use and have received training on how to work with each of these. In any crisis situation, Northshore would follow direction from public safety officials as appropriate. The ability to remain flexible is a key component of each school's plan and of district wide preparations.

Emergency Procedures Manual

Northshore's Emergency Procedures Manual

is present in every classroom and office in the district. It contains procedures that are implemented in the event of an emergency.

Hear It First

Hear It First is Northshore's new electronic messaging system. This system will allow you to receive Northshore School District emergency messages on your home or work computer. Click the link above for instructions on how to register.

If you have questions about your child or about your school's safety and support responses, please contact your principal. Everyone in the Northshore School District continues to work to make all our schools safe and secure environments for all our students.

Overview and Resources

- [Emergency Messages](#)
- [Frequently Asked Questions](#)
- Other Links
 - [U.S. Department of Homeland Security](#)
 - [National Security Advisory System](#)
 - [Ready.gov](#)
 - [American Red Cross Hotline: \(866\) 438-4636](#)

Emergency Messages

Northshore School District broadcasts emergency messages, when necessary, using several methods. General emergency messages, early and late school openings and closings can be found on the home page of this website, www.nsd.org, and on the district information line at 425-489-6001. Local television and radio will also carry these messages. Parents/guardians can also sign up for *Hear It First*, an electronic messaging system that will allow people to receive emergency messages on a home or work computer. School closure information is also available at School Report website, www.schoolreport.org.

Crisis Response

Effective crisis response is a team effort. In Northshore, three offices play lead roles in shaping the organization's response to critical incidents. In any such event, these offices work with each other, with the leaders at the site, and with public safety officials to provide immediate and coordinated action.

Crisis Management / Support Services

Leading the immediate and long-term response to the incident itself is the Support Services Department's Office of Security and Emergency Preparedness. Sound planning and preparation is key.

- The Office of Security and Emergency Preparedness has designed extensive materials to help Northshore schools and departments with this work, including the Emergency Preparedness Manual that serves as the template schools use to construct their own site-specific plans.

- For additional security information, check the [Emergency Procedures Guide](#).

Crisis Communications / Communications

Ensuring that students, staff members, parents, the media, and the community have accurate and timely information during a crisis is the responsibility of the Communications Office.

- The office is responsible for broadcast of all Northshore emergency messages.
- For more information, contact Dave Neubert, communications coordinator/webmaster, dneubert@nsd.org

Crisis Intervention / Trauma Support Team

Northshore has a Trauma Support Team which provides care and support for students and staff members affected by a crisis. The team is staffed by school psychologists, counselors, and nurses.

Resources for Major Critical Incidents

Community Resources for Major Critical Incidents: Shelter-in-Place

Shelter-in-place is an emergency response tool to protect students in the event of potential exposure to a dangerous chemical in the atmosphere.

If a dangerous chemical was released in the community and posed a threat to students during the school day, affected schools would be directed—most likely by public health or safety officials—to bring all students and staff members indoors (including those in portables); to shut down all heating, ventilation, and air conditioning systems; and to close and secure all doors and windows. The neutral atmospheric pressure created by these actions would create a barrier and help keep chemical agents from leaking into the building. This approach has proven to be safer than evacuating students into a contaminated outdoor environment.

During a shelter-in-place incident, public safety officials will secure the affected school building(s), and no people will be allowed in or out of the building(s) until an all-clear signal is given. While students are protected in the school building, parents will be sheltered in their own homes or places of work. The school district will make every effort to communicate the status of students to parents and the community. All emergency messaging systems will be used.

Shelter-in-place is the safest possible way to separate students and staff

members from an outdoor hazardous environment. It is a temporary solution to a temporary problem. Shelter-in-place will be used when needed, not to keep students from parents, but to keep them safe until their parents can safely reach them.

Once the contaminated air has passed, public safety officials would evaluate the situation. At that time, they will either give the school clearance to resume safe and normal operations or request that the school be evacuated for cleanup operations. In the case of an evacuation, students will be safely transported to a designated parent-student reunification center.

