

## **EST Leader**

### **Responsibilities**

- Oversees school system response to emergency incidents.
- Participates in media briefings as necessary.
- Coordinates with the District of Columbia HSEMA EOC.
- Designates LEA representative to the HSEMA EOC.
- Informs the Mayor of incidents impacting the LEA.
- Remains at Administrative Offices.
- Activates Continuity of Operations Plan (COOP) when necessary.

### **Immediate Actions** (initiated within first hour of the emergency)

- \_\_\_ Initiates the LEA EST by assuming the role of EST Leader.
- \_\_\_ Notifies appropriate staff of need to send designated representative to the EOC.
- \_\_\_ Notifies EST Manager of the incident.
- \_\_\_ Establishes online communication with EOC and the 911-center dispatcher.
- \_\_\_ Appoints all EST staff positions. Depending on the situation at hand, the IC may elect not to fill some of the positions.
- \_\_\_ Attends the status/action plan meeting
- \_\_\_ Monitors status reports from EST manager.
- \_\_\_ Determines need for participation of outside resource representatives.
- \_\_\_ Communicates status to EOC, Mayor's Office, and other appropriate agencies as necessary.
- \_\_\_ Adopts a proactive attitude. Thinks ahead and anticipates situations and problems before they occur.

### **Intermediate Actions** (normally after first hour of the emergency and over next four–six hours)

- \_\_\_ Authorizes resources as needed or requested.
- \_\_\_ Attends briefings as scheduled by EST Manager.
- \_\_\_ Approves media releases submitted by the Public Information Officer.
- \_\_\_ Communicates status to the EOC, Mayor's Office, and other appropriate agencies, as necessary.

### **Extended Actions** (if emergency lasts longer than eight hours and/or when emergency ends)

- \_\_\_ Reviews plans for recovery and salvage efforts, institutes special security requirements as conditions warrant (i.e., locking down section of physical facility for safe purposes and/or to facilitate recovery and salvage efforts), and updates the action plan for continuance or termination. A meeting should occur at least once every eight hours.
- \_\_\_ Declares the end of the emergency and closes down the EST.
- \_\_\_ Instructs Section Chiefs and EST staff to submit a written summary of their activities during the emergency, within 72 hours.
- \_\_\_ Ensures a detailed review and evaluation of the LEA response to the emergency within two weeks.
- \_\_\_ Appoints a team to relieve the initial EST and holds a meeting to debrief the situation, if needed.