

Children's Area Manager

Position Description

The Children's Area Manager is assigned to the Oversight Team and reports to the Oversight Manager. The Children's Area Manager coordinates with YMCA Childcare Resource Service (CRS) to ensure the needs and safety of the children at LACs (Local Assistance Centers).

Responsibilities

1. Coordinate personnel and resources with YMCA Childcare Resource Service (CRS) to initiate a Children's Area at each LAC
2. Coordinate with YMCA CRS' Emergency Operation Center
3. Coordinate with YMCA CRS to get list of cleared staff available for LAC
4. Work with YMCA CRS to request additional staff
5. Work with YMCA CRS to develop and disseminate work schedules for Children's Area Workers
6. Oversee Children's Area Supervisors and assist with issues beyond their control
7. Coordinate with Oversight Manager and YMCA CRS to ensure replenishment of child care services and supplies
8. Maintain communications with Children's Area Supervisors

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding authority or assignment
- Check in with Oversight Manager
- Refer media to the Media Relations Manager
- Assess the status of your available resources
- Coordinate with Facilities Project Manager to verify an appropriate Children's Area location at LAC
- Coordinate personnel and resources with YMCA Childcare Resource Service (CRS) to initiate Children's Area at each LAC
- Develop and disseminate work schedule for Children's Area Supervisors and Workers
- Establish communication with Save the Children for additional resources

Operational Phase Actions

- Review position responsibilities
- Refer all media to the Media Relations Manager
- Attend ongoing situation briefings
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

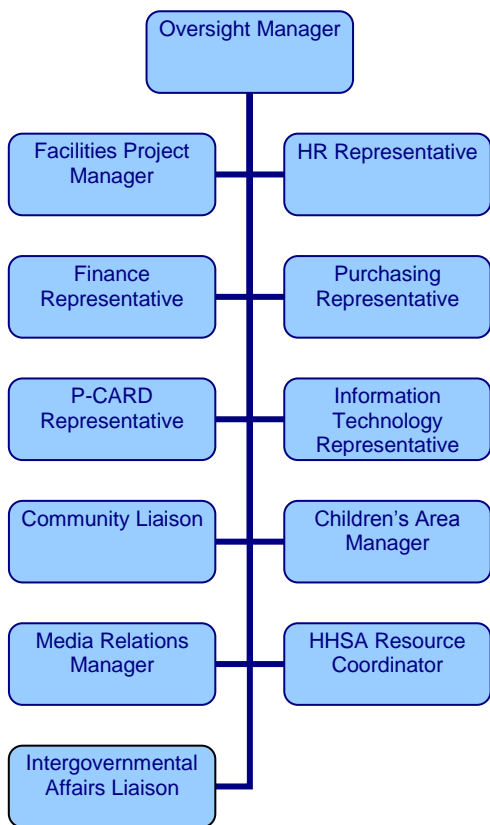
- Coordinate personnel and resources with YMCA Childcare Resource Service (CRS) to continue Children’s Area services at each LAC
- Troubleshoot onsite issues that rise above the Children’s Area Supervisor

Deactivation Phase Actions

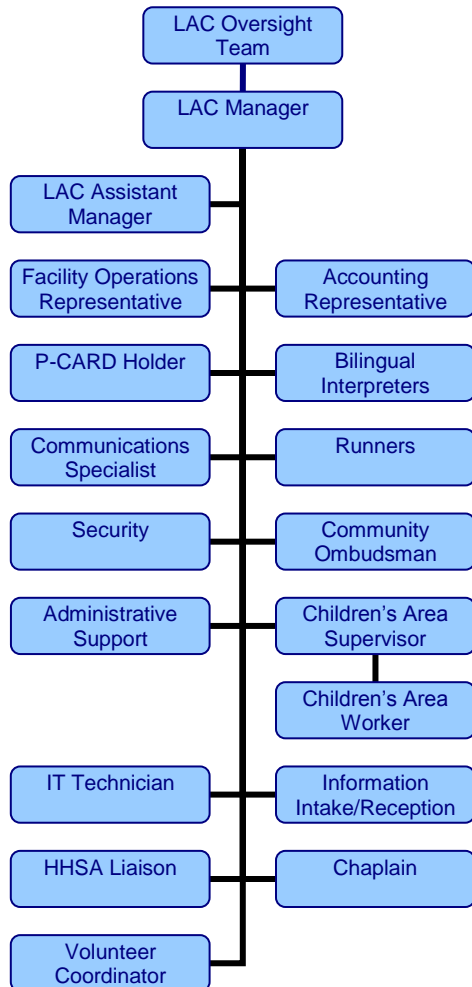
- Work with Oversight Manager to develop Demobilization Plan
- Participate in the Demobilization Plan
- Notify YMCA CRS to retrieve toys
- Coordinate with the County, YMCA CRS, and Save the Children to replenish Children’s Area kits
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



Community Liaison

Position Description

The Community Liaison is assigned to the Oversight Team and reports to the Oversight Manager. The Community Liaison coordinates with local community leaders to establish communications regarding County and LAC (Local Assistance Center) services. Also the Community Liaison tracks established agreements with local and national organizations to bring in additional resources.

Responsibilities

1. Coordinate with County departments to activate their participation at LACs
2. Establish contact with local community leaders in affected areas to establish communication regarding County and LAC services
3. Track established agreements with local/national organizations and/or businesses to bring in additional resources
4. Stay apprised of recovery efforts
5. Attend community meetings and provide County updates to attendees
6. Coordinate with Ombudsman on community issues
7. Direct donation requests and inquiries to pre-identified agencies listed in the Emergency Operations Center Binder

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with Oversight Manager
- Assess the status of your available resources
- Establish communications with participating agencies/organizations at the LACs