Shelter-in-place is a short-term measure (minutes or hours, not days) designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. The alternative would be to evacuate into a hazardous situation thereby causing harm to all involved. Shelter-in-place is ended as soon as the outdoor air is safe for students (and parents) to breathe.

General Northshore School District Crisis Communication Resources

- [Emergency Messages](#)
- [Emergency Procedures Guide](#)
- [Emergency Preparedness and Support Frequently Asked Questions](#)

Web Resources on Violence and Terrorism

- [*Terrorism: Preparing for the Unexpected*](#), a guide prepared by the American Red Cross
- [Promoting Tolerance and Peace in Children](#), tips for parents and schools from the National Association of School Psychologists
- [Talking to Children About Violence and Other Sensitive and Complex Issues in the World](#)
- [Advice to Educators From the American-Arab Antidiscrimination Committee](#)
- [Helping Children Understand the Terrorist Attacks](#)
- [Are You Ready?](#), a FEMA Guide to citizen preparedness
- [A Parent's Guide to Talking with Your Children about War with Iraq \(a 2-page pdf document. Will need Adobe Acrobat Reader. Download Adobe Acrobat\)](#).

Emergency Preparedness and Support

Frequently Asked Questions

1. What is emergency preparedness?

Northshore School District has taken steps to ensure your child's safety while in school. Each school has developed a crisis response plan. Emergency preparedness is basically preparing the steps you will take in the event of an emergency, such as contact information, communications, and evacuation plans.

2. In the event of a terrorist attack or other emergency situation, will the district go into lockdown?

The specific actions taken by the district in any emergency situation-both districtwide and at individual schools-will depend on the specifics of the situation. Any action taken would depend on several factors, including the level of threat and the advice of local, state, and federal agencies. The safety of students and staff members will be the primary concern in any decision.

3. What will the school district do if an act of war or other emergency situation occurs while students are in school?

The specific actions taken by Northshore schools in any emergency situation-both districtwide and at individual schools-will depend on the specifics of the situation. Any action taken would depend on several factors, including the level of threat and the advice of local, state, and federal agencies. The safety of students and staff members will be the primary concern in any decision.

4. What is Shelter-in-Place?

Shelter-in-Place is a short-term solution to a short-term problem. If an accident or attack that created contaminated air occurred in the nearby area, everyone would be brought indoors, including those in portables. Building personnel would close all windows and doors and shut down the heating, ventilation, and air conditioning system (HVAC). This would create a neutral pressure in the building, meaning the contaminated air would not be drawn into the building.

Shelter-in-Place is a short-term measure (measured in minutes or hours, not days) designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. The alternative would be to evacuate into a hazardous situation, thereby causing harm to all involved.

During a Shelter-in-Place incident, our district facilities will be secured. On the advice of local emergency personnel, no one would be allowed in or out until the authorities give the all-clear. While we protect our students in the school, we recognize that for their own safety, parents and community members in the affected

area would be sheltered in their homes or at work.

5. What measures are being taken for students in portables?

If an accident or attack that created contaminated air occurred in the nearby area, everyone would be brought into the school building, including those in portables.

6. Why are you keeping children from their parents?

Northshore does not intend to keep children from their parents if a crisis occurs during school hours or school activities. It is the school district's intent to make sure that children are safe inside their schools until such a time that the threat has been reduced. During a lockdown or Shelter-in-Place, people will not be allowed in or out of the building until and all clear is given by emergency officials. Parents will be informed of the parent-student reunification center location via the [school system emergency messaging system](#) (*Hear It First*), Northshore's website (www.nsd.org), and local media.

7. What is a parent reunification site?

If public safety officials require that a school building be evacuated, students and staff members will be safely transported to a designated parent-student reunification center. Parents will be informed of the reunification location via the [school system emergency messaging system](#) and local media. At the reunification center, students will be released to their parents or others authorized to pick them up upon presentation of proper identification.

8. Why can't I be given the evacuation and parent reunification locations ahead of time?

During emergency situations, circumstances could arise that might force changes to previously designated locations. Parents will be informed of parent-student reunification center locations via the local media and through school resources.

9. Are schools stockpiling food and water?

The school district is taking action to make sure that schools and offices have the appropriate resources available for up to three days.

