

# PART TWO

## FINANCE/ADMINISTRATION SECTION

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**Note:** *Items identified with a (CPG-#) (Civil Preparedness Guide) following must remain in this plan as it complies with the Federal CPG 1-8A crosswalk.*

*All items identified with a (SEMS-#) following must remain in this plan as it complies with the SEMS crosswalk.*

# **FINANCE/ADMINISTRATION SECTION**

## **GENERAL**

### **PURPOSE**

To enhance the capability of the City of Simi Valley to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life and property.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's emergency response team.
- Documentation of City costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

### **OVERVIEW**

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

### **OBJECTIVES**

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and State OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Police or Public Works departments will have the

principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

**A. For all disasters/emergencies:**

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the City's computer systems are accessible and/or usable.
3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of City costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

**B. For disasters/emergencies where the City's computer systems and bank are accessible and usable:**

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

**C. For disasters/emergencies where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:**

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

**D. For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:**

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

## **CONCEPT OF OPERATIONS**

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- ▣ The Standardized Emergency Management System (SEMS) will be followed.
- ▣ All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director. *(CPG-34)*
- ▣ For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.
- ▣ For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator. This may be a period of 12 hours. If so, then these periods will normally change at 6:00 a.m. and 6:00 p.m. (0600 and 1800 hours respectively in military time).

## **SECTION ACTIVATION PROCEDURES**

### **Authorization**

The EOC Director is authorized to activate the Finance/Administration Section for response to a disaster/emergency.

### **When to Activate**

The Finance/Administration Section will be activated whenever the EOC Director determines that the City of Simi Valley is involved or may soon be involved in a disaster/emergency that will require a Finance/Administration response. The Finance/Administration Section's Cost Recovery Documentation Unit may continue to function when the EOC is not activated.

In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance/Administration Section Coordinator will activate the various units of the Finance/Administration Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance/Administration Section are to assume activation and are to report to their assigned emergency location.

## **Where to Report**

The location to which Finance/Administration Section personnel will report depends on whether their unit is activated and the severity of the disaster/emergency. These conditions are:

☐ **Level One — EOC not activated.**

All personnel will report to their normal worksite. Instructions will be given by the Finance/Administration Section Coordinator as necessary.

☐ **Level One — EOC not activated — Non-business hours—City Hall closed**

All personnel to be contacted and instructed as to reporting location.

☐ **Level Two/Three — EOC activated but normal communications and accounting systems accessible and usable**

- Finance/Administration Section Coordinator and head of Cost Recovery Documentation Unit report to their assigned emergency location and communicate with other units as necessary.
- Other units report to normal worksite unless instructed otherwise.

☐ **Level Two/Three — EOC activated but normal communications and/or accounting systems either inaccessible and/or unusable**

All Finance/Administration Section Units report to their assigned emergency location.

