

Part Two

Finance/Administration Section Annex

This box is included as a preface to the F/A Section and should be deleted once the section is personalized by the city.

Because of the extensive knowledge required to successfully obtain and retain federal Public Assistance funding, this EOP can only provide a broad and general overview of the FEMA and CalEMA Public Assistance process.

There are a number of important components and functions in a complete Disaster Financial System. In this EOP, a number of these components will be mentioned or referenced. However, many agencies have not developed these components. To have optimal cost recovery following a disaster, agencies should be aware of and develop the necessary policies and procedures to maximize cost recovery. As with other procedures or processes mentioned in the EOP, if a system, procedure or process does not exist, reference to it should be omitted from document.

Finance/Administration Section personnel should be diligent in working with other EOC Sections as their documentation processes will directly impact cost recovery efforts.

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Finance/Administration Section Annex Checklists

General

Purpose

This Section explains the organizational structure of Finance/Administration and assigns responsibilities for fiscal management, financial oversight and support to City emergency operations. It begins the cost recovery efforts of the City and provides the basis for transition to intermediate and long-term recovery. (CW-#44)

Overview

The Finance/Administration Section is responsible for maintaining the financial and documentation systems necessary to keep the City functioning during a disaster and to begin the process for recovering disaster-related costs from the state and federal governments.

Objectives

The Finance/Administration Section ensures all required records are organized and preserved for cost recovery efforts, through maintenance of complete and accurate documentation of all expenditures and losses. In addition, this Section should assist with the development of pre-disaster policies and procedures which would provide for maximum reimbursement of disaster costs.

The Finance/Administration Section will prepare and maintain complete disaster documentation by:

- Ensuring sufficient written and photographic documentation of disaster losses.
- Documenting all labor, equipment, supply and other costs associated with the disaster in a manner consistent with eligibility requirements of CalEMA and FEMA.
- Compiling a general summary of disaster losses throughout the community to analyze the economic and social impacts of the disaster.
- Ensuring that document retention policies follow state and federal audit guidelines.

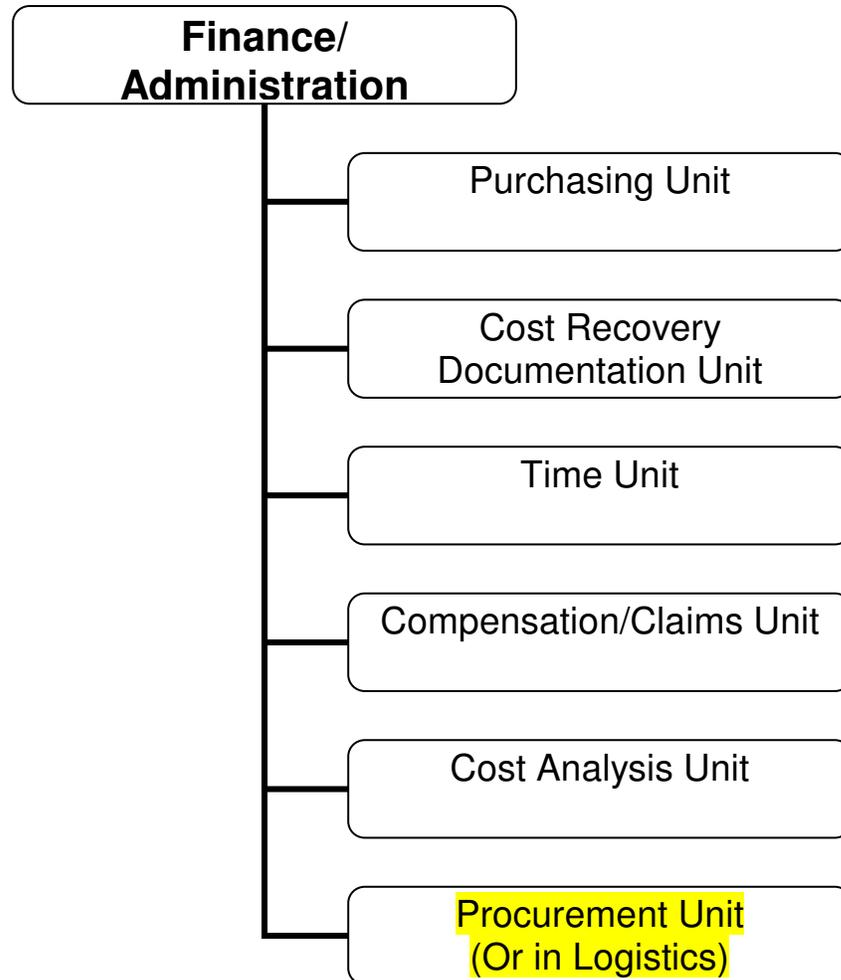
Concept of Operations

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

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- Use disaster financial operating systems that have been developed and adopted prior to the disaster. Otherwise, use existing city and departmental fiscal operating procedures.
- All on-duty personnel are expected to remain on duty until relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City's policies.