Operational Phase Actions

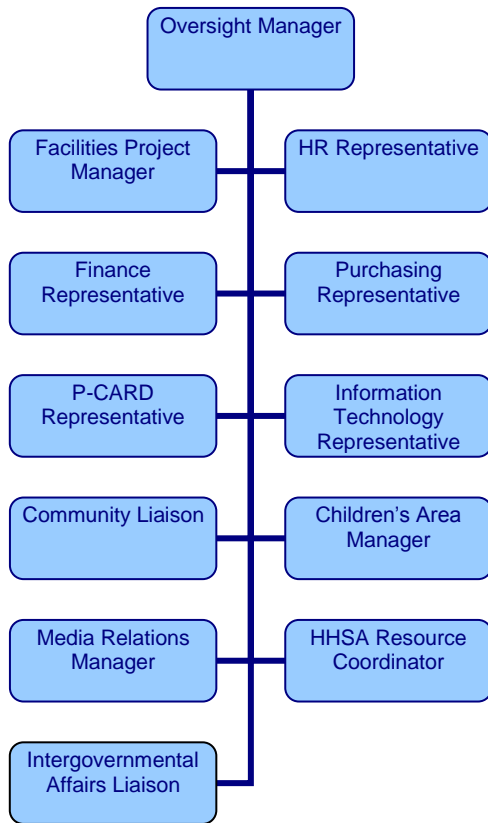
- Review position responsibilities
- Attend community and LAC meetings to determine and coordinate community needs
- Refer media to the Media Relations Manager
- Work with LAC Managers to collect County participant information for "Letters of Appreciation" for their service
- Advise Oversight Team Manager of issues affecting operations
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

Deactivation Phase Actions

- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



Facilities Project Manager

Position Description

The Facilities Project Manager is assigned to the Oversight Team and reports to the Oversight Manager. The Facilities Project Manager oversees the planning, design, construction, remodeling and renovation of LAC facilities.

Responsibilities

1. Oversee the planning, design, construction, remodeling and/or renovation of LAC facilities
2. Ensure the facilities are compliant with the Americans with Disabilities Act (ADA)
3. Coordinate with Purchasing Representative for the initiation and set up of needed services and equipment, to include those identified in Attachment P-LAC Checklist Template
4. Consult with Finance Representative on cost documentation requirements
5. Coordinate with Department of Public Works (DPW) Carto Services team for free-standing signs, banners, name badges, A-frame signs, and wall signs identifying LACs
6. Serve as Point of Contact for contracted services
7. Coordinate transportation services of equipment and human resources to and from LACs
8. Coordinate with onsite Facility Operations Representative
9. Coordinate return of rentals and equipment
10. Participate in the Demobilization Plan ensuring facility is restored to original or agreed upon status

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Assess the status of your available resources
- Contact counterparts in home agency and establish lines of communication
- Coordinate with Department of General Services Security Manager to arrange and allocate security resources for LACs

Operational Phase Actions

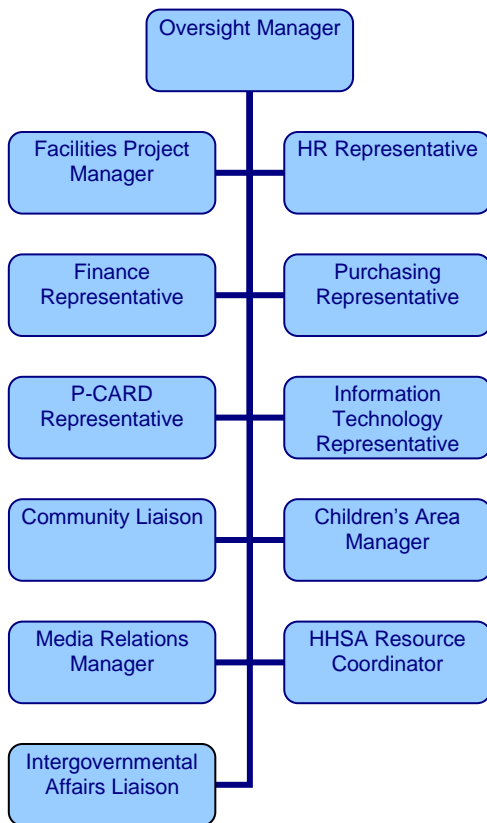
- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Report situation status and resource status to the Oversight Manager and your home agency, as necessary
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Coordinate with LAC Facility Operations Representative to ensure proper management and/or maintenance of contracted services and equipment

Deactivation Phase Actions

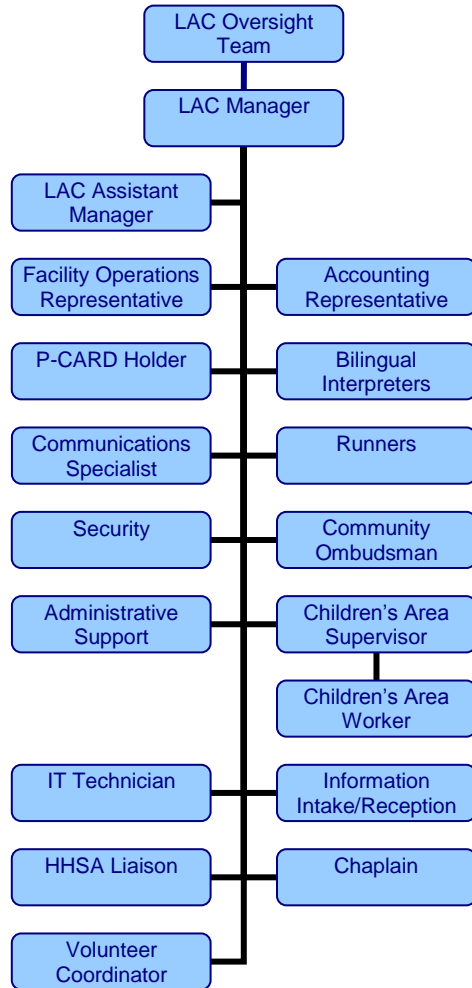
- Coordinate with Oversight Manager to plan and execute the LAC Demobilization Plan
- Ensure that all required forms and reports are completed
- Contact any of your department/agency staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



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Finance Representative

Position Description

The Finance Representative is assigned to the Oversight Team and reports to the Oversight Manager. The Finance Representative is to manage and document all financial elements for the procurement and operation of the LAC (Local Assistance Center) facility, consult and report with the Financial Section Chief in the EOC, ensure fiscal matters are in accordance with accounting standards and ensure all financial matters are handled efficiently and effectively.