## **Location of the EOC**

The EOC is located at the Simi Valley Police Department, 3901 Alamo Street

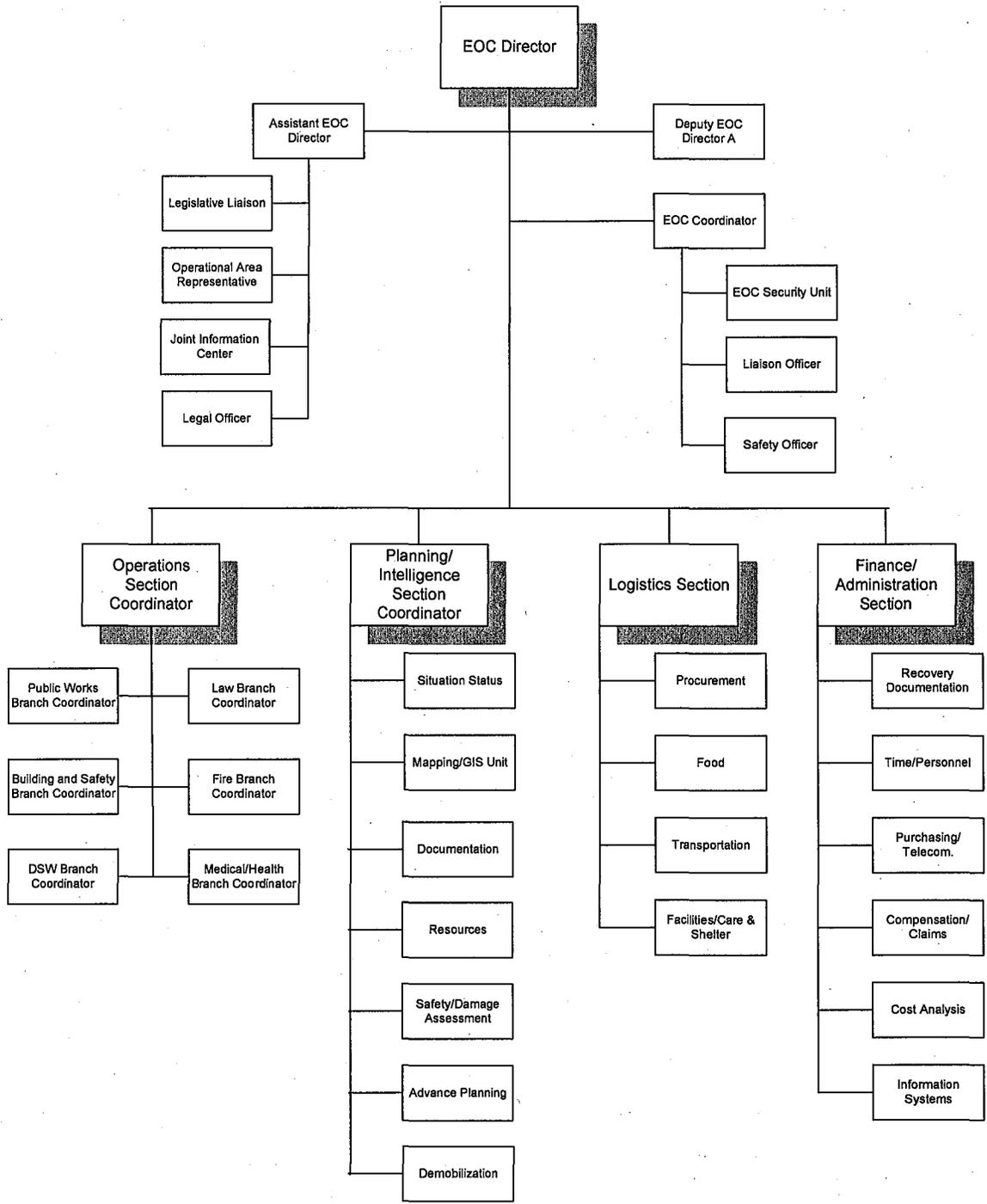
The alternate EOC is located at Simi Valley Cultural Arts Center, 3050 E. Los Angeles Ave.

## **When to Report**

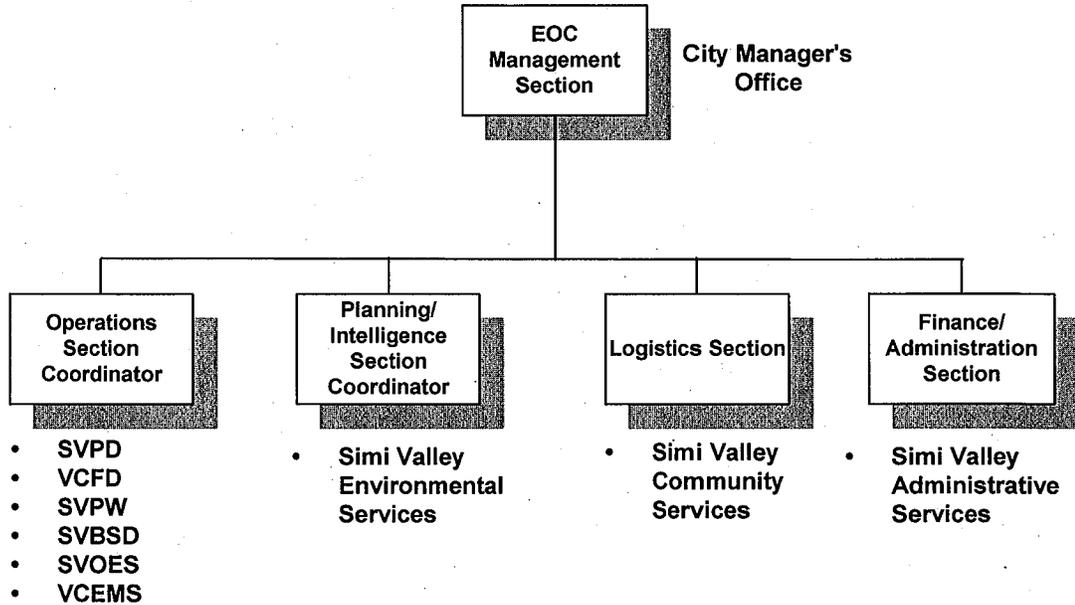
Finance Section staff will report to the EOC immediately after a major earthquake that affect the City of Simi Valley or adjacent communities.

