



LWPTSA Council E-Prep Committee Meeting

December 9, 2025

David Naughton, E-Prep Council Committee Chair

Brooke Gialopsos, Unofficial E-Prep Co-Chair

E-Prep School Chairs

- Introductions (Name, school(s), years on E-Prep and any special interests)

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.
- ▶ Gold standard in LWPTSA E-prep.
 - ▶ Finn Hill video



▶ **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
- ▶ Scott Emry, Director, Risk and Safety Services
- ▶ Collaborative projects with Safety Advisory Committee
- ▶ [Layered School Safety document](#)



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Update on E-prep Budgets & Inequities

- ▶ \$517.49 on average
- ▶ Have 38 school responses
- ▶ Need the following schools still
- ▶ [Eprep Equity Initiative - Fill out form](#)



Barton Elementary
Community School
Eastlake High School
Emerson High School
Finn Hill Middle School
Juanita Elementary
Keller Elementary
Redmond Middle School
Renaissance
Rush Elementary
Stella Schola Middle School
Twain Elementary

- ▶ Or email Brooke at president@lwptsa.net

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](#))

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 | Emergency Kits

WELLBEING

Threat Assessment | Counseling | Partnerships



Layered School Safety

2025-2026 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

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

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?





Most Recent Supply List

Discussion on Seasonal Emergency Preparedness



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?

E-Prep & After-School Activities

- ▶ Enrichment
- ▶ School-sponsored family events
- ▶ Dances

REPORT A FACILITIES ISSUE

REPORT EMERGENCY FACILITY ISSUES 24 HOURS A DAY

Late-night alarm? Vandalism? Broken window? Anyone, anywhere can report a facilities issue 24 hour:

- Call InfoCentre toll-free at 1-855-237-4828
- Email: servicedesk@info-centre.com

Report Facilities Issues to Info Center

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?
- ▶ ALICE and Emergency Preparedness presentation for your school, email Brooke
 - Emergency.prep@lwpts.net or bgialopsos@seattleu.edu
- ▶ Thank you!!



Important Information

- ▶ Contact us:
 - ▶ 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/>



Checking In On You

What are your barriers
(real or perceived) to
fulfilling your
duties/responsibilities as
E-prep Chair at your
school(s)?

Volunteer Resources

- ▶ Middle school ASBs
- ▶ High school ASBs, key clubs, honor societies
- ▶ Scout groups
- ▶ Faith-based groups
- ▶ PTSA members

[Adult volunteer application](#)



[Student volunteer application](#)

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