

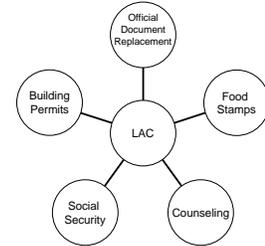
Local Assistance Center (LAC)

Facility Operations Representative Training

LAC Just-In-Time Training

Mission

- LACs provide a centralized location for services and resource referrals for disaster-caused needs, assistance and guidance following a disaster or significant emergency.



Facility Operations Representative Position Description

- **Coordinate**
 - Coordinate with the Oversight Team's Facilities Project Manager to determine which services or contracts have been initiated and which ones are still needed. These items can be found on the LAC Checklist Template.
 - Coordinate with the LAC Manager and Security to establish a safe, secure, and accessible LAC facility. Be sure to create an evacuation plan.
- **Maintain**
 - Maintain the facility and keep the inside and outside functions operating smoothly.
 - Bring in accommodations to make the visit more pleasant in case of inclement weather, rain or extreme heat.
 - Be prepared to bring in additional seating or shift seats as demand for specific services fluctuate.

Facility Operations Representative Position Description

- **Inventory**
 - Inventory and keep track of all equipment and furniture received at the LAC.
 - Ensure that all County-owned resources are clearly marked, including new purchases.
- **Update**
 - Provide updates to the LAC Manager and Oversight Facilities Project Manager on pending and recurring issues.

Quick Tips

- Sign in
- Obtain Facility Operations Representative Vest
- All purchases and contracts must be made in accordance with existing purchasing and contract rules
- Review the Facility Operations Representative Checklist

Good Luck

- Remember, the Facility Operations Representative maintains daily operations of the facility, contracted services and security operations.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.