Responsibilities

1. Consult with and report to the Finance Section Chief in the EOC to fully understand the requirements for documenting costs for possible reimbursement (Cal EMA Public Assistance Officer may assist with reimbursable costs under California Disaster Assistance Act)
2. Provide supervision and guidance to Accounting Specialists at LACs
 - Ensure Accounting Specialists properly maintain and document sign-in sheets and work logs in hard and soft copies
 - Review expenditure reports submitted by LACs
 - Handle requests for big-ticket purchases, rentals or leases
3. Document and communicate POETA information to employees and to the Finance and Human Resources staff of County departments for paid County Disaster Service Workers (DSWs) at LACs
4. Communicate, negotiate or facilitate contracts for additions or changes to services in accordance with County policy or in coordination with Purchasing Representative:
 - Ensure contracts specify “scope of work” and “not to exceed” limitations
 - Query all technical service and resource requests that may affect existing contracts
5. Channel big-ticket requests through EOC Logistics and/or Finance to obtain:
 - The appropriate Emergency Response Purchase Order (ERPO) numbers
 - The appropriate POETA for resource/service requests
6. Enter and update channeled requests in WebEOC (if available)

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Refer media to the Media Relations Manager
- Verify contact information
- Confirm the understanding of all Accounting Representatives that previously established policies for purchases of goods and services apply
- Review disaster related expenditures and cost documentation requirements

Operational Phase Actions

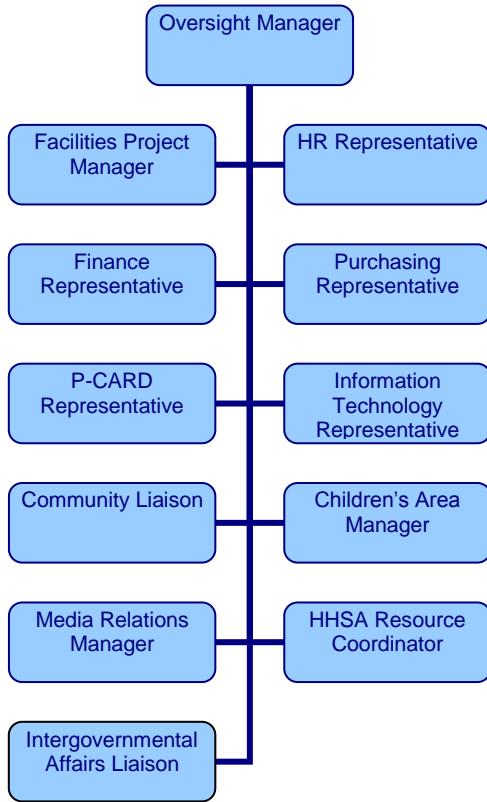
- Review position responsibilities
- Attend ongoing situation briefings
- Work with LAC representatives to ensure all that all cost data is properly documented and maintained in accordance to local, state and federal requirements and general accounting principles
- Review all purchases, requests and P-CARD activity and verify they meet County protocols
- Approve expenditure reports submitted by LACs and ensure conformance with documentation requirements
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Verify and track Oversight Team hours, mileage and Sign In/Out Sheets

Deactivation Phase Actions

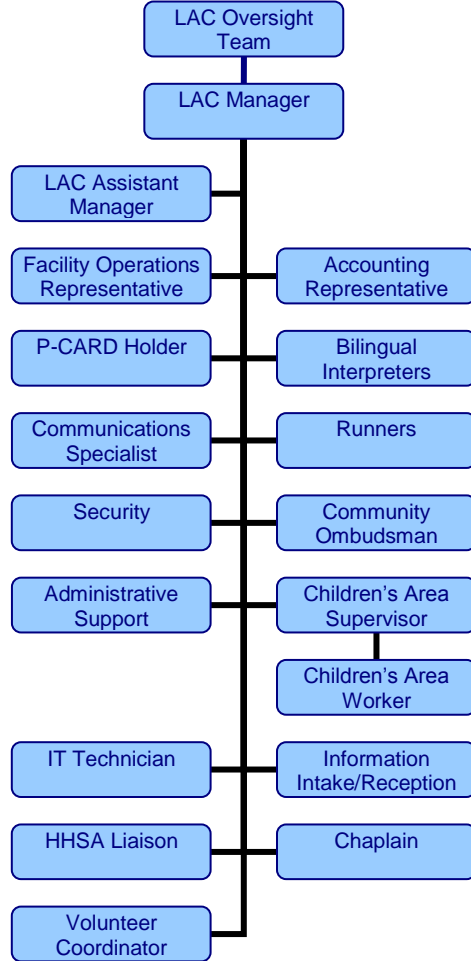
- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



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Health and Human Services Agency (HHSA) Resource Coordinator

Position Description

The Health and Human Services Agency (HHSA) Resource Coordinator is assigned to the Oversight Team, oversees LAC (Local Assistance Center) Team HHSA Liaisons and reports to the Oversight Manager. The HHSA Resource Coordinator communicates with HHSA staff, contractors or other agencies for needs at LAC locations.

Responsibilities

1. Oversee, troubleshoot and provide support for HHSA services at LAC locations
2. Coordinate distribution of all HHSA services at LACs
3. Coordinate contractor support for HHSA staff at LACs
4. Project and coordinate additional staff support for LAC sites with the HHSA HR Representative
5. Maintain communication channels with HHSA Liaisons at LAC locations and assist with their requests
6. Receive updates on equipment malfunctions and service complaints
7. Coordinate with HHSA staff, contractors or other agencies for LACs if needed
8. Communicate with LAC HHSA Liaison(s) to determine adequacy of supplies and resources

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with Oversight Manager
- Assist with activation and set-up of LAC
- Verify contact information
- Determine potential issues based on the nature, scope and severity of the issue
- Assess the status of your available resources
- Contact counterparts in home agency and establish lines of communication

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Monitor HHSA service levels at LAC sites and coordinate with HHSA Liaison to provide additional support as needed

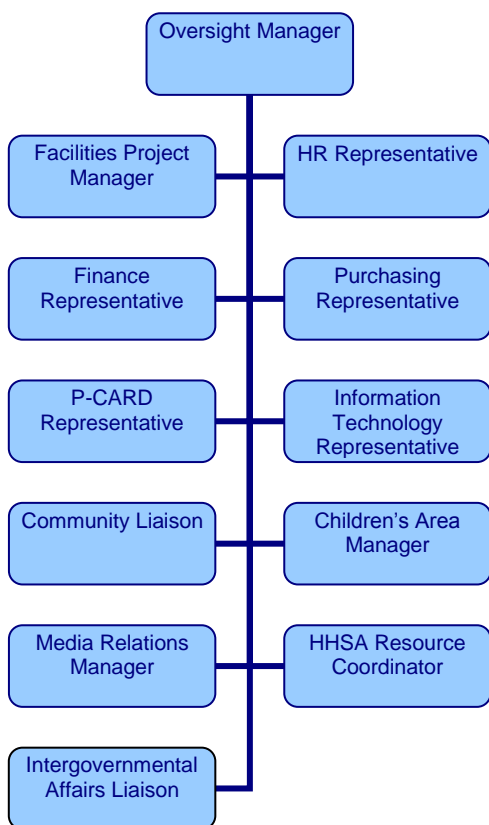
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

