



# LWPTSA Council E-Prep Committee Meeting

October 14, 2025

David Naughton, E-Prep Council Committee Chair

Brooke Gialopsos, Unofficial E-Prep Co-Chair

E-Prep School Chairs

- Intros (Name, school(s), years on E-Prep, any special interests, and E-prep budget)

# Introductions

# Welcome New Chairs!

- ▶ Locate your school's binder and familiarize yourselves with its contents.
  - ▶ E-version
- ▶ You must be an approved volunteer to access e-prep supplies to do inventory.
- ▶ Sign up for Waves and Currents.
- ▶ Good example of LWPTSA E-prep.
  - ▶ Finn Hill video



Vision and  
Mission

Key LWSD Staff  
and District  
Updates

Drill Schedule

Layered School  
Safety

Emergency  
Food and Water  
Distribution

Inventory

Tip Line

Brainstorm for  
2025-2026

Wrap-up and  
Resources

# Agenda Items

▶ **Our Vision:** Achieve a Whole Community approach of emergency management, set forth by the Federal Emergency Management Association, as it relates to our school communities throughout the Lake Washington School District. The Whole Community approach is a concept that emergency preparedness is a shared responsibility, and calls for the involvement of everyone in order to attain a secure, resilient community.

▶ **Our Mission:** To provide training, networking and support to emergency preparedness chairs from each school in order to encourage the PTA management of supplies, preparedness education, community engagement, and facilitation of drills through building a relationship with the school principal.

## Vision and Mission

# Key LWSD Staff & District Updates

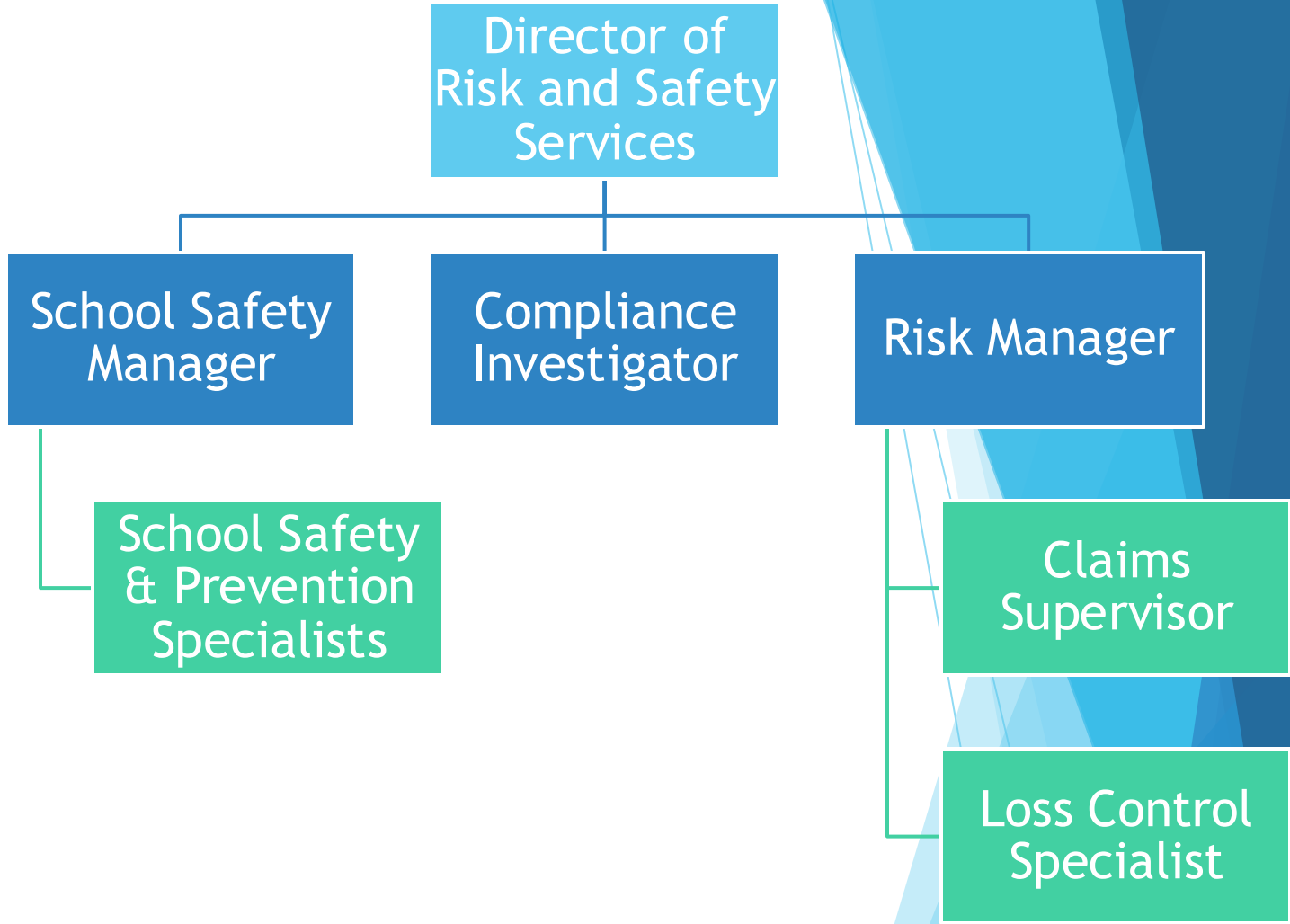
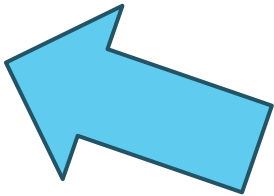
- ▶ Sheila Kembel, School Safety & Crisis Manager
  - ▶ [skembel@lwsd.org](mailto:skembel@lwsd.org)
- ▶ Scott Emry, Director, Risk and Safety Services
- ▶ [Layered School Safety document](#)