- While in a disaster mode, work shifts typically will be 12 hours on and 12 hours off for the duration of the event. The City's work shifts will typically begin at 8 am and 8 p.m. The length of the work shifts may be adjusted to meet local conditions.

Finance/Administration Section Organization and Functions



Note: Cities may choose to have Procurement in either Logistics or Finance/Admin – personalize the chart.

Finance/Administration Section Staff

The Finance/Administration Section Coordinator will activate the units necessary to achieve stated objectives. A functional unit need not be established if only one person would work in the unit, i.e., Purchasing. In that case, the normal purchasing officer would be assigned rather than designating a unit. The following Units may be established:

- Purchasing Unit
- Cost Recovery Documentation Unit
- Time Unit
- Compensation/Claims Unit
- Cost Analysis Unit
- Other units as needed

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator:

- Supervises the Finance/Administration Section.
- Serves as a member of the EOC Director's General Staff.
- Ensures normal City finance functions continue.
- Activates the City's disaster financial systems. Implements City policies relating to disaster finance and cost recovery.
- Monitors spending limits for all response and recovery related activities.

Purchasing Unit

The Purchasing Unit is responsible for all financial matters relating to purchases, vendor contracts, leases, fiscal agreements and for tracking expenditures.

Cost Recovery Documentation Unit

The Cost Recovery Documentation Unit should be activated at the onset of any disaster. This Unit is responsible for maintaining the Disaster Accounting System, procedures to document expenditures, collection of sufficient damage documentation and coordination of cost recovery. The Unit also acts as liaison with the disaster assistance agencies. **Accurate and timely documentation of both damage and costs is essential to financial recovery.**

Time Unit

The Time Unit is responsible for tracking hours of staff, volunteers, contract labor, equipment and mutual aid. Timekeeping procedures must meet local, state and federal requirements for reimbursement

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and documentation of injuries, property damage and worker's compensation claims.

Cost Analysis Unit

The Cost Analysis Unit is responsible for providing financial impact for the incident to help the planning and recovery efforts. This analysis includes:

- Tracking ongoing costs of the response.
- Estimating the economic loss and damage impact to the budget.

**FINANCE/ADMINISTRATION SECTION
COORDINATOR CHECKLIST**

Primary–A Shift: City Treasurer

1st Alternate–A Shift: 1st Available Citizen

Primary–B Shift: City Treasurer

1st Alternate–B Shift: 1st Available Citizen

Primary Responsibilities:

- Supervise the Finance/Administration Section.
- Activate the City's disaster financial systems as directed by the City Manager or his/her designate, which includes the Disaster Accounting System and Disaster Purchasing Policy
- Be sure that all disaster damages and costs are documented.
- Participate in the action planning meeting and be sure that the Section plan objectives are met.

Start Up:

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Put on the nametag with your title.
- Obtain a briefing on the situation.
- Activate the Disaster Accounting System.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Review your position responsibilities.
- Begin documenting events and activities.

**FINANCE/ADMINISTRATION SECTION
COORDINATOR CHECKLIST****Assignments/Staffing:**

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Confirm that all needed Section personnel are in the EOC or have been notified.
- When personnel arrive, assign and staff Section positions as needed for:
 - Cost Recovery Documentation Unit
 - Time Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Analysis Unit
 - Other units as needed
- Determine the ongoing need for personnel based on the EOC schedule
- Carry out responsibilities of the Section not currently staffed.

Notifications (See Appendix A for restricted phone and fax numbers):

- Notify all personnel that the Disaster Accounting System is activated.

Meetings/Briefings:

- Brief incoming or relief Section personnel prior to their beginning 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.
 - Work shifts.
- Conduct periodic briefings for the Section. Be sure that all personnel are aware of both Section and overall priorities.

FINANCE/ADMINISTRATION SECTION COORDINATOR CHECKLIST

- Brief the EOC Director on major problem areas that need solution.

Action Planning:

Refer to the Modified EOC Planning P (EAP Process) located in the Finance/ Administration Section Supporting Documentation for additional position responsibilities.