10. What if my child is riding a school bus at the time of a crisis?

School bus drivers will be in contact with our Transportation Department for instructions in the event that a crisis occurs while students are in transport. Bus drivers will be informed to use common sense and not travel toward the crisis location. Parents will be informed of the parent-student reunification center location via the school system emergency messaging system and local media.

11. Who can pick up my children?

Children will not be released to individuals who are not authorized on the student's emergency care card or who do not have written parent authorization.

Parents and guardians are responsible for the accuracy of the information on their child's emergency care card. If parents have not completed a card, they need to do so. If their information has changed, parents need to update the information.

Friends and neighbors may sign a child or children out with written permission from a parent or parents. Schools prefer to have written permission on the day that a child's pickup will change, but schools will also keep written permission on file. School offices will keep the permission notes - usually they will attach them to the emergency care card(s) of those involved. Schools will also ask for identification when the child is released to the one(s) mentioned in the permission note. It is advisable to communicate with the teacher as well, perhaps with a copy of the signed written note.

12. What about my child's medication?

If your child takes medication regularly, you, the parent, should make sure that the school has a three day dosage of additional medication on hand. Talk with your child's school nurse for more information.

13. Are students allowed to have cell phones at school?

High school students are allowed to have cell phones at school. Students are not allowed to have them turned on during the school day. However, in the event of an emergency, students may be allowed to use their phones to communicate with parents depending on the nature of the emergency.

14. How will my children know what to do in the event of a terrorist attack?

Inform your children that, if a crisis occurs while they are in school, their teacher will provide them with appropriate instructions. Parents are also encouraged to prepare a family disaster plan and practice it so that everyone will remember what to do if a disaster does occur. Everyone in the household, including children, should play a part in the family's response and recovery efforts.

15. Will children be allowed to view events via live television or radio reports?

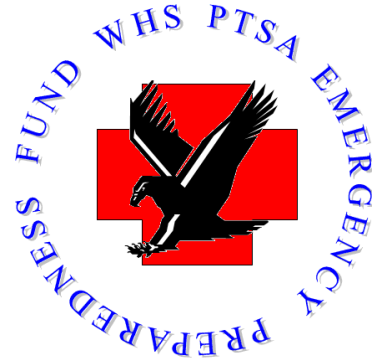
In the event of a terrorist attack or other crisis, teachers will be informed as to the appropriate actions to take. Receiving live media coverage in the classroom about an attack or crisis will be left up to the teacher's discretion. Appropriate measures will be taken depending on the age of the students.

SAMPLE LETTER TO PARENTS

Dear Woodinville High School Parents,

A committee of teachers, parents, and support staff will continue to refine the complex task of designing an Emergency Management Plan for Woodinville High School. The project is an ongoing process of planning, educating, and implementing strategies to address the many issues involved in being prepared. The areas for discussion and implementation include:

- evacuation and planning
- supplies and storage (food, water, first aid, tools, etc)
- alternative communication systems
- emergency teams and training (search and rescue, student supervision, first aid, etc.)
- student identification
- student release procedures



If you have an elementary student in your family, you will most likely receive information regarding the preparation of a “comfort kit” for your young student. Your older student needs “comfort” as well during an emergency. The way comfort supplies are collected and distributed at Woodinville High School will differ from elementary schools. During a typical day, our secondary students travel to numerous classrooms and areas of the building. Therefore, the experts in emergency management recommend that comfort supplies such as food, water, light sticks, emergency blankets, etc. be purchased in bulk to be stored in one location. That way the supplies can securely stored safely away from the main buildings. These items will be distributed when needed by teams responsible for student care and shelter.

We are asking for your support so that our Emergency Preparedness Committee can purchase supplies for your student. A suggested donation of \$10.00 per student will enable us to buy comfort items in bulk and allow the best prices from suppliers. This money will also allow us to buy necessary Search and Rescue items, First Aid supplies and emergency sanitation supplies. Please send your donation with the form below to the school office in an envelope marked WHS PTSA – Emergency Preparedness.

If you have any questions, please call XXXXXXX, WHS PTA Emergency Preparedness Committee Chairperson, at 555-555-5555, or e-mail XXXXXXXX@email.com

Thank you for your support of this important safety program.