# Inequity in E-Prep

- ▶ Katy Philips (Executive Director, Lake Washington Schools Foundation)
  - ▶ Previously unaware of this issue
- ▶ Dr. Jon Holmen (Superintendent of LWSD)
  - ▶ Discussing this at the end of the month at our district partnership meeting
- ▶ Inequity is likely going to increase due to budget cuts, financial instability of communities/PTSAs, and rarity of emergency events
  - ▶ Some PTSAs have seen their E-prep budgets cut or reduced
  - ▶ Some PTSAs are opting to not have E-prep
  - ▶ Formerly suggested a shared inventory or shared resources

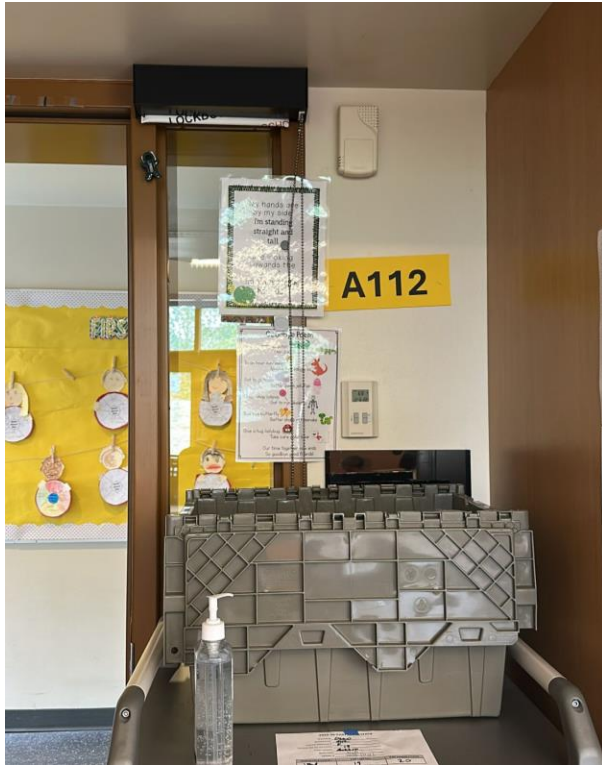
**Safety Advisory Council**



**LWPTSA Council E-Prep Chair**

**E-Prep Local Chairs**

**LWSD Schools**



# Interior Room Numbers

# EMERGENCY PROCEDURES



**Until help arrives:**

- Follow all instructions given over intercom or in email/Teams.
- Call 9-1-1 when needed.
- Follow steps in boxes below.