Operations Section staff will be contacted by the Operations Chief or their respective Branch Director for other emergencies.

**SEMS ORGANIZATION CHART (CPG-27/62) Updated 10-24-2008**



**SEMS EOC RESPONSIBILITIES CHART (SEMS-4/5)**  
Updated 10-24-2008



**Responsibilities:**

**EOC Director (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

**Operations Section**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

**Planning/Intelligence Section**

Responsible for collecting, evaluating, and disseminating information; developing the City's EOC Action Plan in coordination with other functions; initiating the City's After-Action Report and maintaining documentation.

**Logistics Section**

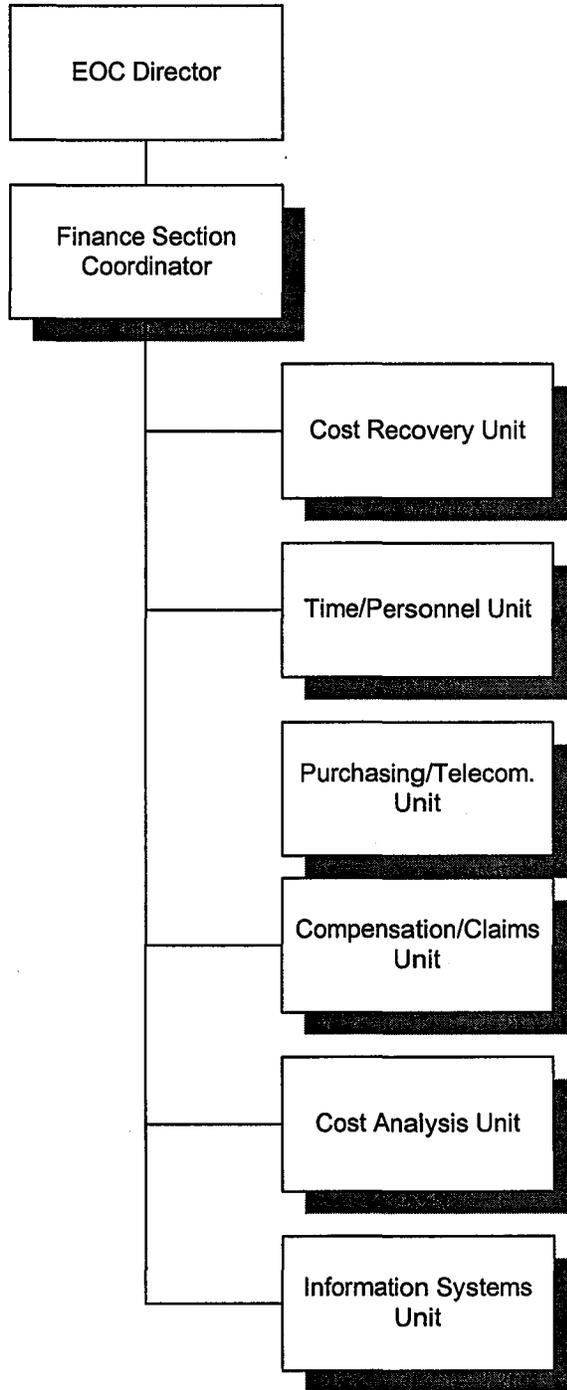
Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

**Finance/Administration Section**

Responsible for financial activities and other administrative aspects, including:

- Activate and maintain Disaster Accounting System.
- Provide financial resources necessary for recovery.
- Maintain payroll and payments.
- Investigate and process claims.
- Coordinate documentation for cost recovery.
- Work with disaster agencies on cost recovery.

**FINANCE/ADMINISTRATION SECTION  
ORGANIZATION CHART**



## **FINANCE/ADMINISTRATION SECTION STAFF (CPG-63)**

The Director of General Services will fill the position of Finance/Administration Section Coordinator. The Budget Officer shall serve as first alternate and the Deputy Director/Human Resources as second alternate to the Finance/Administration Section Coordinator. The Coordinator also may be designated by the EOC Director.

