E-Prep Chair Training

Northshore Council PTSA E-Prep
2026

Overview

Introductions

E-Prep Vision, Mission, Values

Overview of Roles

- Connecting with other Chairs
- Tips for E-Prep Chairs

Culture of Preparedness

Council E-Prep Website

Introductions

Introductions

- Your name
- School PTSA/PTA
- Your role
- What do you want from this training?

E-Prep Vision, Mission, and Values

Vision, Mission, Goals

Values

Equitable

Dedicated

Integrity

Teamwork

Collaborative

Creative

Proactive

Professional

Vision

To achieve a Whole Community approach to emergency preparedness and resilience, as set forth by the Federal Emergency Management Agency (FEMA), within our school communities throughout the Northshore School District. ***The Whole Community approach emphasizes that emergency preparedness is a shared responsibility, calling for the involvement of everyone to create a secure and resilient community.***

Mission

To provide training, networking, and support to PTSA parents and emergency preparedness chairs from each school, ***fostering collaboration between the school and the PTSA***. We aim to assist in the management of emergency plans, supplies, preparedness education, community engagement, and the support of drills. This will be achieved by ***building strong relationships with the school administration, emergency coordinator, nurse, and custodial staff***.

Our “why” is safety.

Overview of Roles

E-Prep Coordinator Role

Northshore School District

Note: this is a stipend NSD Position

Per the 2024-2026 NSEA-ESP/NSD Agreement, pg. 98

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

NSD E-Prep Coordinator — E-Prep Chair — PTSA/PTA

E-Prep Chair Role

What can you do?

- Determine how often you can volunteer.
- You do not need expertise in E-Prep.
- Do as little or as much as you can manage.
- Learn new things and manage better in an emergency.

Preparedness for emergency 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 preparedness, safety, and injury prevention can be incorporated into 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 NSD's responsibility. **Volunteer PTSA E-prep Chairs are here to assist.**

E-Prep Chair Role

1. Start a conversation with your school's E-Prep Coordinator, Principal/VP, and Nurse
   a. What are the needs and do you need a grant from your PTSA/PTA?
   b. What is the status of school container(s)?
   c. Reunification box and equipment supplied by NSD - do they need floor signs?
   d. Are teachers trained to use Stop the Bleed kits located in every school? Do they have ACT to Save a Life Training? NSD Safety & Security are trained to teaching ACT to Save a Life. Does your E-Prep Coordinator know about CERT and IS-317.A Intro to CERT?
2. Contact your PTSA/PTA Board/Treasurer to determine your budget. Do you have funds? Do you need a fundraiser?
3. Create PTSA/PTA E-Prep news article(s) and share it in your newsletters (and each other!)

PTSA/PTA Role

PTSA®
everychild. onevoice.®

PTSA/PTA can play a volunteer supporting role; we can help the district, administrators, staff, emergency coordinators, and nurses ***with their permission***.

Opportunities may include: ***PTSA/PTA grants, fundraising, asking for donations, parent education, observing/supporting school drills, inventory audits, restocking, disposal, overall organizing, newsletters, and participate in a tabletop exercise***.