## EARTHQUAKE

- Drop, cover, hold under a table or desk or against an inside wall – not in a doorway – until the shaking stops.
- Stay calm. After the shaking stops, check yourself and others for injuries.
- Listen for instructions. Evacuate the building if safe to do so.
- Report to assembly area with your class and begin attendance process.

## HOLD



- All students, staff and visitors stay in classroom
- Bring anyone in hallways into classrooms to ensure hallways are clear
- Close and lock doors and continue regular classroom instruction
- Once "All Clear" is given, return to regular operations

## SHELTER



- Close doors and windows, follow building plan.
- Shut off fans in classroom and close vents.
- Remain in place until told it is safe to leave.

## EVACUATE



- Evacuation maps are posted in all classrooms and throughout the building.
- Follow designated evacuation plan, unless hazards exist – use alternate route with nearest exit.
- Take emergency backpack/bucket to assembly location.
- Assist anyone that has injuries or special needs.
- Ensure all building occupants have exited and are safe.
- Account for all occupants.

## LOCKDOWN



- Implement ALICE, as needed, at any time.
- Lock all doors.
- Close lockdown shades and exterior blinds.
- Move away from doors and windows.
- Locate classroom emergency kit and have ready.
- Listen for communication of next steps.
- Once locked down, never open the door. Wait for law enforcement to enter room.

## SUSPICIOUS OBJECT

- Do not touch or disturb material/object.
- Move away from the site of hazard/object to a safe location.
- Call 9-1-1.
- Notify administrator.
- Be prepared to evacuate.
- Follow instructions provided over intercom or other appropriate district communication method.

## SUSPICIOUS PERSON

- Do not let any suspicious person into a locked building or room.
- Do not physically confront the person.
- Begin positioning yourself to the nearest exit.
- Call 9-1-1.
- Notify building administrator and provide information about the person and their direction of travel.

## FIRE

- Activate the nearest fire alarm pull station and call 9-1-1.
- Evacuate building following evacuation procedures.
- Do not re-enter building until authorized by emergency response personnel.

## SECURE



- Ensure all outside doors are locked.
- Close exterior blinds.
- Continue with regular indoor activities.
- Listen for communication of next steps.

Updated Emergency Procedures Poster (located [here](#))

# 2025-26 Drill Schedule

Month	Emergency Drill(s)
September	Evacuation Drill & Emergency Radio Test
October	Earthquake (Great Shake Out) & Emergency Radio Test
November	Lockdown Drill (secondary)/Listening Drill (elementary) & Classroom Emergency Supply Demonstration
December	Secure Drill & Team Assist - Medical Assistance
January	Hold Drill & Review Emergency Supply Inventory
February	Shelter-in-Place Drill & Emergency Radio Test
March	School Level Reunification Drill & Team Assist - Crisis Response
April	Evacuation Drill & Emergency Radio Test
May	Evacuation Drill
June	Secure Drill

# **SAFETY MANAGEMENT**

Community Connectors | Executive Safety Team | Safety Advisory Council | Risk & Safety Services | Building Safety Committee

# **CYBER SAFETY**

Risk Assessment | Data Loss Protection | Threat Detection | Incident Response | Disaster Recovery

# **EXTERNAL SAFETY**

Perimeter Fencing | Access Control | Entry Control | Security Cameras

# **INTERNAL SAFETY**

Communication Systems | A.L.I.C.E.\*\* | CPTED\*

# **SCHOOL SAFETY**

Visitor Management | I.D. Badging | Anonymous Tip Line | School Administration | CEMP\*\*\* | Family Reunification

