

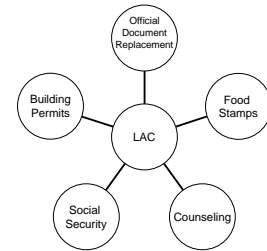
# Local Assistance Center (LAC)

## Children's Area Supervisor 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.



## Children's Area Supervisor Position Description

- Supervise
  - Supervise staff and children and offer assistance as needed.
  - Contact the LAC Oversight Team Children's Area when additional inventory, such as diapers or wipes, are needed. Keep in mind it may take additional time to deliver the supplies.
  - Direct immediate issues, such as dealing with adults, to LAC Manager for handling.
  - Coordinate break schedules and cleaning assignments for Workers.
  - Attend LAC staff meetings and call brief Children's Area meetings to inform workers.

## Children's Area Supervisor Position Description

- Enforce
  - Implement facility policies, procedures, and techniques to ensure the safety of children, especially enforcing the Sign-In/Sign-Out procedures. Familiarize workers with these and help them to enforce them.
- Care
  - Care for children and be a shining example to workers.
  - Consult the Oversight Team Children's Area Manager or LAC Manager if support or additional guidance is needed.
- Document
  - Document the number of children using the area each day and submits this to Administrative Support.
  - Draft incident reports and other reports as needed or requested.

## Quick Tips

- Review the Children's Area Supervisor Checklist.
- Receive and wear your vest. It will say Children's Area Supervisor on it.
- The Children's Area should NEVER be left unattended.
- Do not do anything that could potentially create a threatening situation.

## Good Luck

- Remember, the Children's Area Supervisor oversees Children's Area Workers as they watch children in the Children's Area.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.