Deactivation Phase Actions

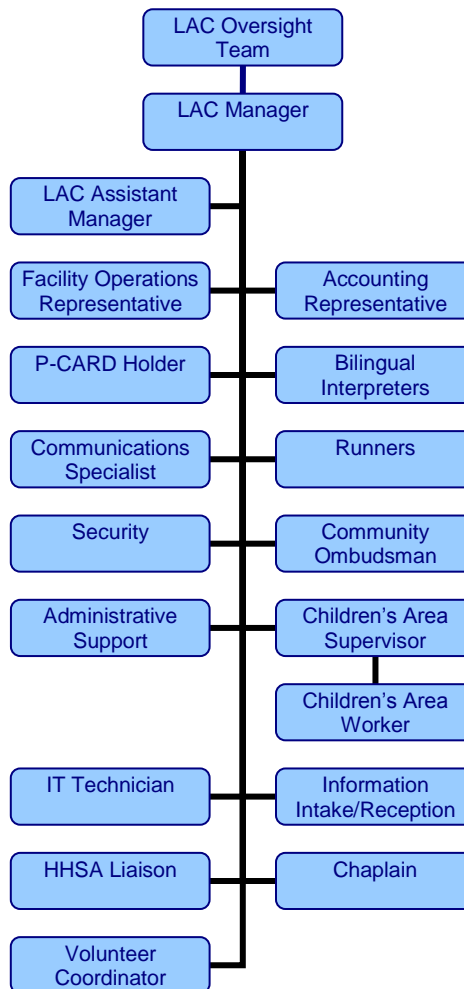
- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



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Human Resources Representative

Position Description

The Human Resources Representative is assigned to the Oversight Team and reports to the Oversight Manager. The Human Resources Representative monitors and coordinates staffing needs at LACs (Local Assistance Centers).

Responsibilities

1. Coordinate with departments for staffing needs at LACs
2. Dispatch personnel into LAC team positions (if not already assigned)
3. Monitor staffing patterns (rotational days-off)
4. Coordinate with LAC Manager to accommodate additional or special language needs
5. Provide advice, direction and information to the LAC Manager regarding human resources and personnel-related matters

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Verify contact information
- Contact counterparts in home agency and establish lines of communication

Operational Phase Actions

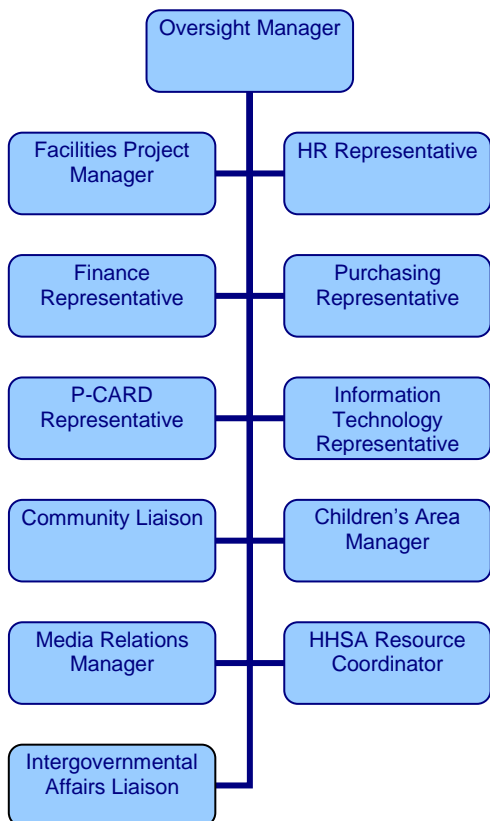
- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Consult with Oversight Manager regarding staffing needs at LACs
- Arrange for more or less staff to operate LACs
- Work with LAC Manager to verify staff schedules at LACs
- Coordinate with LAC Manager to determine the need for stress debriefing for LAC participants
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy

Deactivation Phase Actions

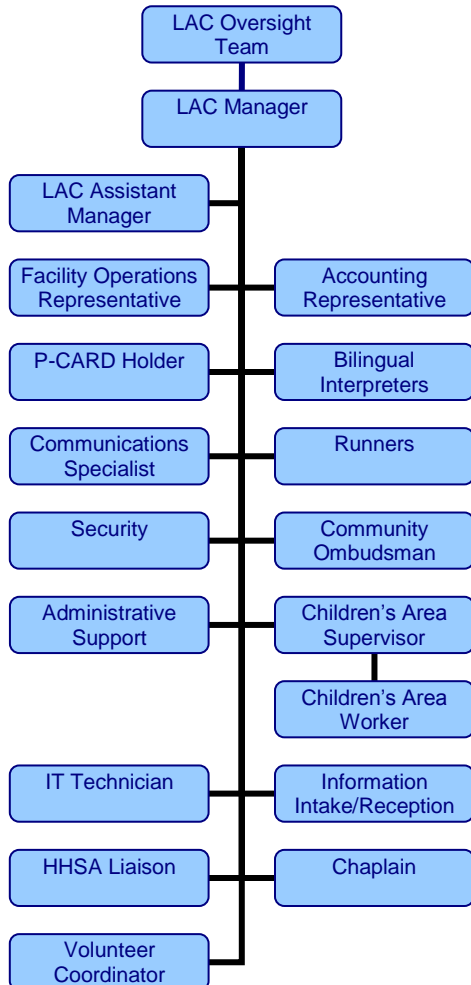
- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person
- Ensure that all forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



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Information Technology (IT) Representative

Position Description

The Information Technology (IT) Representative is assigned to the Oversight Team and reports to the Oversight Manager. The IT Representative coordinates with LAC (Local Assistance Center) Managers and IT Technicians to maintain communication and network capabilities.