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Cost Recovery Documentation Unit
- Time/Personnel Unit
- Purchasing/Telecommunications Unit
- Compensation/Claims Unit
- Cost Analysis Unit
- Information Systems Unit

The Finance/Administration Section Coordinator may activate additional branches/groups/units to fulfill an expanded role if necessary.

### **Finance/Administration Section Coordinator**

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

### **Cost Recovery Documentation Unit**

**The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency** and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

### **Time/Personnel Unit**

The Time/Personnel Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. It is also responsible for coordinating all non-fire and non-law enforcement mutual aid personnel support requests received

via the Logistics Section's Procurement Unit; for registering volunteers as Disaster Service Workers and for managing EOC personnel issues and requests.

The unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

### **Purchasing/Telecommunications Unit**

The Purchasing/Telecommunications Unit is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures as well as managing the telephone (cellular and land line) needs of the emergency organization. The unit is responsible for identifying sources of equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

### **Compensation/Claims Unit**

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Simi Valley arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

### **Cost Analysis Unit**

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

### **Information Systems Unit**

The Information Systems Unit is responsible for managing all computer needs of the EOC and DOC staff.

# FINANCE/ADMINISTRATION

## FINANCE/ADMINISTRATION SECTION COORDINATOR

**PRIMARY:** Director of General Services

**ALTERNATE:** Budget Officer

**SUPERVISOR:** EOC Director

### GENERAL DUTIES:

- ☐ Ensure that the Finance/Administration function is performed consistent with SEMS Guidelines, including:
  - Implementing a Disaster Accounting System. (See Part Three—Finance/Administration for sample.)
  - Maintaining financial records of the emergency.
  - Tracking and recording of all agency staff time.
  - Processing purchase orders and contracts in coordination with Logistics Section.
  - Processing worker's compensation claims received at the EOC.
  - Handling travel and expense claims.
  - Providing administrative support to the EOC.
- ☐ Supervise the Finance/Administration Section staff.
- ☐ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- ☐ Be prepared to form additional branches/groups/units as dictated by the situation.
- ☐ Exercise overall responsibility for the coordination of activities within the Section.

- ☐ Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- ☐ Keep the EOC Director updated on all significant financial developments.

**YOUR RESPONSIBILITY:**

Supervise the financial support, response and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

**CHECKLIST ACTIONS**

**Section Start-Up Actions**

Check in upon arrival at the EOC.

Report to the EOC Director.

Obtain a briefing on the situation.

Set up your Section work station, including maps and status boards. Use your EOC Section on-site supplies

Review your position responsibilities.

Identify yourself as the Finance/Administration Section Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Review organization in place at the EOC. Know where to go for information or support.

[ ]

Determine if other Section staff are at the EOC.

[ ]

Confirm that all key Finance/Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

[ ]

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.

- Cost Recovery Documentation Unit
- Time/Personnel Unit
- Purchasing/Telecommunications Unit
- Compensation/Claims Unit
- Cost Analysis Unit
- Information Systems Unit

[ ]

Request additional personnel for the Section to maintain a 24-hour operation as required.

[ ]

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

[ ]

Inform the EOC Director and General Staff when your Section is fully operational.

[ ]

Open and maintain Section logs.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.*

[Empty box]

Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

[Empty box]

Prepare work objectives for Section staff and make staff assignments.

[Empty box]

Meet with other activated Section Coordinators.

[Empty box]

From the Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

[Empty box]

Based on the situation as known or forecast, determine likely future Finance/Administration Section needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Request additional resources through the appropriate Logistics Section Unit, as needed.

**General Operational Duties**

[Empty box]

Carry out responsibilities of the Finance/Administration

Section branches/groups/units that are not currently staffed.

[Redacted]

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Time/Personnel Unit.

[Redacted]

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

[Redacted]

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

[Redacted]

Brief the EOC Director on major problem areas that need or will require solutions.

[Redacted]

Provide situation and resources information to the Planning/Intelligence Section on a periodic basis or as the situation requires.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone and computer systems. Make any priorities or special requests known.

[Redacted]

Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

[Redacted]

Ensure that your Section logs and files are maintained.

[Redacted]

Monitor your Section activities and adjust Section organization as appropriate.

