

Emergency Operations Center (EOC) Skillset: Finance/Admin Coordination Section Chief

Task Category:

Finance/Admin Coordination Section Chief Activation Phase Checklist

Finance/Admin Coordination Section Chief Operational Phase Checklist

Finance/Admin Coordination Section Chief Demobilization Phase Checklist

Task Categories: Complete Finance/Admin Coordination Section Chief SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Receive initial briefing from SEOC Director that includes initial priorities for the SEOC based on status and information from On-scene Incident Commander, if assigned.	C, E, F, I, T, A		
3. Ensure the Finance/Admin Coordination Section is properly setup, and that appropriate personnel, equipment and supplies are in place.	C, E, F, I, T, A		
4. Based on the situation, activate needed units within the Finance/Admin Section. <ul style="list-style-type: none"> ◆ Cost Unit ◆ Time Keeping Unit ◆ Compensation/Claims Unit ◆ Purchasing Unit 	C, E, F, I, T, A		
5. Ensure sufficient staff is available for SEOC operational periods as required.	C, E, F, I, T, A		
6. Consult with SEOC Director for spending limits.	C, E, F, I, T, A		
7. Meet with Logistics and Operations Coordination Section Chiefs and review financial requirements and procedures. Determine the level of purchasing authority.	C, E, F, I, T, A		
8. Meet with Finance/Admin Section staff and determine the section's action planning objectives for the initial operational period.	C, E, F, I, T, A		
9. Meet with Section staff and ensure responsibilities and procedures are clearly understood.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	C, E, F, I, T, A		
11. As appropriate, assist Finance/Admin Coordination Section staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		

Task Categories: Complete Finance/Admin Coordination Section Chief SEOC Operational Phase Checklist

12. Ensure the Finance/Admin Coordination Section Activity Logs (ISM 214) and other necessary files are maintained.	C, E, F, I, T, A		
13. Ensure displays associated with the Finance/Admin Coordination Section are current and information is posted in a legible and concise manner.	C, E, F, I, T, A		
14. Participate in all planning meetings and provide cost estimates as requested.	C, E, F, I, T, A		
15. Brief Finance/Admin Coordination Section staff and ensure they are aware of SEOC priorities particularly those affecting the section.	C, E, F, I, T, A		
16. Keep the SEOC Director apprised of the current fiscal situation and other related matters.	C, E, F, I, T, A		
17. Ensure all financial information is accurately recorded throughout incident.	C, E, F, I, T, A		
18. Ensure continuity of the payroll process for all employees responding to the event or disaster.	C, E, F, I, T, A		
19. Support the Time Keeping Unit to ensure all on-duty time sheets are collected from SEOC assigned personnel and departments are collecting this information from field-level supervisors or incident commanders and staff.	C, E, F, I, T, A		
20. Support the Compensation/Claims Unit to ensure workers' compensation claims resulting from the response are processed in a reasonable time, given the nature of the situation.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
21. Support the Compensation/Claims Unit to ensure all recovery documentation is accurately maintained during the response and submitted to appropriate state and federal agencies.	C, E, F, I, T, A		
22. As appropriate, assist Finance/Administration Coordination Section staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		
23. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Finance/Admin Coordination Section Chief SEOC Demobilization Phase Checklist

24. Determine demobilization status of the Finance/Admin Coordination Section and advise SEOC Director.	C, E, F, I, T, A		
25. Ensure that all expenditures and financial claims have been processed and documented.	C, E, F, I, T, A		
26. Complete all Activity Logs (ISM 214) and documentation and forward to Planning Coordination Section.	C, E, F, I, T, A		
27. Ensure any open actions are assigned to appropriate staff or other SEOC sections.	C, E, F, I, T, A		
28. Provide a final cost summary report for the emergency or incident.	C, E, F, I, T, A		
29. Provide input for the SEOC After-Action Report.	C, E, F, I, T, A		
30. Complete the tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		