Responsibilities

1. Coordinate with LAC Managers and/or IT Technicians for needed resources and services
2. Coordinate IT personnel for services at all LAC(s)
3. Coordinate IT resources to accommodate FEMA personnel and equipment (if applicable)
4. Provide direction to technicians to ensure overall efficiency of services provided by contract service providers
5. Discuss procurement related decisions with the Purchasing Representative
6. Consult with the Finance Representative and work with Vendor Representatives for additional/changes to service contract agreements
7. Consult with the Finance Representative on cost documentation requirements

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding authority or assignment
- Check in with the Oversight Manager
- Verify contact information
- Assist with LAC set up
- Assess the status of your available resources
- Communicate with Deployment Phase IT Subject Matter Expert over IT to finalize IT projects at LAC site
- Contact counterparts in home agency and establish lines of communication

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to Media Relations Manager
- Collaborate with the Oversight Team Finance Representative, Facilities Project Manager and IT vendor representatives for additions or changes to IT service contract agreements when necessary and for cost documentation requirements
- Report situation status and resource status to Oversight Manager
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

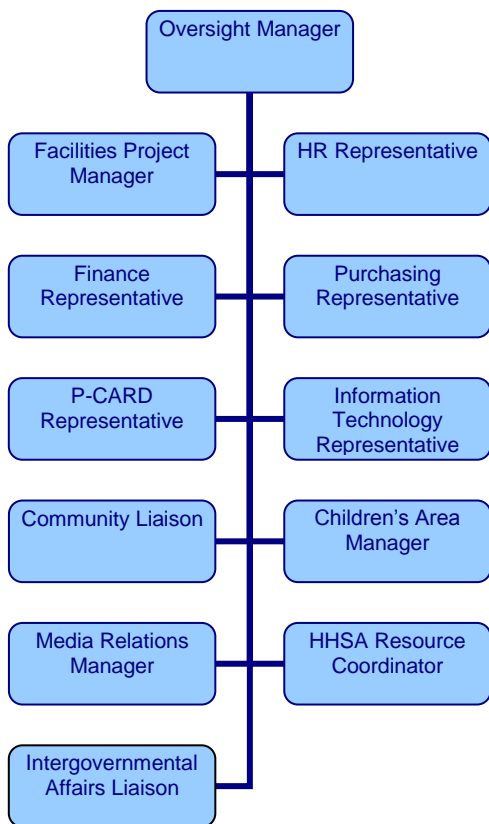
Oversight Position Checklists- Information Technology Representative Checklist

Deactivation Phase Actions

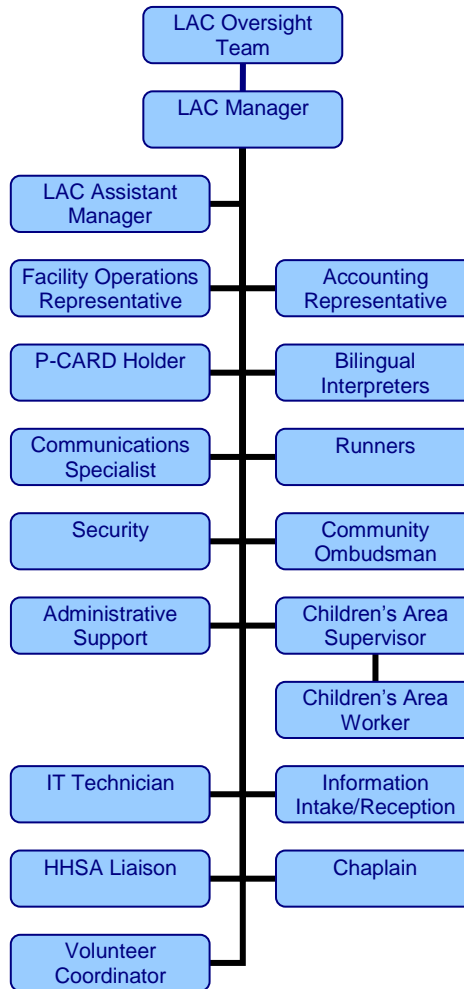
- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person
- Ensure that all required forms and reports are completed
- Contact any of your department/agency staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



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Intergovernmental Affairs Liaison

Position Description

The Intergovernmental Affairs Liaison is assigned to the Oversight Team and reports to the Oversight Manager. The Intergovernmental Affairs Liaison organizes and facilitates briefings for elected officials and their staff. The Intergovernmental Affairs Liaison coordinates with elected state and federal officials' participation or presence at LACs with LAC Managers.

Responsibilities

1. Respond to elected officials' requests for information and questions with accuracy and political awareness
2. Refer to County policies, procedures, and practices to explain actions
3. Research and communicate with County technical staff and program administrators to find out answers to questions
4. Compile issue documents and white papers
5. Draft correspondence
6. Organize and facilitate briefings for elected officials and their staff
7. Provide updates to the Oversight Manager
8. Continue to report to the regular supervisor, the Director of the Office of Strategy, and Intergovernmental Affairs (OSIA) on intergovernmental liaison activities associated with the Oversight Team function
9. Coordinate with elected state and federal officials' participation and presence at LACs with LAC Managers

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with Oversight Manager

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Represent County to elected officials of the State Legislature, United States Congress and their staff
- Respond to policy related questions and inquiries with accuracy and crafted with political awareness
- Compile issue documents and white paper
- Provide regular updates to the Oversight Manager, as well as the Director of the Office of Strategy and Intergovernmental Affairs (OSIA), on intergovernmental liaison activities associated with Oversight Team functions
- Coordinate with elected state and federal officials' participation/presence at LAC with LAC Managers

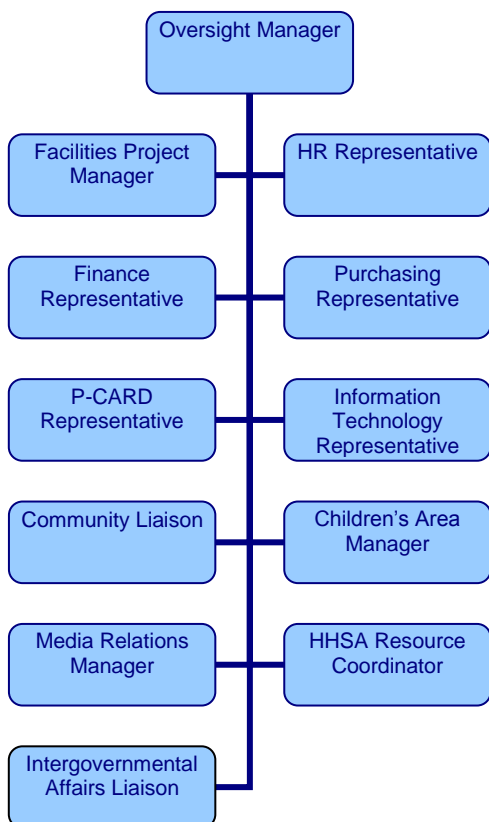
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Advise Oversight Manager of related issues