[Redacted]

Ensure internal coordination between branch/group/unit leaders.

[ ]

Update status information with other sections as appropriate.

[ ]

Resolve problems that arise in conducting your Section responsibilities.

[ ]

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[ ]

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

[ ]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[ ]

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

[ ]

Participate in the EOC Director's action planning meetings.

[ ]

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Section Operational Duties**

[ ]

Authorize use of the Disaster Accounting System. (See **Part Three—Finance/Administration.**)

[ ]

Ensure that the payroll process continues.

[ ]

Ensure that the revenue collection process continues.

[ ]

Collect your Section's EOC Records, including: **Section Time Log (EOC-003), Disaster Labor Record (EOC-006), Disaster Force Account Equipment Record (EOC-**

007, Disaster Rented Equipment Record (EOC-008), and Disaster Materials Record (EOC-009) and provide copies to the Time/Personnel and Cost Analysis Units at the end of each operational period. (See Part Three—Forms.)

[Redacted]

Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time/Personnel and Cost Analysis Units at the end of each operational period.

[Redacted]

Organize, manage, coordinate and channel the donations of money received during and following the emergency from individual citizens and volunteer groups. (CPG-86)

[Redacted]

Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.

[Redacted]

Meet with assisting and cooperating agency representatives as required.

[Redacted]

Provide input in all planning sessions on finance and cost analysis matters.

[Redacted]

Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.

[Redacted]

Keep the General Staff apprised of overall financial situation.

**Deactivation**

[Redacted]

Authorize deactivation of organizational elements within your Section when they are no longer required.

[Redacted]

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

[Redacted]

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Deactivate your Section and close out logs when authorized by the EOC Director.

Leave forwarding phone number where you can be reached.

# **FINANCE/ADMINISTRATION**

## **COST RECOVERY DOCUMENTATION UNIT**

**PRIMARY:** **Budget Officer**

**ALTERNATE:** **Staff Accountant**

**SUPERVISOR:** **Finance/Administration Section  
Coordinator**

### **GENERAL DUTIES:**

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System. (See **Part Three—Finance/Administration**)
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.

### **YOUR RESPONSIBILITY:**

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. **The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.**

**READ ENTIRE CHECKLIST AT START-UP AND  
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

**CHECKLIST ACTIONS**

**Branch/Unit Start-Up Actions**

Check in upon arrival at the EOC.

Report to the Finance/Administration Section Coordinator.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Cost Recovery Documentation Unit/Branch Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

**General Operational Duties**

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays:

[Empty box]

Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.

[Empty box]

Establish operating procedure with the Purchasing/ Telecommunications Unit and Information Systems Unit for use of telephone and data systems. Make any priorities

or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Redacted]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Redacted]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

[Redacted]

Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a

disaster/emergency in coordination with other sections and departments. (See **Part Three—Finance/Administration.**)

Inform all sections and departments that the Disaster Accounting System is to be used.

Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.

Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.

Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.

Coordinate with the Documentation Unit of the Planning/Intelligence Section.

Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director and the Ventura County Operational Area as required.

Work with EOC sections and appropriate departments to collect all required documentation.

Receive and allocate payments.

Organize and prepare records for final audit.

Prepare recommendations as necessary.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Cost Recovery Documentation Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

# FINANCE/ADMINISTRATION

## TIME/PERSONNEL UNIT

**PRIMARY:**

**Deputy Director/Human Resources**

**ALTERNATE:**

**Human Resources Analyst**

**SUPERVISOR:**

**Finance/Administration Section Coordinator**

**GENERAL DUTIES:**

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, OES and FEMA time recording policies.
- Track, record and report equipment use and time.

**YOUR RESPONSIBILITY:**

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. **Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Damage Survey Reports (DSRs).**

Personnel time and equipment use records should be collected and processed for each operational

period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

**CHECKLIST ACTIONS**

**Branch/Unit Start-Up Actions**

Check in upon arrival at the EOC.

Report to the Finance/Administration Section Coordinator.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Time/Personnel Unit Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate

Logistics Section Unit, as needed.

[Empty rectangular box]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty rectangular box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty rectangular box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty rectangular box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

**General Operational Duties**

[Empty rectangular box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty rectangular box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty rectangular box]

Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty rectangular box]

Provide periodic situation or status reports to your Section Coordinator for updating information to the

Planning/Intelligence Section.

