



# Job Description for Emergency Preparedness

every child. one voice.

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

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

## What PTA/PTSA's 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](#). See the focus area on [Safety](#)
  - Become an active [Advocate](#) by proposing safe school/preparedness issues and resolutions.
  - Keep informed about safety/preparedness legislation in the local, state, and federal government.
- Establish an ongoing working relationship with the school *emergency coordinators, nurses and principals*, school district safety team and safety agencies within the community. Additional relationship opportunities include:
  - Local Law Enforcement, School Resource Officer, Fire, Emergency Management, [Northshore School District Safety & Security](#) and Government Agencies.
  - Attend safety/preparedness workshops, conferences and [FEMA EMI on-line training](#)
  - Local branches of the [Safe Kids Coalition in the United States](#).
  - National [Safe Routes to Schools](#) Partnership.
  - Cooperate with school authorities to inform the public of programs
- With the [PTSA Council Emergency Preparedness chairs](#), plan a safety/preparedness presentation for at least one PTA meeting (via zoom video conferencing) during the year.
  - Secure guest speakers from the school district, community safety, preparedness/emergency management agencies or the PTSA Council E-Prep chairs.
  - Make announcements and arrange displays, exhibits and posters at meetings.
- Sponsor parent-education safety/preparedness awareness programs
  - Share the school district and school reunification process
  - Ensure parents are responsible for understanding community hazards, and are [2 weeks ready](#)
- Share all information with local PTSA/PTA, council PTSA, district PTA and Washington State PTA
  - Newsletters, social media, monthly activity reports etc.
- 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.