Deactivation Phase Actions

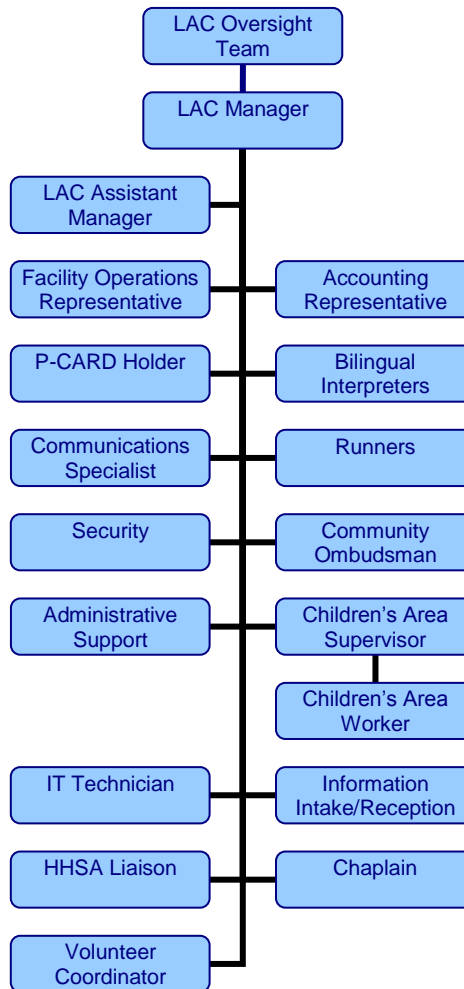
- Participate in Demobilization Plan
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



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Media Relations Manager

Position Description

The Media Relations Manager is assigned to the Oversight Team, oversees LAC (Local Assistance Center) Communications Specialists and reports to the Oversight Manager. The Media Relations Manager updates the Oversight Manager and Cal EMA LAC Coordinator on all media involving LACs. The Media Relations Manager also provides guidance for handling media requests.

Responsibilities

1. Coordinate, maintain, and communicate media updates received from LAC Communication Specialists to the Oversight Manager and Cal EMA LAC Coordinator
2. Know all requests for interviews and work with LAC Communications Specialists to accommodate
3. Coordinate LAC Media press releases
4. Direct LAC Communications Specialists to provide regular updates to media
5. Keep the Oversight Manager aware of all interviews
6. Provide guidance for handling media requests to Oversight Manager

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding authority or assignment
- Check in with Oversight Manager
- Verify contact information
- Develop and distribute procedures for handling media inquiries
- Facilitate public awareness of the opening, closing and status of LACs
- Ensure Communications Specialist is present to handle media questions

Operational Phase Actions

- Review position responsibilities
- Attend ongoing situation briefings
- Coordinate the re-launch and continuous updating of the County's Recovery Web site: sdcountyrecovery.com
- Coordinate emergency Web site updates with the County's Web Content Manager or designee
- Facilitate LAC visits by elected officials and the press
- Monitor media coverage of recovery-related issues
- Report recovery-related media contacts to Oversight Manager and Recovery Manager/Coordinator
- Evaluate public announcements and media releases
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy

Deactivation Phase Actions

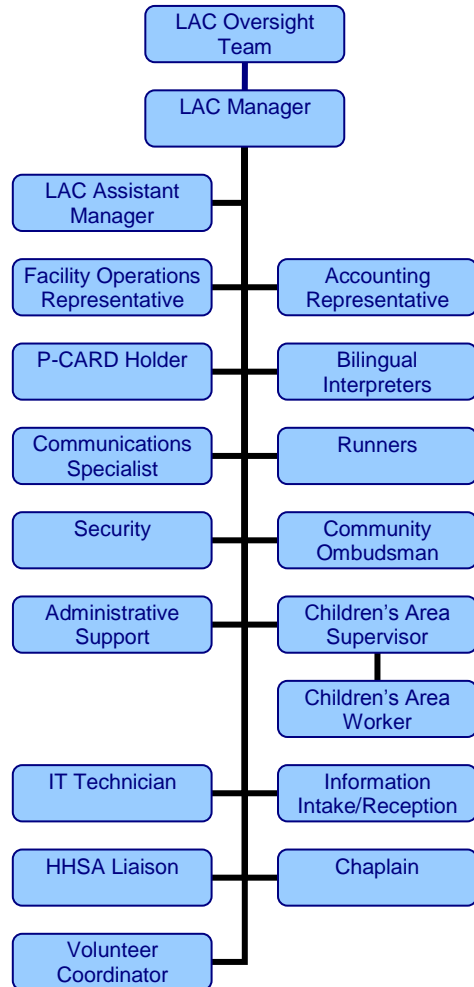
- Work with Oversight Team to develop Demobilization Plan
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person
- Ensure that all required forms and reports are completed
- Contact any of your department/agency staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



Oversight Manager

Position Description

The Oversight Manager oversees all activities related to providing disaster relief efforts in a standardized and consistent manner throughout all LAC operations. The Oversight Manager is also responsible for the Oversight Team.