[Redacted]

Establish operating procedure with the Purchasing/Telecommunications Unit and the Information Systems Unit for use of telephone and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Redacted]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Redacted]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up

requirements are known.

**Branch/Unit Operational Duties—PERSONNEL TIME RECORDER**

[Empty box]

Determine specific requirements for the time recording function.

[Empty box]

Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period. (See Part Three—Forms.)

[Empty box]

Ensure that all records identify scope of work and site-specific work location.

[Empty box]

Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.

[Empty box]

Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.

[Empty box]

Ensure that all employee identification information is verified to be correct on the time report.

[Empty box]

Ensure that time reports are signed.

[Empty box]

Maintain Time Reports for overtime hours.

[Empty box]

Establish and maintain a file for employee time records within the first operational period for each person.

[Empty box]

Maintain records security.

[Empty box]

Close out time documents prior to personnel leaving emergency assignment.

[Empty box]

Keep records on each shift (*Twelve-hour shifts recommended*).

[Redacted]

Coordinate with the Personnel Unit of the Logistics Section.

**Operational Duties—EQUIPMENT TIME RECORDER**

[Redacted]

Assist sections and branches/groups/units in establishing a system for collecting equipment time reports.

[Redacted]

Ensure that all records identify scope of work and site-specific work location. (See Part Three—Forms.)

[Redacted]

Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).

[Redacted]

Maintain records security.

**Operational Duties— PERSONNEL FUNCTIONS**

[Redacted]

Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.

[Redacted]

Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.

[Redacted]

Maintain information regarding:

- Personnel/volunteers processed.
- Personnel/volunteers allocated and assigned by agency/location.
- Personnel/volunteers on standby.

- Special personnel requests by category not filled.

[Redacted]

Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements. (CPG-114)

[Redacted]

Obtain crisis counseling for emergency workers. (CPG-156)

[Redacted]

Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement and Facilities Unit.

[Redacted]

Establish a plan for child care for City employees as needed. Coordinate with Facilities Unit for suitable facilities.

[Redacted]

Assist and support employees and their families who are also disaster victims.

[Redacted]

Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

[Redacted]

Coordinate with the Ventura County Operational Area for additional personnel needs via the Sheriff's EOC or the East Valley Watch Commander.

[Redacted]

Ensure the recruitment, registration, mobilization and assignment of volunteers.

[Redacted]

Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.

[Redacted]

Issue ID cards to Disaster Service Workers.

[Redacted]

Coordinate transportation of personnel and volunteers with

the Transportation Unit.

[Redacted]

If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.

[Redacted]

Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

[Redacted]

Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency. (CPG-86)

[Redacted]

Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs. (CPG-149)

[Redacted]

Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Ventura County Operational Area via the Sheriff's EOC or the East Valley Watch Commander. (CPG-40)

**Deactivation**

[Redacted]

Ensure that all required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Time/Personnel Unit position and close out logs when authorized by the Finance/Admin. Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

# **FINANCE/ADMINISTRATION**

## **PURCHASING/ TELECOMMUNICATIONS UNIT**

**PRIMARY: Deputy Director/Support Services**

**ALTERNATE: Management Analyst**

**SUPERVISOR: Finance/Administration Section  
Coordinator**

### **GENERAL DUTIES:**

- ▣ Identify sources for equipment, expendable materials and resources.
- ▣ Manage all equipment rental agreements.
- ▣ Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director.
- ▣ Process all administrative paperwork associated with equipment rental and supply contracts.

### **YOUR RESPONSIBILITY:**

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. **Ensure that all records identify scope of work and site-specific work location.**

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

**CHECKLIST ACTIONS**

**Branch/Unit Start-Up Actions**

[Empty box for action taken]

Check in upon arrival at the EOC.

[Empty box for action taken]

Report to the Finance/Administration Section Coordinator.

[Empty box for action taken]

Obtain a briefing on the situation.

[Empty box for action taken]

Determine your personal operating location and set up as necessary.

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

Identify yourself as the Purchasing/Telecommunications Unit Coordinator *by putting on the vest with your title.* Print your name on the EOC organization chart next to your assignment.

[Empty box for action taken]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for action taken]

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[Empty box for action taken]

Determine 24-hour staffing requirement and request additional support as required.

[Empty box for action taken]

Request additional resources through the appropriate Logistics Section Unit, as needed.

[Empty box for action taken]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

**General Operational Duties**

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty box]

Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.