- Identify Section priorities, objectives and significant problems.
- Participate in all Action Planning meetings
- Distribute EOC Action Plan to all Section supervisors.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an **Activity Log (Form #EOC-001)**. This is a log to record what you do during your shift at the EOC. Document such things as:
- Messages received.
 - Action taken.
 - Decision and policy justification and documentation.
 - Requests filled.
 - EOC assignments.
- Be sure that all Section meetings are documented.
- Information supporting Section policy decisions and their justification should be documented.
- Be sure that all units account for personnel and work assignments.
- Be sure that all the Section logs and files are maintained.
- Provide Section personnel and equipment time records to the Time Unit at the end of each shift.
- Ensure that all records relating to personnel, equipment and materials used are received from other Sections and submitted to the Time Unit at the end of each shift. **(See Part Four—Forms.)**

Policies: (Personalize)

FINANCE/ADMINISTRATION SECTION COORDINATOR CHECKLIST

- Remind personnel to use the Disaster Accounting System
- Remind personnel to follow the City's established purchasing policy

Note: If you do not have a pre-existing Disaster Purchasing Policy, delete the reference to that pre-existing policy. Then delete this statement from you EOP.

- Determine levels of purchasing authority for the Finance/Administration and Logistics Sections.
- Identify critical City financial processes to be maintained during the disaster; i.e., payroll, accounts receivable, etc.

Ongoing Activities:

- Determine if the City's bank(s) can continue handling financial transactions.
- Ensure that all City financial processes (payroll, revenue collection, accounts receivable, audits, etc.) continue.
- Provide input in all planning sessions on financial matters.
- Ensure documents prepared during the disaster are completed.
- Keep the General Staff informed of overall financial situation.
- Organize, manage and distribute cash donations received during a disaster. (Go to www.aidmatrix.org for valuable assistance with this task.)
- Be prepared for inquiries and visits from state, federal and other high-ranking officials.
- Determine Section logistical needs and request resources through Logistics Section.
- Monitor Section activities and organization and adjust as needed.
- As Coordinator for the Finance and Administration Section, coordinate with Logistics Section Personnel Unit regarding employee welfare issues.

Shift Change:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. for the Section before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

<p style="text-align: center;">FINANCE/ADMINISTRATION SECTION COORDINATOR CHECKLIST</p>
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EOC Deactivation:

- Authorize deactivation of branches or units in the Section when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

**FINANCE/ADMINISTRATION SECTION
PURCHASING UNIT CHECKLIST**

Primary–A Shift: **First Available Citizen**

1st Alternate–A Shift: **First Available Citizen**

Primary–B Shift: **First Available Citizen**

1st Alternate–B Shift: **First Available Citizen**

Primary Responsibilities: (CW-#44)

- Coordinate vendor contracts and manage equipment use agreements.
- Confer with the Section Coordinator on disaster spending limits.
- Use the City's established purchasing policy. (**Personalize—select the correct statement and delete the other.**)
- Supervise the Purchasing Unit.

Checklist Actions**Start Up:**

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the nametag with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

Assignments/Staffing:

- Report to the Section Coordinator.

**FINANCE/ADMINISTRATION SECTION
PURCHASING UNIT CHECKLIST**

- Clarify issues regarding your authority and assignment.

Notifications

See Appendix A for restricted phone and fax numbers

Meetings/Briefings:

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

Action Planning:

- Assist the Section in developing Section objectives for the EOC Action Plan.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
- Messages received.
 - Action taken.
 - Decision and policy justification and documentation.
 - Requests filled.
 - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

Policies: (Personalize)

- Use the City's established purchasing policy. **(Personalize—select the correct statement and delete the other.)**

**FINANCE/ADMINISTRATION SECTION
PURCHASING UNIT CHECKLIST****Ongoing Activities:**

- Review and use EOC disaster purchasing procedures.
- Brief EOC personnel on purchasing and procurement policies, procedures and issues.
- Process disaster related contracts and agreements for equipment, supplies, labor, etc.
- Ensure that all disaster records identify scope of work and site-specific locations.
- Implement disaster procedures for acquisition, inventory control and disposal of equipment and supplies.
- Interpret contracts/agreements and resolve claims or disputes.
- Determine Unit logistical needs and forward to the Section Coordinator for approval.
- Request approved resources through the Logistics Section.
- Keep the Section Coordinator advised of your status and activity.