Responsibilities

1. Oversee the operations of the Oversight Team
2. Communicate with EOC Director and/or Recovery Coordinator to determine locations and standard operating hours for all sites
3. Serve as representative for the Deployment Phase Subject Matter Experts' communications
4. During the initial site set-up, coordinate with state and federal representatives to secure their presence at LAC
5. Coordinate with Human Resources to develop a schedule for LAC Managers and staff
6. Be a conduit of information to and from LACs
7. Collect daily information from LAC Managers
8. Resolve issues beyond the control of LAC Managers
9. Compile daily reports
10. Coordinate with the Recovery Coordinator and/or Recovery Manager
11. Discuss procurement related decisions with the Purchasing Representative
12. Discuss financial documentation requirements with the Finance Representative
13. Develop, initiate and oversee the Demobilization Plan

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Verify contact information
- Check in with the lead Deployment Phase Subject Matter Expert
- Establish communications with LAC Managers
- Establish hours of operation and communicate with the Human Resources Representative and Community Liaison to notify departments and coordinate staff for LAC opening
- Provide LAC operating information to the Media Relations Manager
- Contact Oversight Team members to report for duty
- Meet with Oversight Team to establish operational plans for establishing LACs

Operational Phase Actions

- Review position responsibilities
- Attend daily and/or weekly LAC staff meetings when appropriate
- Refer all media to the Media Relations Manager
- Collect and review LAC statistics reports for decision-making and advanced planning

Oversight Position Checklists-

Oversight Manager Checklist

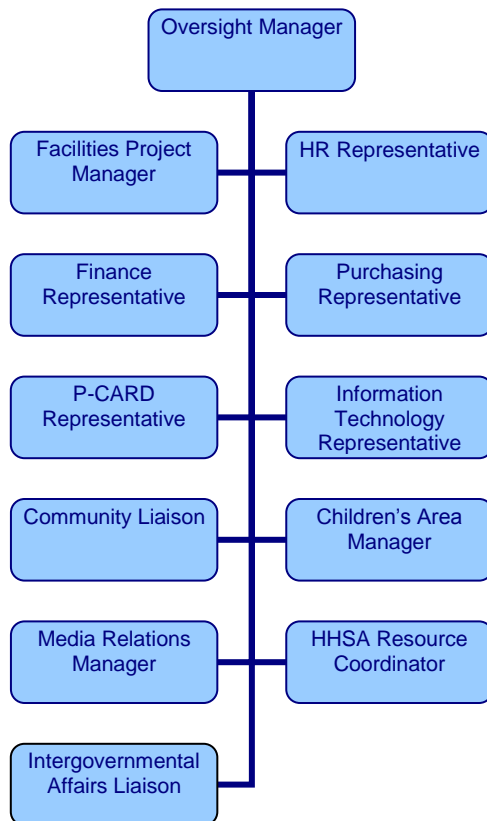
- Prepare report for Recovery Manager/Coordinator using LAC daily statistics
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individual representing diverse cultures and backgrounds
- Develop LAC Demobilization Plan

Deactivation Phase Actions

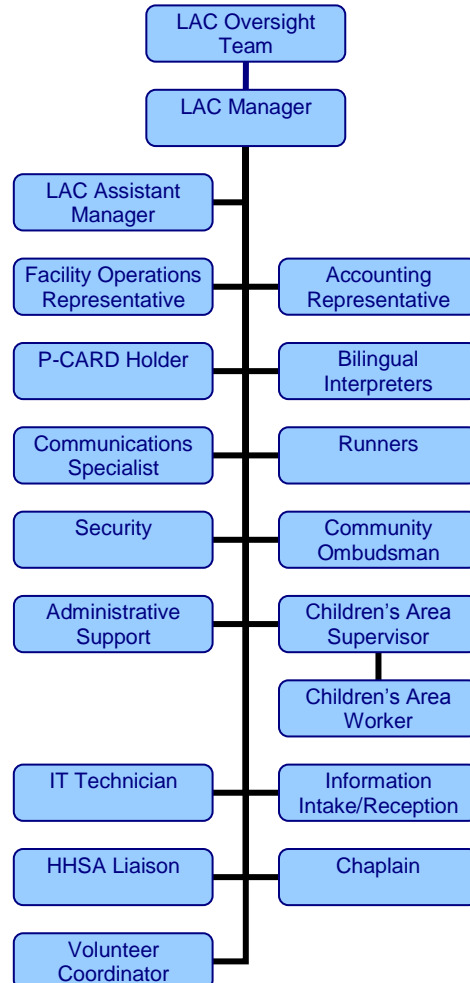
- Coordinate with Oversight Team plans to demobilize the LACs
- Coordinate with Oversight Team plans to demobilize the Oversight Team
- Initiate the LAC Demobilization Plan
- Conduct a final debriefing session with all LAC participants to review operational pros and cons
- Prepare and distribute report documenting operational procedures and items requiring resolution

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



P-CARD Representative

Position Description

The P-CARD Representative is responsible for giving guidance on County established methods relating to the use of P-CARDS and monitoring P-CARD purchases at LACs for proper usage.

Responsibilities

1. Give guidance on County established methods relating to the use of P-CARDS
2. Monitor P-CARD purchases at LACs for proper usage

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Verify contact information
- Contact counterparts in home agency and establish lines of communication
- Establish communications with P-CARD Holders at LACs
- Review policies and procedures for P-CARD Purchases

Operational Phase Actions

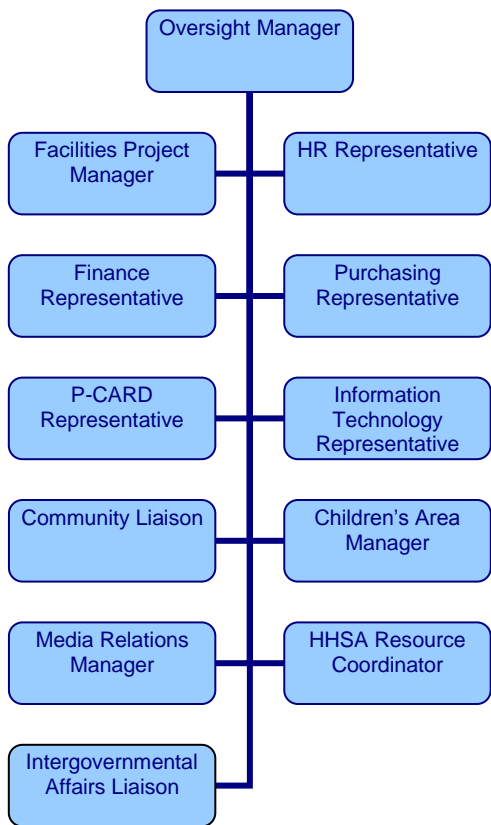
- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Monitor P-CARD purchases at LACs for proper usage
- Explain improper usage to P-CARD Holders upon discovery
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively in situations requiring a high degree of sensitivity, tact, and diplomacy