NSD E-Prep Coordinator — E-Prep Chair — PTSA/PTA

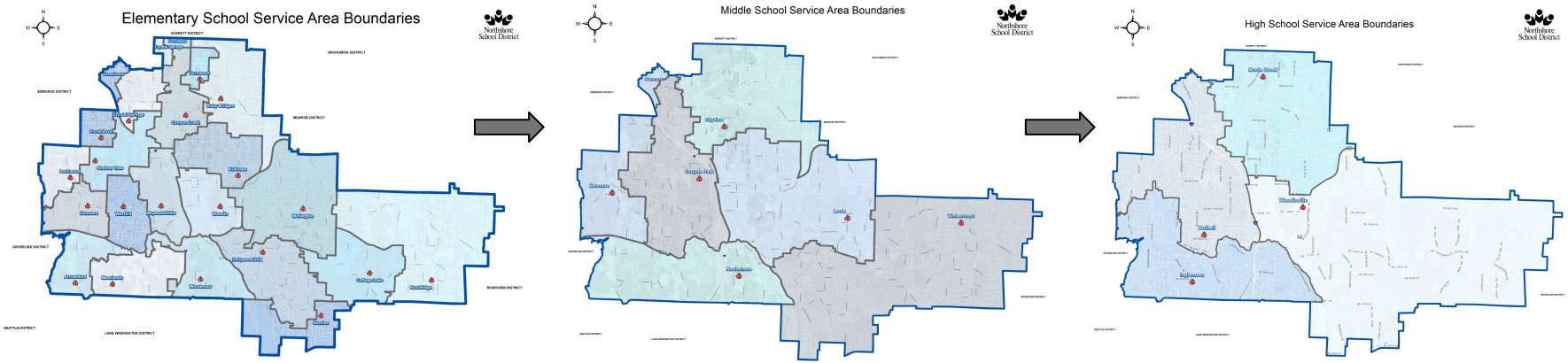
Coordination of Roles

Action	Who	When
Connect with the previous Emergency Preparedness Chair and/or Council for help or guidance	PTA E-Prep Chair	ASAP
Connect with Principal and School Emergency Coordinator	PTA E-Prep Chair	ASAP
Storage container annual inventory Gap analysis and prioritization	School Emergency Coordinator (PTA E-Prep Chair can help)	March/April
PTA Budget for Emergency Preparedness	PTA E-Prep Chair	May/June (last General Meeting)
Donations and fundraising	PTA E-Prep Chair	September
Order supplies	School Emergency Coordinator (PTA E-Prep Chair can help)	September/October
Verify order, restock and disposal	School Emergency Coordinator (PTA E-Prep Chair can help)	October/November
Document successes, gaps and put a plan in place to apply learning for next year	School Emergency Coordinator (PTA E-Prep Chair can help)	January/February

E-Prep Chairs must comply with the following:

- Complete the NSD Background Check to be a Level 1 or 2 Volunteer
- Ensure you are a member of your school's PTSA/PTA

NSD Feeder Pattern



Reach out to those PTSAs in your feeder pattern using the contact list.

Identify common needs and goals.

Help each other with meetings, activities, and tasks.

Stay connected through the lifecycle of elementary school.

School Emergency Container(s)

The responsibility for maintenance, repair, locks, and replacement of storage containers lies with the school and NSD. Work with your Principal, Nurse, and E-Prep Coordinator to help them prioritize issues and ensure that these needs are incorporated in the NSD proposed budget.

Risks: be mindful when entering one; no PTA member should risk their health due to rodents, mold, or moisture/ventilation issues. We do not want mold to grow in your storage units. DampRid's crystals absorb excess moisture in the air to create and maintain the optimal humidity level in your storage areas. To reduce rodent issues, we recommend:

- Emergency Kit zip-top bags are removed from their cardboard shipping box and put in sealed rugged containers.
- One possible method is to use 32/34 gallon wheeled trash can with Hook & Lock Lid.
- Label each container with a visible expire date.

Fundraising ideas

- Sell glow sticks before Halloween for kids safety trick or treating and for winter power outages.
- PTSA/PTA wish list: have parents “gift” e-prep supplies, such as emergency blankets, for Valentines or other events.
- Make a paper mache volcano as a donation bin to have out at all PTA events.
- PrepareSmart in Redmond has worked with NSD PTAs numerous times to sell emergency supplies for home preparedness at your PTA events, and a portion of the sales go back to your PTA e-prep supplies or funds.

Next steps:

