

Executive Support Team Recorder

Responsibilities

- Reports to EST Manager.
- Documents all meeting results, directives, and decisions.
- Retains accurate files on all meetings.
- Maintains files on all press releases.
- Collaborates with EST Manger to ascertain additional support/clerical personnel requirements.
- Documents EST assignments and replacement team members.
- Maintains all copies of site-based emergency plans.
- Completes EST Assignment sheet annually. When changes occur, disseminates copies to all schools, administrative offices, and Office of Security.
- Update Continuity of Operations Plan (COOP).

Immediate Actions (initiated within first hour of the emergency)

- _____ Checks in on arrival with EST Manager.
- _____ Retrieves and takes emergency plans for affected school(s) to the EST Operations Center.
- _____ Wears position identification badge.
- _____ Attends first briefing session on the emergency situation.
- _____ Records all discussion and decisions; disseminates summaries to appropriate personnel.
- _____ Clarifies unclear directives with EST Manager.
- _____ Adopts a proactive attitude.

Intermediate Actions (normally taken after 1st hour of emergency and over next 4–6 hours)

- _____ Establishes filing system to maintain notes and files from meetings.
- _____ Ensures all Branch Leaders have copies of their directives.
- _____ Establishes a room for word processing and, if possible, a dedicated FAX line.

Extended Actions (if emergency lasts longer than eight hours and/or on conclusion of emergency)

- _____ Obtains status reports from EST Manager and organizes reports in a binder labeled with date and time.
- _____ Coordinates with EST Manager regarding site-specific reporting requirements (i.e., frequently in the aftermath of event, LEA and other District agencies will be required for provide data for inclusion in an After Action Report [AAR]). Report includes, but is not limited to, the following: description of the incident or background; summary of accomplishments and challenges encountered during the event; and recommendations to improve future emergency preparedness, response, or recovery.