

## Checklist for Executive Support Planning

Each Local Education Agency (LEA) should form an Executive Support Team comprised of a variety of executive-level school employees, community representatives, and stakeholders.

- Has each team member read or become familiar with this *School Emergency Response Plan and Management Guide*?
- Review **EST Member Action Sheets** to determine staff assignments
- Complete the following:
  - **Executive Support Team Member Assignments**
  - **Executive Support Team Contact Information**
  - **EST Operations Center Locations**
  - **Continuity of Operations Plan (COOP); and**
  - **Pandemic Flu Response (COOP Addendum).**
- Review **Universal Emergency Procedures**.
- Review **Emergency Management Protocols**. Modify for your LEA if necessary.
- Review **School Emergency Procedures Guide** (Flipchart) and ensure school level distribution, training, and use.
- Update and/or modify contact information in **Section 4: Response Protocols**.
- Update and/or modify **Section 6: Prevention Protocols** and **Section 7: Appendices**, with your LEA specific directives.
- EST Manager and/or the Liaison Officer assume active membership on the Interagency Team, the **DC Emergency and Safety Alliance**.
- Ensure development and maintenance of the site-based **Emergency Response Plans** for all schools within your LEA.
- Establish a mechanism for individual schools within your LEA to request assistance in creating school-based plans/mitigating identified hazards.
- Designate a school executive-level contact or liaison to monitor individual school progress.
- Establish a regular meeting or planning schedule for the EST and attend required EST trainings.