



# LWPTSA Council E-Prep Committee Meeting

April 21, 2026

# Introductions



David Naughton, E-Prep Council Committee Chair



Brooke Gialopsos, Unofficial E-Prep Co-Chair



Attendance: Please change your name to include your schools



New E-Prep School Chairs? First time to a meeting?

# 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



# General Agenda

Vision and  
Mission

Key LWSD Staff  
and District  
Updates

Drill Schedule

Emergency  
Food and Water  
Distribution

Inventory Drill  
Debrief

Supplies and  
Reimbursement

End of Year  
Duties

Feedback and  
Ideas

Brainstorm for  
2026-27

Wrap-up and  
Resources

▶ **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](#)



# **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

# 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](#))

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

# Emergency Food and Water Distribution

- ▶ 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?

# 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

# Volunteer Resources

## To help with inventory

- ▶ Middle school ASBs
- ▶ High school ASBs, key clubs, honor societies
  - ▶ \*Get approval from AP
- ▶ Scout groups
- ▶ Faith-based groups
- ▶ PTSA members

## Adult volunteer application



## Student volunteer application

*\*Towards the end of the year many students need to complete their service hours.*

**What was your experience  
with the emergency supply  
drill?  
Any issues?**

# David's Building's AP Interaction

- ▶ Administration's perception of “compliance.”
- ▶ David had a meeting with a school's administration. The district gives the schools checklists to make sure the drills are accomplished and when the items are met, the school will be considered “in compliance.”
- ▶ David had a meeting with a school where the administration was thinking that they were not in compliance because they did not have all the items on the list.

# Supplies and Reimbursement

- ▶ Remember to purchase items and complete your reimbursements.
- ▶ Questions to consider:
  - ▶ What type of funds?
  - ▶ What was missing from inventory drill?
  - ▶ What are extra items that you could add to classroom backpacks, safety containers/sheds, rooms/closets?
  - ▶ Are there any ideas, needs, or wants from your AP or school?

## Budget Info

- ▶ Please be aware of your school's budget:
  - Use it or lose it
  - Shifting funds
  - Earmarked funds

The end of the year is when the following year's budget is approved, so now is the time to ask if adjustments can be made.

# For Before/After School Hour Events

- ▶ PTA/PTSAs need to ensure that all communications (i.e., flyers, newsletters, social media posts, etc.) say that events are listed as **“private community events that are only available to the XX<insert name of school and/or mascot>XX community”** (e.g., Einstein Elementary community or Eagles and their families). Similar language needs to be printed and clearly posted on the entrance to these events if occurring on school property (e.g., on the front door of the school, gym entrance, fence, etc.).
- ▶ PTA/PTSAs seeking stricter guidance may request that the names and email addresses of persons entering the event be documented and maintained for record keeping purposes.



**PRIVATE AREA**

**RESIDENTS AND  
INVITED GUESTS ONLY**

**VISITORS CHECK IN WITH MANAGER**

**LAW ENFORCEMENT AGENTS MUST HAVE A JUDICIAL WARRANT TO ENTER.**

# For Events that Require PTSA/PTA Volunteers

- ▶ Ensure that all requests for volunteers (i.e., flyers, newsletters, social media, sign-up platforms, etc.) mention that LWSD policies must be followed: **All volunteers must complete a volunteer application and be approved before they can begin volunteering. Volunteers who are not cleared may not enter or participate at the event.**
- ▶ Parents, relatives and community members (including vendors for enrichment programs) can complete an online application quickly through [Raptor](#). Volunteer approval status is valid for two years and can be checked at [Raptor Volunteer Portal](#).
- ▶ Students who want to volunteer in schools other than their own have to complete the [Student Volunteer Application](#).
- ▶ Volunteer status lists should be frequently obtained from Chris Robison, LWSD Volunteer Program Supervisor, ([crobison@lwsd.org](mailto:crobison@lwsd.org)) and cross checked against volunteer lists and/or names.

# 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**

# 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](mailto:servicedesk@info-centre.com)

## Report Facilities Issues to Info Center

# End of Year Duties

- Completing [end of year report](#) for LWSD
- Updating binders (School Incident Command Organizational Chart, map of school with teachers listed)
- Ordering items that are missing, needed, expiring, etc.

## E-PREP CHAIR - YEAR-END REPORT Lake Washington School District

School: \_\_\_\_\_ Date: \_\_\_\_\_

E-Prep Chair Name: \_\_\_\_\_

*For use by E-Prep Chair or Administrator or Board; to be filed in the School E-Prep Binder.*

1. School's emergency supplies were inventoried on: \_\_\_\_\_
  - a. Full inventory or partial? \_\_\_\_\_
  - b. Notes about inventory process: \_\_\_\_\_
2. Items purchased this school year: \_\_\_\_\_
3. Items flagged to purchase next year: \_\_\_\_\_
4. Important projects/tasks conducted this year: \_\_\_\_\_
5. Projects/tasks for the future: \_\_\_\_\_
6. Helpful contacts (within the school, board or district) to remember: \_\_\_\_\_

# This is our last meeting of the year, but Don't take the summer off... learn



Scan me!

## Emergency supply ideas



### EMERGENCY CHECKLIST



**Be prepared to take care of yourself and those around you at least three days.**

Build an emergency kit with at least three days of essentials (seven to ten days preferred) for family and pets. Kits should be portable and ready to go in the case of evacuation.

