



Job Description for Emergency Preparedness

every child. one voice.

PO Box 1001, Bothell, WA 98041-1001

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

What PTA Can Do

- Become familiar with PTA publications that may be free or available for purchase from the Washington State PTA office.
 - Refer to Washington State PTA positions statements and [resolutions](#).
- Establish an ongoing working relationship with the school, school district and safety agencies within the community. Additional relationship opportunities include:
 - Local branches of the National Safe Kids Coalition
 - National Safe Routes to Schools Partnership
 - Local Law Enforcement, Fire and Government Agencies
 - Attend safety/preparedness workshops, conferences and training.
- Cooperate with school authorities to inform the public of programs
- With the PTSA Council program chairman, plan a safety/preparedness presentation for at least one PTA meeting during the year.
 - Secure guest speakers from community safety, preparedness/emergency management agencies.
 - Make announcements and arrange displays, exhibits and posters at meetings.
- Sponsor parent-education safety/preparedness awareness programs.
- Keep informed about all safety/preparedness legislation in local, state, and federal government.
- Share all information with local PTA, council PTSA, district PTA and Washington State PTA
- Encourage participation in the annual creation and/or review of the school's safety and emergency/disaster preparedness plans
 - Share the plans with the membership and the community.
 - Involve students in this process where appropriate.