Shift Change:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

EOC Deactivation:

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

FINANCE/ADMINISTRATION SECTION COST RECOVERY DOCUMENTATION UNIT CHECKLIST
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Primary–A Shift: **First Available Resident**

1st Alternate–A Shift: **First Available Resident**

Primary–B Shift: **First Available Resident**

1st Alternate–B Shift: **First Available Resident**

Primary Responsibilities: (CW-#44)

- Coordinate cost recovery efforts with County, State and Federal agencies.
- Coordinate collection of cost documentation with other sections.
- Organize cost recovery documentation for the Public Assistance process.
- Supervise the Cost Recovery Documentation Unit.
- Implement the Disaster Accounting System.

Checklist Actions

Start Up:

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

FINANCE/ADMINISTRATION SECTION COST RECOVERY DOCUMENTATION UNIT CHECKLIST
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Assignments/Staffing:

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

Notifications

(See Appendix A for restricted phone and fax numbers):

- Activate pre-arranged agreements for service with vendors and suppliers.

Meetings/Briefings:

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

Action Planning:

- Assist the Section in developing Section objectives for the EOC Action Plan.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.
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- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
 - Messages received.
 - Action taken.
 - Decision and policy justification and documentation.
 - Requests filled.
 - EOC assignments.
- Coordinate the collection and documentation of costs pertaining to the disaster-
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

**FINANCE/ADMINISTRATION SECTION
COST RECOVERY DOCUMENTATION UNIT CHECKLIST****Policies: (Personalize)**

- Implement the Disaster Accounting System.
- Implement procedures to document damage

Ongoing Activities:

- Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster in coordination with other sections and departments.
(See Finance/ Administration Supporting Documents.)
- Assign disaster financial codes if not already in place.
- Inform all sections and departments that the Disaster Accounting System is to be used.
- Upon proclamation of a disaster, coordinate with disaster response, relief and recovery agencies.
- Compile a comprehensive list of all public sector damages.
- Coordinate with other Sections and outside agencies (i.e., American Red Cross, insurance companies, etc.) to compile a general list of all community damages, including homes, business, etc.
- Ensure costs are directly tied to corresponding damages (i.e., costs associated with replacing windows are tied to the specific building, floor or room).
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Collect and organize required documentation for the recovery of disaster costs.
(Note: This responsibility will continue after the EOC is deactivated.)
- Coordinate with the Planning/Intelligence Documentation Unit.
- Provide estimates of damages and costs to the Section Coordinator and EOC Director.
- Determine Unit logistical needs and forward to the Section Coordinator for approval.
- Request approved resources through the Logistics Section.
- Keep the Section Coordinator advised of your status and activity.

Shift Change:

<p style="text-align: center;">FINANCE/ADMINISTRATION SECTION COST RECOVERY DOCUMENTATION UNIT CHECKLIST</p>
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- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

EOC Deactivation:

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

FINANCE/ADMINISTRATION SECTION TIME UNIT CHECKLIST

Primary–A Shift: 1st Available Citizen

1st Alternate–A Shift: 1st Available Citizen

Primary–B Shift: 1st Available Citizen

1st Alternate–B Shift: 1st Available Citizen

Primary Responsibilities: **(CW-#44)**

- Record time for personnel, volunteers and equipment working on the disaster.
- Be sure time records comply with CalEMA and FEMA requirements.
- Supervise the Time Unit.

Checklist Actions

Start Up:

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the name tag with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

Assignments/Staffing:

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

**FINANCE/ADMINISTRATION SECTION
TIME UNIT CHECKLIST****Notifications**

See Appendix A for restricted phone and fax numbers

Meetings/Briefings:

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

Action Planning:

- Assist the Section in developing Section objectives for the EOC Action Plan.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
 - Messages received.
 - Action taken.
 - Decision and policy justification and documentation.
 - Requests filled.
 - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

Policies: (Personalize)**Ongoing Activities:****PERSONNEL TIME RECORDER**

- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
- Determine specific requirements for the time recording function.

**FINANCE/ADMINISTRATION SECTION
TIME UNIT CHECKLIST**

- Initiate, gather or update a time report from all applicable personnel assigned to the emergency/disaster for each work shift. **(See Part Four–Forms.)**
- Ensure that all records identify scope of work and site-specific work location.
- Ensure that time data includes: travel, work hours (straight time and overtime), specific work location, mileage expense and any changes in personnel status that may affect costs
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with policy.
- Process all travel requests, forms and claims. **(CW-#44)**
- Ensure that all employee identification information is correct on the time report and that time reports are signed.
- Ensure that straight time and overtime hours are clearly identified on time records.
- In the first operational period, establish a file for employee time records for each person.
- Maintain records security and data backup.
- Make sure that each person has turned in time cards prior to leaving.