## Protect your pets



### PET PREPAREDNESS



#### **Is Your Pet Ready for Winter Weather?**

Just as you do with your family's emergency supply kit, think first about the basics for your pet's survival, particularly food and water. Consider two kits. In one, put everything you and your pets will need to stay where you are. The other should be a portable version you can take with you if you and your pets need to evacuate. Be sure to review your kits regularly to ensure that their contents, especially foods and medicines, are fresh.

# David's Thoughts

- ▶ Summer weather preparedness at home and traveling.
- ▶ An often-heard issue with children in an emergency is that they do not know their parent's phone numbers or names.

# Save the Date

- ▶ Due to rains and floods in December and a slowdown in donations across the nation, Bloodworks Northwest has less than one-to-two days of blood supply.
- ▶ Please share in your local newsletters and social media.



## LAKE WASHINGTON SCHOOL DISTRICT OFFICE

Parking Lot | 16250 NE 74th Street Redmond

**Monday, May 4**  
**8:30 am - 2:30 pm**

Scan the QR code to book your one hour appt  
or click this link [bloodworksnw.org/giveblood](https://bloodworksnw.org/giveblood)

Appointments are required for the best possible donation experience.  
Photo ID required. Eat a hearty meal and drink plenty of fluids prior to donation.

 For questions regarding eligibility: (800) 398-7888 [bloodworksnw.org](https://bloodworksnw.org)

Small Act. Big Impact.

@bloodworksnw 



# Brooke's Safety Spotlights



- ▶ [September Safety Spotlight](#)
- ▶ [October Safety Spotlight](#)
- ▶ [November Safety Spotlight](#)
- ▶ [December Safety Spotlight](#)
- ▶ [January Safety Spotlight](#)
- ▶ [February Safety Spotlight](#)
- ▶ [March Safety Spotlight](#)
- ▶ [April Safety Spotlight](#)

# PTSA Education

- ▶ Any questions?
- ▶ ALICE and Emergency Preparedness presentation for your school, email Brooke
  - [Emergency.prep@lwptsa.net](mailto:Emergency.prep@lwptsa.net) or [bgialopsos@seattleu.edu](mailto:bgialopsos@seattleu.edu)



# Brainstorm for the Next School Year 2026-2027

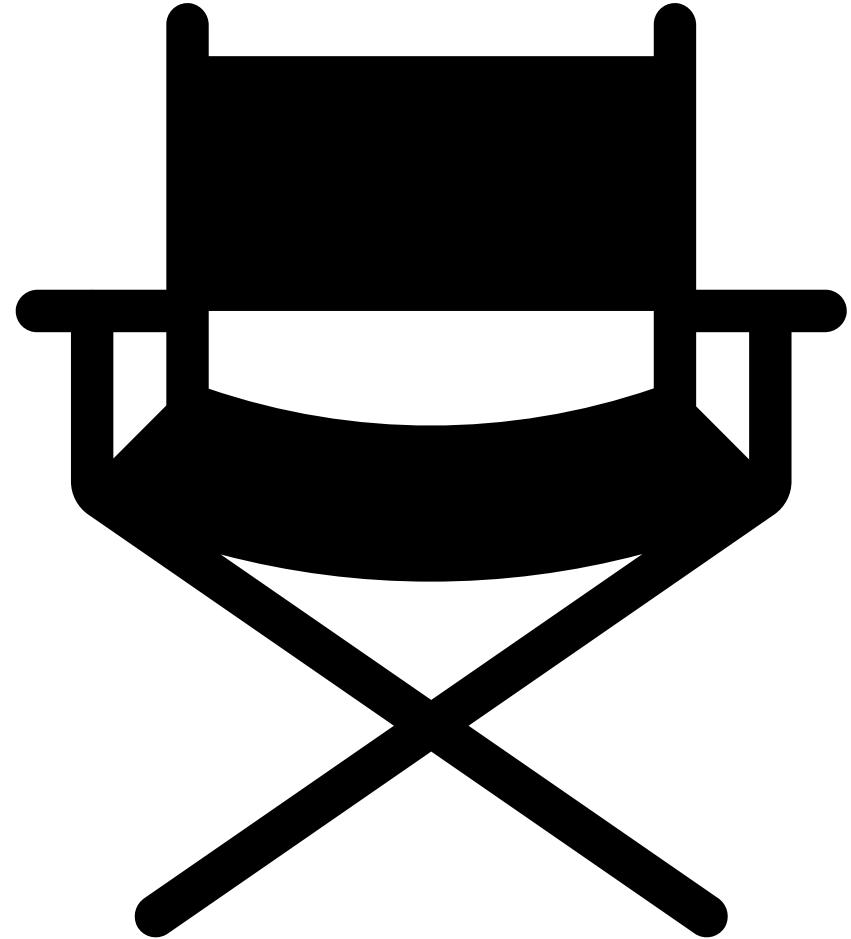
What would  
you like to see  
in terms of  
programming?

What would  
you like to see  
in terms of  
meeting topics?

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

# 2026-2027 Call for Chairs

- ❑ Are you interested in being E-Prep Committee Chair or Co-Chair?
- ❑ Are you planning on continuing in your local E-prep Chair position?



# 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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*everychild.one voice.<sup>®</sup>*

# 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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Any questions?



Thank you!

Wrap-Up