# **CLASSROOM SAFETY**

Trained Staff | Door Locks | Lockdown Shades | Trauma-Informed Drills

# **WELLBEING**

Threat Assessment | Counseling | Partnerships | Emergency Kits



# Layered School Safety

# Brooke's Safety Spotlight



- ▶ Appears every month in Currents
- ▶ Insight on drill schedule and other safety topics/issues
- ▶ Looking for additional suggestions, so please reach out to me

## September Safety Spotlight

Hi! I'm Dr. Brooke Gialopsos and am one of the Co-Presidents for Council as well as a Criminal Justice Professor at Seattle University. My research and service are largely focused on school-based violence. I have a great working relationship with the district's safety staff and serve on the LWSD Safety Advisory Council. In an attempt to bridge my roles, I am committed to providing a monthly Safety Spotlight for the 2025-26 school year. The purpose of this is to offer some general school safety and emergency preparedness information for parents and families. The content will vary tremendously from month to month – some will be focused exclusively on schools, while other topics might be more community-focused.



# Emergency Food and Water Distribution

2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Baker	Alcott	Eastlake/ Renaissance	Dickinson/ Explorer	Audubon
Barton	Bell	Finn Hill/ EAS	Frost	Inglewood
Blackwell	Carson	Franklin	Juanita ES	LWHS
Emerson/ Northstar MS	Einstein	Keller	Juanita HS/ Futures School	McAuliffe
Evergreen	ICS/Community	Kirk	Mead	Rose Hill ES
Muir	Kamiakin	Kirkland MS	Parks	Sandberg/ Discovery
Redmond ES	Mann	Lakeview	Redmond MS	Smith
Redmond HS	Rose Hill MS	Rockwell	Twain	Tesla STEM
Rush	Wilder	Timberline MS/ Stella Schola		Thoreau

- ▶ Food and water [calculations](#) are on the LWPTSA E-prep website.
- ▶ Refresh every 5 years.
- ▶ Expired food and water:
  - ▶ Water can still be used just not consumed.
  - ▶ Work with Green Team or Sustainability Chair to compost, recycle, and/or dispose.
  - ▶ Remember, once the inventory is on school property, the school technically owns it.
- ▶ Questions?

# Emergency Food and Water Distribution

# Suggested Inventory

- ▶ How frequently should we do inventory?
- ▶ When should we do inventory?
- ▶ Can we bring backpacks, buckets, and/or bins home to do the inventory?
- ▶ Are there other items that we should be including or considering?



## Using Volunteers

- ▶ ASB and National Honor Society need volunteer hours, so use them for putting up room number signs, going through inventory and backpacks, etc.

## Lunch & Learn: Oct. 16

### Emergency Preparedness and School Safety: The Role of the PTSA

LWPTSA Council invites *everyone* to join us at noon on Thursday, October 16, as we discuss the importance of PTSA in emergency preparedness for schools, as well as a high-level overview of school safety and drills in LWSD. **Bring your questions** and concerns, and we'll see you at lunch!

WHEN: **Thursday, Oct. 16, from 12 to 1 pm**

WHERE: **Zoom** – [Register](#)

TOPIC: **Emergency Preparedness and School Safety: The Role of the PTSA**

SPEAKER: **Brooke Gialopsos**, Associate Professor of Criminal Justice, Committee Member for LWPTSA Council Emergency Preparedness Committee, and LWPTSA Council Co-President

[Lunch & Learn](#) consists of virtual sessions held on select Thursdays during the school year, where we share **short presentations**, followed by **Q&A**, on topics of interest to our PTA and school community. Lunch & Learns are always **free** to join. *Grab your lunch, log on, and learn with us!*

Questions? Email LWPTSA Council Co-Executive Vice Presidents Ayesa Kaur and Bhaskar Ravikanti, at [EVP@LWPTSA.net](mailto:EVP@LWPTSA.net).