Sincerely,
The Woodinville High School PTSA Emergency Preparedness Committee

Student's Name _____ Amount \$ _____

3rd Period Teacher _____ Grade _____

Please make checks payable to WHS PTSA – Emergency Preparedness Fund
Thank You! WHS PTSA EMERGENCY PREPAREDNESS COMMITTEE

Sample Community Resource Survey

EAST RIDGE ELEMENTARY SCHOOL EMERGENCY SURVEY FORM

Name_____

Address_____

Phone_____

E-Mail_____

I live within walking distance of the school.

I am available during the day to provide assistance during an emergency or disaster.

If you wish to participate, please check all appropriate lines and identify who in your household has these skills:

First Aid: Describe

I'm a doctor. _____

I'm a nurse. _____

I'm certified in first aid. _____

I have completed the CERT (Community Emergency Response Training) program and I would like to support:

___ Medical

___ Search & Rescue

___ Fire Suppression

___ Logistics

Food and Shelter:

___ I will serve food and water.

___ I will help assemble shelters and toilets.

Care:

___ I will be of assistance to children (read, comfort, play)

___ I have older children who may be willing to assist others.

Communications:

___ I am a Ham Radio Operator and have access to a radio.

___ I will help in reuniting parents and children.

___ I have walkie-talkies.

___ I have additional communication resources.

Describe_____

Skills:

Please indicate your working skills from the list below. Remember, in a disaster, you may be asked to put these skills to use.

____ Auto Mechanic ____ Telephone Repair ____ Construction ____ Fire Suppression
____ Plumbing ____ Heavy Equipment ____ Social Work ____ Engineering: _____
____ Electrical ____ Survival Training ____ Search & Rescue

Resources:

I have access to heavy duty equipment such as:

(pick up or flatbed truck, tow truck, bulldozer, winch, snow plow, other)

I will help in other ways (clearing rubble, etc.)

I have access to fuel. (propane, gasoline, etc.)

I have access to other items:

(lumber, chain saw, wheelbarrow, tools, camping equipment, other)

I have access to alternate transportation (horse, motorcycle, riding lawnmower with trailer, etc.).



Woodinville Fire and Life Safety District
COMMUNITY EMERGENCY RESPONSE TEAM
(CERT TRAINING)



CERT Community Emergency Response Team is a comprehensive all-hazard preparedness program and is available to you from the Woodinville Fire & Life Safety District for a fee of \$15.00 for the student manual.

Training classes are held at our Headquarters station in downtown Woodinville. Classes are approximately 3 hours per session, and are held in the evening once a week for seven weeks. To register call 425-483-2131 and speak with either Linda Lane or our Public Educator David Leggett.

COURSE OVERVIEW and AGENDA

♦ **SESSION 1**

- ♥ **Disaster Preparedness**
 - Introductions
 - Introduction to disasters
 - Impact of disasters on infrastructures
 - Hazards posed by building structures and non-structural items
 - The role of CERT in disaster response

♦ **SESSION 2**

- ♥ **Disaster Fire Suppression**
 - Fire chemistry
 - Identifying & reducing potential fire hazards
 - Basic fire suppression strategy
 - Firefighting techniques

♦ **SESSION 3**

- ♥ **Disaster Medical Operations-Part 1**
 - Treatment strategies for life threatening conditions
 - Principles of triage

♦ **SESSION 4**

- ♥ **Disaster Medical Operations-Part 2**
 - Head-to-toe patient assessments
 - Establishing treatment areas
 - Treatments for burns, lacerations, fractures

♦ **SESSION 5**

- ♥ **Light Search and Rescue Operations**
 - Search and rescue priorities and resources
 - Techniques for situation size-up
 - Lifting, cribbing, and victim removal
 - Rescuer safety, including recognizing:
 1. Rescuer limitations
 2. Construction-related hazards

♦ **SESSION 6**

- ♥ **Disaster Psychology and Team Organization**
 - The post-disaster emotional environment
 - CERT organization
 - CERT decision making and documentation

♦ **SESSION 7**

- ♥ **Course Review and Disaster Simulation**
 - Review of course
 - Final examination
 - Disaster simulation
 - Critique and certificates
 - Final thoughts and comments

"Take the time to give back to your community, in a time of need. The training is free and beneficial to you, your family, your home, and the communities safety."