Deactivation Phase Actions

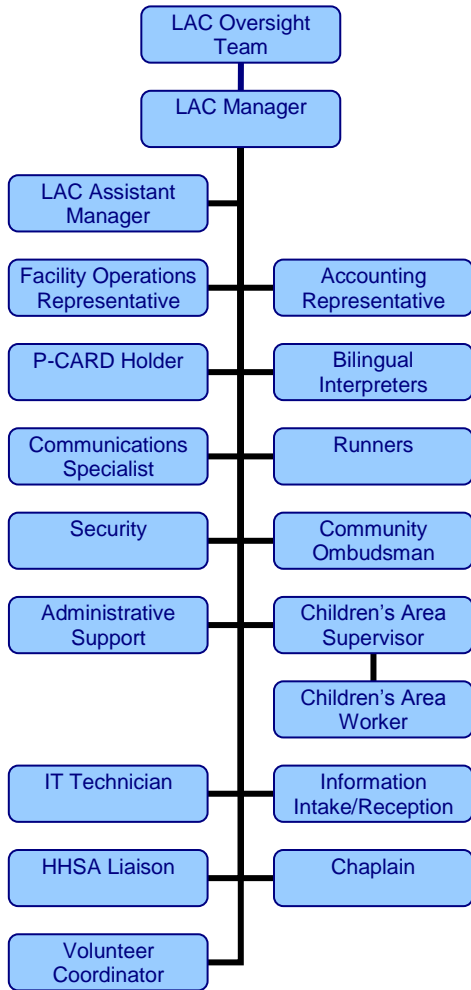
- Work with Oversight Team to develop Demobilization Plan
- Participate in Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



Purchasing Representative

Position Description

The Purchasing Representative is assigned to the Oversight Team and reports to the Oversight Manager. The Purchasing Representative gives guidance on County practices and policies relating to the procurement of goods and services for LACs (Local Assistance Centers). The Purchasing Representative is also responsible for procuring large quantity of supplies, services and equipment.

Responsibilities

1. Give guidance on previously established County practices and policies relating to the procurement of goods and services for LACs
2. Advise on availability of existing Blanket Purchase Agreements (BPAs) and options of entering new agreements
3. Coordinate with Facilities Project Manager and Purchasing and Contracting to fulfill requested equipment and supplies list, including rentals
4. Reviews large requests requiring signature authority
5. Responsible for procuring a wide variety and/or large quantity of supplies, services, and equipment while abiding by established procurement policies
6. Record and document all requests, bids, explanations for lack of bids, and purchases using the Emergency Purchase Log and Requisition Form
7. Document how low prices paid were determined to be “fair and reasonable” per the Emergency Requisition Form
8. Arrange for delivery or pick-up of requests, as requested

ALL purchasing activity **MUST** comply with previously established County practices and policies relating to the procurement of goods and services in an emergency or for ongoing operations. **ALL** LAC representatives and County departments are responsible for ensuring that all actions comply with these requirements.

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review this checklist for your responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Determine potential issues for LAC Oversight Team
- Contact counterparts in home agency and establish lines of communication

Operational Phase Actions

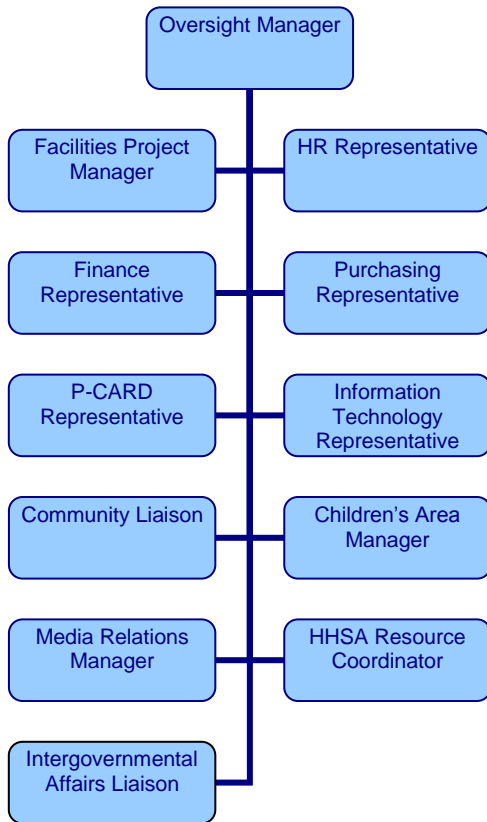
- Review position responsibilities
- Refer media to the Media Relations Manager
- Advise and give guidance on availability of existing Blanket Purchase Agreements and County established procurement methods
- Attend ongoing situation briefings
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known

Deactivation Phase Actions

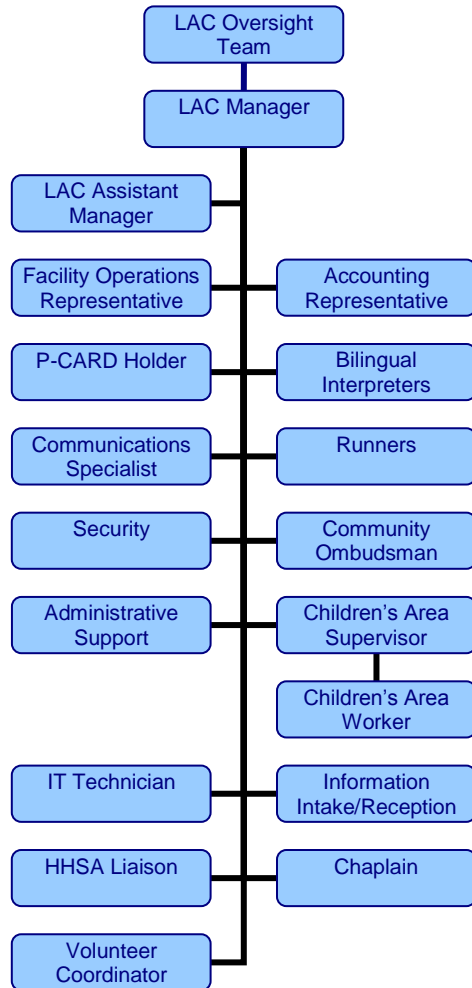
- Work with Oversight Manager to create Demobilization Plan
- Participate in Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed
- Contact any of your department staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Sign out and turn in vest
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



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