

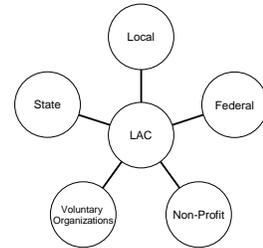
Local Assistance Center (LAC)

LAC Assistant Manager 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.



LAC Assistant Manager Position Description

- Supervise
 - Assume management of operations in absence of the LAC Manager.
 - Supervise the LAC operations.
 - Oversee problem areas, including crowd control.
 - Facilitate in the collection, drafting and submission of data and forms necessary to report to the Oversight Team Oversight Manager.
- Assist
 - Provide assistance to the LAC Manager.
 - Prepare reports, forms, etc. as required.

LAC Assistant Manager Position Description

- Operations
 - Enforce County, State, and Federal rules, guidelines, and regulations regarding LAC operations and documentation.
 - Request additional resources to address long waiting times.
 - Inspect operations and processes to identify and improve processes.

Quick Tips

- Sign in
- Obtain LAC Assistant Manager Vest
- Check in with LAC Manager
- Review LAC Assistant Manager Checklist

Good Luck

- Remember, the LAC Assistant Manager is in charge of the LAC when the Manager is absent and should continue to enforce County, State, and Federal rules, guidelines and regulations for LAC operations.
- If problems arise prepare reports and forms necessary to report to the LAC Manager.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.