Local Assistance Center (LAC)
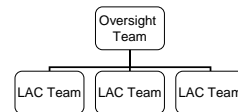# Oversight Positions

Oversight Manager Training

Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.

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            Oversight
              Team
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 LAC Team   LAC Team   LAC Team
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Oversight Manager Position Description

- Oversee
  - Serve as the representative for the Development Phase Subject Matter Experts.
  - Oversee the operations of the Oversight Team.
  - Develop and initiate the Demobilization Plan.
  - Resolve daily issues beyond the control of the LAC Managers.

- Coordinate
  - Communicate with EOC Director and Recovery Coordinator to determine locations and standard operating hours for all sights.
  - Coordinate with State and Federal representatives to secure their presence at the LACs
  - Work with Human Resources to develop a schedule for LAC Managers and staff.
  - Coordinate with the Recovery Coordinator and Recovery Manager.

Oversight Manager Position Description

- Information
  - Be a conduit of information to and from the LACs.
  - Collect daily information from the LAC Managers.
  - Compile daily reports.
  - Attend LAC staff meetings when appropriate.

- Discuss
  - Discuss procurement related decisions with the Purchasing Representative.
  - Discuss financial documentation requirements with the Finance Representative.

Quick Tips

- Check in with the Lead Deployment Phase Subject Matter Expert
- Establish communications with LAC Managers
- Contact Oversight Team Members to report for duty
- Meet with Oversight Team Members to establish an operational plan for establishing the LACs
- Review Oversight Manager Checklist

Good Luck

- Remember, the Oversight Manager is responsible for overseeing all activities related to providing disaster relief efforts in a standardized and consistent manner throughout all LAC operations.
- Thank you for your commitment.