

EST MEMBER ACTION SHEET

Legal
(Attorney)

Responsibilities

- Reports to EST Manager.
- Provides professional advice on legal ramifications of any action having an adverse impact on the school system.
- Provides legal advice on paperwork and tracking forms necessary to confirm actions are initiated in the best interest of the school system and provides adequate solution to the emergency.
- Advises PIO concerning the legal impact of statements and press releases issued to the public.
- Documents emergency actions taken by LEA.

Immediate Actions (initiated within first hour of the emergency)

- ___ Checks in upon arrival with EST Manager.
- ___ Reports to EST Leader.
- ___ Wears position identification badge.
- ___ Obtains briefings on the current situation.
- ___ Attends status/action plan meeting convened by EST Manager.
- ___ Adopts proactive attitude. Thinks ahead. Anticipates situations and problems before they occur.

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

- ___ Attends all briefings called by EST Manager.

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

- ___ Attends all briefings convened by EST Manager.