Gina M. Law - Bothell, WA / CERT Team member

For more information, see the WFLSD CERT Web site at: <http://cert.wflsd.org>

Citizen Corps

Uniting Communities  Preparing the Nation

*The mission of Citizen Corps is to harness the power of every individual through **education, training, and volunteer service** to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.*

The Citizen Corps mission is accomplished through a national network of state, local, and tribal Citizen Corps Councils. These Councils build on community strengths to implement the Citizen Corps programs and will carry out a local strategy to have every American participate.

Everyone can do something to help make our families and our communities safer through:

Personal responsibility: Developing a household preparedness plan and disaster supplies kits, observing home health and safety practices, implementing disaster mitigation measures, and participating in crime prevention and reporting.

Training: Taking classes in emergency preparedness, response capabilities, first aid, CPR, fire suppression, and search and rescue procedures.

Volunteer service: Engaging individuals in volunteer activities that support first responders, disaster relief groups, and community safety organizations. Everyone can do something to support local law enforcement, fire, emergency medical services, community public health efforts, and the four stages of emergency management: prevention, mitigation, response and recovery efforts.

Local Citizen Corps Councils will:

- promote and strengthen the Citizen Corps programs at the community level, such as Volunteers in Police Service programs, CERT teams, Medical Reserve Corps units, and Neighborhood Watch groups;
- provide opportunities for special skills and interests;
- develop targeted outreach for the community, including special needs groups;
- provide opportunities of training in first aid and emergency preparedness;
- organize special projects and community events;
- encourage cooperation and collaboration among community leaders; and
- capture smart practices and report accomplishments; and
- create opportunities for all residents to participate.



Citizen Corps Councils Contact Information:

King County Regional Citizen Corps Council

Renton, WA 98056

Contact: **Timothy E. Doyle**

Address:

Renton, WA 98056

Phone: **(206) 205-4071**

Email: timothy.doyle@metrokc.gov

Website: <http://www.govlink.org>

Woodinville Citizen Corps

Woodinville, WA 98072

Contact: **Nancy Hovan**

Address:

Woodinville, WA 98072

Phone: **(206) 412-8194**

Email: nancyhovan@hotmail.com

Website: <http://www.woodinvillecitizencorps.org/>

Bothell Citizen Corps (New)

Bothell, WA 98011

Contact:

Phone: **425-486-1678**

Email: Karen.Blackwood@ci.bothell.wa

For more information visit the Citizen Corps Website:

<http://www.citizencorps.gov/councils/>

Phone Numbers

AIM/Association Insurance Management, Inc.....	(800) 876-4044
American Red Cross, Seattle-King County.....	(206) 323-2345
Bothell Fire Dept.....	(425) 486-3256
Federal Emergency Management Agency, Publications.....	(800) 480-2520
King Co. Office of Emergency Management.....	(206) 296-3830
Northshore Fire Dept (Kenmore).....	(425) 486-2784
NSD Administration.....	(425) 408-6000
NSD Communications Dept... ..	(425) 408-7671
NSD Capital Projects.....	(425) 408-7850
NSD Food and Nutrition Services.....	(425) 408-7820
NSD Risk Management.....	(425) 408-7695
NSD Security.....	(425) 408-7696 or 206-423-8055
NSD Staff Development.....	(425) 408-7604
Office of Superintendent of Public Instruction (OPSI) School Security/Safety Planning Program Supervisor Denise Fitch.....	(360) 725-6055
Snohomish Fire District 7	(425) 486-1217 or (360) 668-5357
Washington State PTA.....	(800) 562-3804
Washington State Emergency Management Division.....	(800) 562-6108
Woodinville Fire & Life Safety, Public Education.....	(425) 483-2131

If you find that any of the contact information listed above or on the previous pages has changed or is simply incorrect, please contact Berta Phillips (425) 487-1311 or bertadoll@msn.com