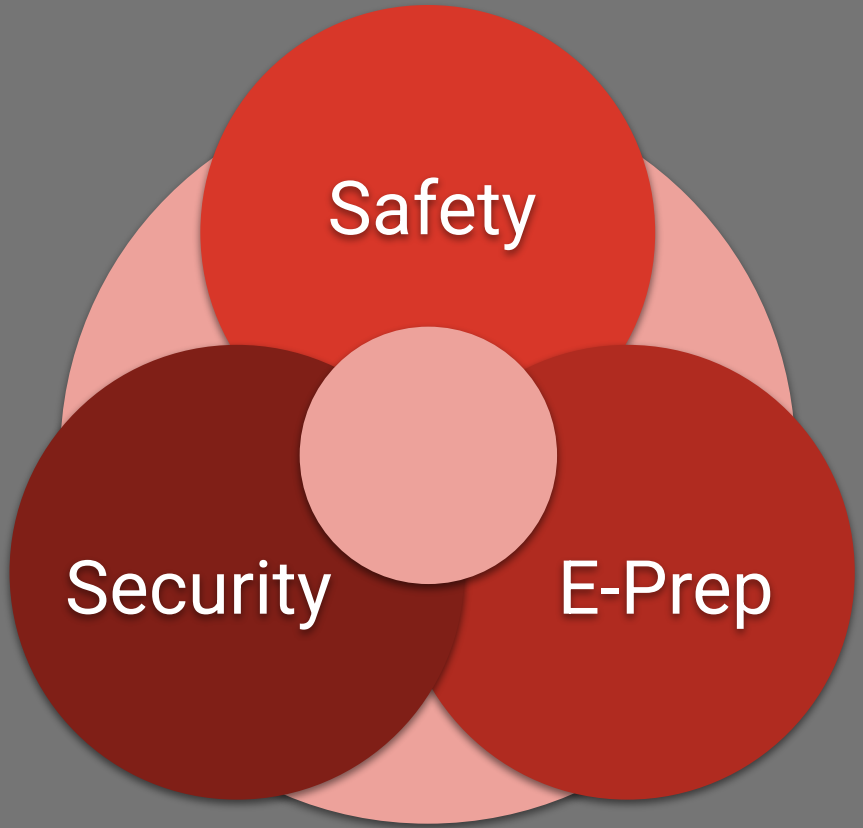
Contact Jen for training, support, questions, etc.

Contribute to the team: show and tell, make suggestions, a conversation for possibility.

Start contacting your feeder pattern support group.

Create visibility in newsletters every month.

Culture of Preparedness


Safety
Security
E-Prep

Create a Culture of Emergency Preparedness

every child. one voice.

PO Box 1001, Bothell, WA 98041-1001

Help Families Prepare for Emergencies:

- Have Preparedness presentations at your PTSA/PTA video meetings
- Emergency Preparedness information table at your Back to School event
- Open House or other school/community events
- Provide simple preparedness info in every PTSA/PTA newsletter.
- Encourage families to create a family emergency communication plan, assemble an emergency supply kit, and to put together a list of out-of-area contacts
  - Visit www.ready.gov/plan for more information
- Provide parents with First Aid, CPR, AED & Community Emergency Response Team (CERT) class schedules.
  - Contact local Fire Dept, Citizen Corps or American Red Cross
- Provide Emergency Student Reunification Information (work with your principal)
  - Provide parents with clear information about your school's emergency student release procedures.
  - What will the signs say? How does the process work?
  - Encourage parents to provide the school with up-to-date contact information in Northshore School District ParentVUE
  - Give instruction on how parents should select emergency contacts and pick up persons
  - Advise parents to let people know that they are on the list of persons able to pick up their child. Persons listed should be informed of release procedures.
- Remind parents that they must sign-in and sign-out EVERY TIME they come into the school building. Parents need to add siblings when they sign-in. (Search and Rescue teams may be sent after people who have already left, or may not search for those who did not sign in.)
- Ask parents and Students to talk about what to do if a disaster strikes while they are at school, home and work.

Website: www.northshorecouncilptsa.org/emergency-preparedness

7/19/2020

Create a Culture of Emergency Preparedness

every child. one voice.

PO Box 1001, Bothell, WA 98041-1001

More Ideas:

- Host a Safety and Emergency Preparedness Fair
- Hold an Emergency Preparedness Fundraiser
- Sell Survival Kits and First Aid Kits at Back to School Night or Open House events.
- Place preparedness brochures in first day packets
- Place preparedness brochures in the school office.
- Participating in *the Great Washington Shake Out*, an earthquake preparedness drill. Participating is a great way for your family or organization to be prepared to survive and recover quickly from big earthquakes– wherever you live, work, or travel. Remember to drop, cover and hold during an earthquake!