[Empty box]

Establish operating procedure with the Information Systems Unit for use of data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Redacted]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Redacted]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. **(See Part Three—Forms.)**

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

[Redacted]

Coordinate with all sections and branches/groups/units on operating procedures for use of telephone systems. Receive any priorities or special requests.

[Redacted]

Support Activities for restoration of telephone services

[Redacted]

Contact appropriate branch/group/unit leaders on needs and any special procedures.

[Redacted]

Review/prepare EOC purchasing procedures.

[Redacted]

Prepare and sign contracts as needed within established contracting authority.

[Redacted]

Establish contracts and agreements with supply vendors.

[Redacted]

Ensure that all records identify scope of work and site-specific locations.

[Redacted]

Ensure that a system is in place which meets City's property management requirements. Ensure proper accounting for all new property.

[Redacted]

Interpret contracts/agreements and resolve claims or disputes within delegated authority.

[Redacted]

Coordinate with Compensations/Claims Unit on procedures for handling claims.

[Redacted]

Finalize all agreements and contracts.

[Redacted]

Complete final processing and send documents for payment.

[Redacted]

Verify cost data in pre-established vendor contracts with Cost Analysis Unit.

**Deactivation**

[Redacted]

Ensure that all required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Purchasing/Telecommunications Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

# FINANCE/ADMINISTRATION

## COMPENSATION/CLAIMS UNIT

**PRIMARY:** Risk Manager

**ALTERNATE:** Human Resources Analyst

**SUPERVISOR:** Finance/Administration Section  
Coordinator

### GENERAL DUTIES:

- ▣ Accept as agent for the City of Simi Valley claims resulting from an emergency/disaster.
- ▣ Collect information for all forms required by Workers' Compensation and local agencies.
- ▣ Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries.
- ▣ Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster.
- ▣ Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Simi Valley.

### YOUR RESPONSIBILITY:

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Simi Valley arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims and issuing checks upon settlement of claims.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

**CHECKLIST ACTIONS**

**Branch/Unit Start-Up Actions**

[Empty box for action taken]

Check in upon arrival at the EOC.

[Empty box for action taken]

Report to the Finance/Administration Section Coordinator.

[Empty box for action taken]

Obtain a briefing on the situation.

[Empty box for action taken]

Determine your personal operating location and set up as necessary.

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

Identify yourself as the Compensation/Claims Unit/Branch Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

[Empty box for action taken]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for action taken]

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[Empty box for action taken]

Determine 24-hour staffing requirement and request additional support as required.

[Empty box for action taken]

Request additional resources through the appropriate Logistics Section Unit, as needed.

[Empty box for action taken]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

**General Operational Duties**

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty box]

Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.

[Empty box]

Establish operating procedure with the Purchasing/Telecommunications Unit and the Information Systems Unit for use of telephone and data systems. Make

any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty box]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Empty box]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Empty box]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Empty box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty box]

Refer all media contacts to your Section Coordinator.

[Empty box]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Empty box]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[Empty box]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

[Empty box]

Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Time/Personnel Unit and ICS Field Level Compensation/Claims Unit Leader.

[Redacted]

Coordinate the initial damage inspection and photography/videography of all City buildings.

[Redacted]

Maintain a log of all injuries occurring during the disaster/emergency.

[Redacted]

Develop and maintain a log of potential and existing claims.

[Redacted]

Prepare claims relative to damage to City property and notify and file the claims with insurers.

[Redacted]

Periodically review all logs and forms produced by Unit to ensure:

- Work is complete
- Entries are accurate and timely
- Work is in compliance with City of Simi Valley requirements and policies.

[Redacted]

Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.

[Redacted]

Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.

[Redacted]

Ensure the investigation of all accidents, if possible.

[Redacted]

Ensure that the Time/Personnel Unit completes claims for any injured personnel or volunteers working at the emergency.

[Redacted]

Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.

[Redacted]

Obtain all witness statements pertaining to claims and review for completeness.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Compensation/Claims Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.

Leave forwarding phone number where you can be reached.

# FINANCE/ADMINISTRATION

## COST ANALYSIS UNIT

**PRIMARY:** Deputy Director/Fiscal Services

**ALTERNATE:** Staff Accountant

**SUPERVISOR:** Finance/Administration Section  
Coordinator

### GENERAL DUTIES:

- ▣ Provide all cost analysis activity associated with EOC operation.
- ▣ Obtain and record all cost data for the emergency/disaster.
- ▣ Ensure the proper identification of all equipment and personnel requiring payment.
- ▣ Analyze and prepare estimates of EOC costs.
- ▣ Maintain accurate record of EOC costs.