EQUIPMENT TIME RECORDER

- Coordinate with the Logistics Section for current inventory of disaster equipment.
- Assist EOC staff in establishing a system for collecting equipment time reports.
- Ensure that all records identify scope of work and site-specific work location. **(See Part Four—Forms.)**
- Maintain records security and data backup.
- Establish and maintain a file of time reports on force account, rented, donated and mutual aid equipment, per CalEMA and FEMA requirements.
- Track the type of equipment used, make/model numbers, horsepower, date and time of usage, operator name/agency affiliation, per CalEMA and FEMA requirements.
- Track city-owned equipment separate from rented, donated or mutual aid equipment, per CalEMA and FEMA requirements.
- Determine Unit logistical needs and forward to the Section Coordinator for approval.
- Request approved resources through the Logistics Section.

<p style="text-align: center;">FINANCE/ADMINISTRATION SECTION TIME UNIT CHECKLIST</p>
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- Keep the Section Coordinator advised of your status and activity.

Shift Change:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

EOC Deactivation:

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

FINANCE/ADMINISTRATION SECTION COMPENSATION/CLAIMS UNIT CHECKLIST
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Primary–A Shift: 1st Available Citizen

1st Alternate–A Shift: 1st Available Citizen

Primary–B Shift: 1st Available Citizen

1st Alternate–B Shift: 1st Available Citizen

Primary Responsibilities: (CW-#44)

- Receive disaster related claims against the City.
- Assist with investigation of disaster related claims against the City.
- Maintain files of disaster related injuries and illnesses.
- Supervise the Compensation and Claims Unit.

Checklist Actions

Start Up:

- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities.

Assignments/Staffing:

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

FINANCE/ADMINISTRATION SECTION COMPENSATION/CLAIMS UNIT CHECKLIST
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Notifications (See Appendix A for restricted phone and fax numbers):**Meetings/Briefings:**

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

Action Planning:

- Assist the Section in developing Section objectives for the EOC Action Plan.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.
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- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
 - Messages received.
 - Action taken.
 - Decision and policy justification and documentation.
 - Requests filled.
 - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

Policies: (Personalize)**Ongoing Activities:**

- Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Logistics Section Personnel Unit and ICS Field Level Compensation/Claims Unit Leader.
- Maintain a file of all injuries occurring during the disaster.

**FINANCE/ADMINISTRATION SECTION
COMPENSATION/CLAIMS UNIT CHECKLIST**

- Develop and maintain a log of existing and pending claims.
- Prepare property damage claims on City property and file with insurers.
- Determine if there is a need for a Risk Management Claims Specialist and request personnel.
- Ensure that all Workers Compensation Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Complete all forms required by worker's compensation program for both employees and the City's registered disaster service workers.
- Provide administrative support to the investigation of all disaster-related activities. Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- Obtain all witness statements pertaining to claims and review for completeness.
- Determine Unit logistical needs and forward to the Section Coordinator for approval.
- Request approved resources through the Logistics Section.
- Keep the Section Coordinator advised of your status and activity.

Shift Change:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

EOC Deactivation:

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).

**FINANCE/ADMINISTRATION SECTION
COST ANALYSIS UNIT CHECKLIST****Assignments/Staffing:**

- Report to the Section Coordinator.
- Clarify issues regarding your authority and assignment.

**Notifications (See Appendix A for restricted phone and fax numbers):
(Personalize)****Meetings/Briefings:**

- Brief new or relief personnel in the Unit.
- Attend all Section meetings and briefings.

Action Planning:

- Assist the Section in developing Section objectives for the EOC Action Plan.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (Form #EOC-001). This is a log to record what you do during your shift at the EOC. Document such things as:
 - Messages received.
 - Action taken.
 - Decision and policy justification and documentation.
 - Requests filled.
 - EOC assignments.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

Policies: (Personalize)

FINANCE/ADMINISTRATION SECTION COST ANALYSIS UNIT CHECKLIST
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Ongoing Activities:

- Collect and record all cost data. **(See Finance/Administration Support Documentation for Forms.)**
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Provide analyses and estimates of disaster losses and costs for the Section Coordinator and EOC Director.
- Maintain accurate information on the estimated and actual cost for the use of all assigned resources.
- Make recommendations for cost savings to the Finance/Administration Section Coordinator.

Shift Change:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. to the Section Coordinator before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

EOC Deactivation:

- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- Provide input to the After-Action Report/Corrective Action Report (AAR/CAR).