# Upcoming Lunch & Learn



# Brainstorm for the Year 2025-2026

- ▶ What are your goals for this school year?
- ▶ What would you like to see in terms of programming?
- ▶ What would you like to see in terms of meeting topics?
  - Maybe general preparedness for December meeting?

*Start where you are and with what you have. We are here to help and support you.*

# Tip Line: For immediate safety concerns phone or text 425-529-5763



Log In →



Welcome to the Lake Washington School  
District  
Online Tip Reporting System

Welcome to our Vector Alert Tip Reporting System. This system allows you to quickly, easily, and anonymously report safety concerns to school officials 24/7/365. Help us create a safer learning environment - to submit a tip, please choose a button to the right.

Enter code... \*

👁 Enter access code to view previously submitted tip

YOUR ORGANIZATION'S CODE: 1342

## SUBMIT A TIP



### VECTOR ALERT MOBILE APP

You can now report tips via the Vector Alert Mobile App. [Click here for more information.](#)



TEXT



WEB



EMAIL



PHONE

If this is an emergency, please call **911**



# Great ShakeOut

Earthquake Drills

[Register Here!](#)[Why Participate?](#)[Who is Participating?](#)[How to Participate](#)[Resources](#)[News & Events](#)[Partners & Sponsors](#)

## GET READY TO SHAKEOUT!

This year's International ShakeOut Day is October 16, when millions of people worldwide will participate in earthquake drills at work, school, or home!

At 10:16 a.m. (local time) on 10/16, you can join millions of people across the world practicing [earthquake safety](#).

While we encourage participation with everyone, you can [register](#) your ShakeOut drill for any day of the year, and drill at a time of your choice. You can also include people in multiple locations through video conferencing.



## ESPAÑOL



People ShakeOut worldwide.  
[Find your region below.](#)

## AS EASY AS 1, 2, 3!

**1 Register Today**

**2 Spread the Word**

**3 Hold Your Drill**

[Log in](#) to download your **Certificate of Participation**

# Emergency Preparedness Committee Meetings 2025-2026

E-Prep Committee meetings will be a mix of **online via Zoom** as well as in person at the **LWSD Resource Center (16250 NE 74th St., Redmond WA 98052)**. E-Prep Committee meetings are from **10 am to noon**. Meeting reminders and Zoom links are published in our [weekly newsletters](#). Contact EPrep {at} LWPTSA {dot} net with any questions.

- Tuesday, October 14, 2025 (Sammamish Room)
- Tuesday, December 9, 2025 (Online via Zoom — Register for link)
- Tuesday, February 10, 2026 (Sammamish Room)
- Tuesday, April 21, 2026 (Online via Zoom — Register for link)

## Meeting Schedule

# Wrap Up



Any questions?

Thank you!!

# Important Information

- ▶ Contact us:
  - ▶ [Emergency.prep@lwptsa.net](mailto:Emergency.prep@lwptsa.net)
- ▶ Website:
  - ▶ <http://www.lwptsa.net/emergency-prep/>
- ▶ Facebook group:
  - ▶ LWPTSA Council Emergency Preparedness Committee



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# LWSD Resources

- ▶ School emergency phone numbers:
  - ▶ <https://www.lwsd.org/programs-and-services/safety/school-emergency-phone-numbers>
- ▶ LWSD Safety and Security website:
  - ▶ <https://www.lwsd.org/programs-and-services/safety>
- ▶ Ask LWSD a safety and security question:
  - ▶ <https://www.lwsd.org/help/contact-us/contact-safety-security>



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# Community Resources

- ▶ Local e-prep supplies vendor:
  - ▶ <https://preparesmart.com/>
- ▶ American Red Cross for emergency supplies:
  - ▶ <https://www.redcross.org/store/preparedness>
- ▶ Online earthquake drills:
  - ▶ <https://www.shakeout.org/>



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