### YOUR RESPONSIBILITY:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

**CHECKLIST ACTIONS**

**Branch/Unit Start-Up Actions**

[Empty box for action taken]

Check in upon arrival at the EOC.

[Empty box for action taken]

Report to the Finance/Administration Section Coordinator.

[Empty box for action taken]

Obtain a briefing on the situation.

[Empty box for action taken]

Determine your personal operating location and set up as necessary.

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

Identify yourself as the Cost Analysis Unit/Branch Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

[Empty box for action taken]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for action taken]

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[Empty box for action taken]

Determine 24-hour staffing requirement and request additional support as required.

[Empty box for action taken]

Request additional resources through the appropriate Logistics Section Unit, as needed.

[Empty box for action taken]

Ensure that all your incoming Branch/Unit personnel are

fully briefed.

[Empty rectangular box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty rectangular box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty rectangular box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

**General Operational Duties**

[Empty rectangular box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty rectangular box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty rectangular box]

Keep the Finance/Administration Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty rectangular box]

Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.

[Empty box]

Establish operating procedure with the Purchasing/Telecommunications Unit and the Information Systems Unit for use of telephone and data systems. Make any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty box]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Empty box]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Empty box]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Empty box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty box]

Refer all media contacts to your Section Coordinator.

[Empty box]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Empty box]

Ensure that all your Branch/Unit personnel time records are provided to your Section Coordinator at the end of each operational period.

[Empty box]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

[Empty box]

Collect and record all cost data. (See Part Three—Forms.)

[Empty box]

Maintain a fiscal record of all expenditures related to the emergency/disaster.

[Empty box]

Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.

[Empty box]

Maintain cumulative emergency/disaster cost records.

[Empty box]

Ensure that all financial obligation documents are accurately prepared.

[Empty box]

Prepare resources-use cost estimates.

[Empty box]

Maintain accurate information on the actual cost for the use of all assigned resources.

[Empty box]

With the Time/Personnel Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.

[Empty box]

Ensure that all EOC sections maintain proper supporting records and documentation to support claims.

[Empty box]

Make recommendations for cost savings to the Finance/Administration Section Coordinator.

**Deactivation**

[Empty box]

Ensure that all required forms or reports are completed prior to your release and departure.

[Empty box]

Be prepared to provide input to the After-Action Report.

[Empty rectangular box]

Determine what follow-up to your assignment might be required before you leave.

[Empty rectangular box]

Deactivate the Cost Analysis Unit position and close out logs when authorized by the Finance/Administration Section Coordinator or EOC Director.

[Empty rectangular box]

Leave forwarding phone number where you can be reached.

# FINANCE/ADMINISTRATION

## INFORMATION SYSTEMS UNIT

**PRIMARY:** Deputy Director/Information Services

**ALTERNATE:** Information Services Project Manager

**SUPERVISOR:** Finance/Administration Section Coordinator

### YOUR RESPONSIBILITY:

Establish and manage all necessary computer support to the EOC staff and field units.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments **CHECKLIST ACTIONS**

### Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Finance/Administration Section.

Obtain a briefing on the situation.

[Empty box]

Determine your personal operating location and set up as necessary.

[Empty box]

Review your position responsibilities.

[Empty box]

Identify yourself as the Information Systems Unit/Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

[Empty box]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box]

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[Empty box]

Determine 24-hour staffing requirement and request additional support as required.

[Empty box]

Request additional resources through the appropriate Logistics Unit, as needed.

[Empty box]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled

- EOC personnel, time on duty and assignments

*Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.*

**General Operational Duties**

[ ]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[ ]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[ ]

Provide periodic situation or status reports to your Branch Coordinator for updating information to the Planning/Intelligence Section.

[ ]

Review situation reports as they are received. Verify information where questions exist.

[ ]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[ ]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[ ]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[ ]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[ ]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[ ]

Refer all media contacts to your Section Coordinator.

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Coordinate needed telephone data lines with the Purchasing/Telecommunications Unit.

Support activities for restoration of computer services.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Information Systems Unit and close out logs when authorized by the Finance/Admin. Section Coordinator or EOC Director.

Leave forwarding phone number where you can be reached.