

EST MEMBER ACTION SHEET

EST Manager

Responsibilities

- Reports to EST Leader.
- Coordinates response for all functions assigned to the EST.
- Represents the EST Leader in the absence of the EST Leader or designee.
- Reports to EST Leader.
- Manages the command and control of the EST Operations Center.
- Assures the ability of the EST to function by overseeing the placement and maintenance of equipment and supplies in a preparatory state of readiness.
- Establishes the EST Operations Center from which the EST leaders are to meet.
- Authorizes expenditures of funds to meet crisis.
- Coordinates with EOC and MPD Police Liaison.
- Deploys additional resources to the emergency site, if needed (e.g. clerical, support services).
- Implements Continuity of Operations Plan (COOP) after activation by the EST Leader.
- Joins the Interagency Team, known as the DC Safety and Emergency Alliance.

Immediate Actions (initiated within first hour of the emergency)

- ___ Reports to EST Leader and obtains briefing on the situation.
- ___ Manages EST Operations Center functions.
- ___ Ensures EST is properly set up, assures notifications to appropriate personnel, and coordinates staging of equipment and supplies in the proper locations.
- ___ Oversees EST communication capabilities and restrictions. Establishes operating procedures for use of telephone and radio systems.
- ___ Contacts EOC to establish that EST is operational.
- ___ Tests LEA capability to transmit via the Washington Area Warning Alert System.
- ___ Attempts to determine estimated times of arrival of responding staff to EST Operations Center.
- ___ Distributes section packets, which contain:
 - ___ Job Action Sheets for each position;
 - ___ Identification badges for each position;
 - ___ Forms pertinent to Section and positions; and
 - ___ Event Logs for each position.
- ___ Announces status/action plan meeting of all Section Chiefs and EST staff positions. Meeting occurs after Section Chiefs have established initial contact with their direct reports, as delineated in the Plan. Completes a brief assessment of the situation as it pertains to their area of responsibility. Meeting should be held within 15–30 minutes after confirmation and declaration of an actual emergency.
- ___ Forecasts future EST needs.
- ___ Requests additional personnel for the section to maintain sufficient staff coverage for a two-shift (12-hour) EST operation.
- ___ Updates EST Leader on the status of incident.
- ___ Adopts a proactive attitude. Thinks ahead and anticipates situations and problems before they occur.

Intermediate Actions (normally taken after 1st hour of the emergency and over next four–six hours)

- ___ Ensures maintenance of section EST logs and files.
- ___ Develops contingency plan for all plans and procedures requiring off-site communications.
- ___ Conducts hourly briefings with Section Chiefs and EST staff.
- ___ Ensures notification and coordination of EST emergency expenditures are coordinated through Finance/Administration.
- ___ Updates EST Leader on status of the incident.
- ___ Provides periodic situational briefings to EST Section Chiefs on most current information.
- ___ Facilitates seamless transition of shift changes and briefs relief personnel.
- ___ Ensures completion of all paperwork and closure of logs.

Extended Actions (if emergency lasts longer than eight hours and/or when emergency declared over)

- ___ Deactivates EST and ensures closure of logs upon authorization of EST Leader.
- ___ Accounts for all equipment issues.
- ___ Ensures required forms or reports are completed prior to staff release and departure.
- ___ Conducts detailed review and evaluation of LEA emergency response within two weeks of incident and contributes toward development of the After-Action Report.