



# Job Description for Emergency Preparedness

PO Box 1001, Bothell, WA 98041-1001

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

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

## **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 [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, school district and safety agencies within the community. Additional relationship opportunities include:
  - Local branches of the [Safe Kids Coalition](#) or the [National Safe Routes to Schools](#) Partnership.
  - Join a [Community Emergency Response Team \(CERT\)](#) organization.
  - Local Law Enforcement, School Resource Officer, Fire, Emergency Management and Government Agencies.
  - Attend community safety/preparedness workshops, conferences and training.
- Cooperate with school authorities to inform the public of programs
- With the PTSA Council co-chairs, plan a safety/preparedness presentation for at least one PTA meeting (in person or 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](#) and the [Crisis Plan](#)
  - Ensure parents are responsible for understanding community hazards, and are [2 weeks ready](#)
  - Share the [OSPI Health & Safety Information](#) with parents and students
- 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.