Assist Staff and Administrators:

- Provide an educated, positive and willing PTSA/PTA leadership.
- Provide a PTSA/PTA representative for the building safety committee.
- Be willing to support staff training opportunities.
- Provide your school administrator with CERT class schedules for staff.
- Seek volunteers to help with organizing and inventorying emergency supplies, assist with emergency drills, etc.
- Provide updates of school emergency preparedness items purchased with PTA funds.

For more information, questions or suggestions, please contact Northshore Council PTSA Emergency Preparedness co-chairs, eprep@northshorecouncilptsa.org

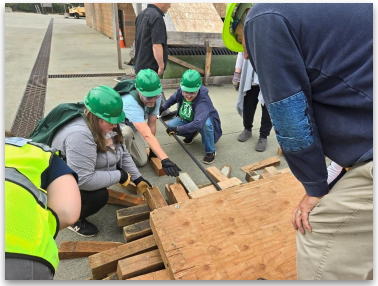
Emergency Preparedness Chairs

Join our Facebook page:

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

E-Prep Tools & Resources:

www.northshorecouncilptsa.org/emergency-preparedness



CERT Training

Community Emergency Response Training (CERT) covers basic skills that are important to know in a disaster when emergency services are not available. With training and practice, and by working as a team, you will be able to protect yourself and maximize your capability to help for the greatest number of people after a disaster.

Ready.gov | Get Involved
Navigate to the training hub to learn more about certifications and courses available to you.

IS-317.A: Introduction to Community Emergency Response Team (CERTs)
As a pre-requisite for CERT Basic classroom training or just to learn more about the program, check out EMI's Independent Study (IS) course IS-317.A.

I Love U Guys Foundation

This is the resource NSD uses for emergency protocols with terminology and processes.

This is the universal symbol for reunification

- Some NSD PTSA/PTAs need more reunification signage, which could come from your E-Prep budget or a fundraiser.
- E-Prep Chairs need to help NSD familiarize families with this symbol

https://iloveuguys.org

Build A Sign has coupons and sales, and PTA membership gets a discount at FedEx shops

Preparedness Advocacy

Northshore Council PTSA Advocacy

Council is **represented** and gives a report regularly **at school board meetings** and study session, and has even been called by one school board director the "***volunteer policy analyst for the school board***."

By becoming a **trusted partner and seen as the voice of our community**, we were invited by the Superintendent to join the Strategic Planning Initiative. This resulted in Family Engagement being adopted as one of the strategic plan's Four Pillars and PTA's National Standards for Family-School Partnerships was used as the template. The Northshore Council President helped lead the district team in writing the school district's new mission/vision statement.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Northshore School District

[Revised Code of Washington (RCW)]

- [28A.320.125]
- [28A.320.127]
- [28A.320.123]

Council E-Prep Website

E-Prep Website

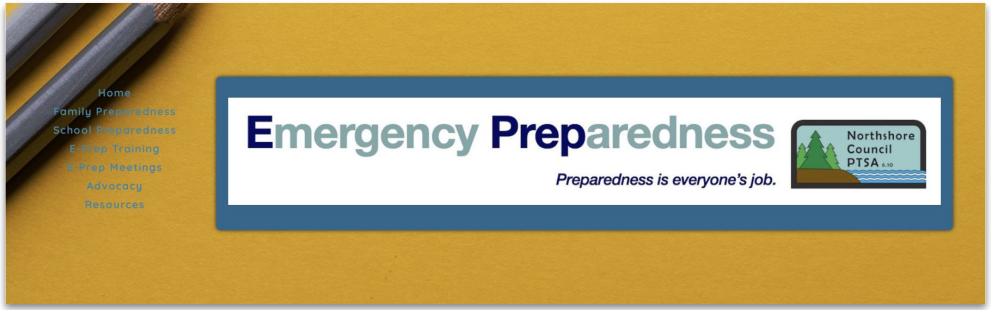
Please review the website and provide feedback so this is a great tool for E-Prep Chairs, as well!

Part of the Northshore Council PTSA website

Ongoing update to streamline and remove old links/info

Ideally a good place for families to gather preparedness information

Seperate from NSD Safety & Security Website



Questions?

Contact
eprep@northshorecouncilptsa.org

Emergency Preparedness
Preparedness is everyone's job.

Northshore Council PTSA