FINANCE/ADMINISTRATION SECTION CHIEF

**Mission:** Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities.

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| Date: Start: End: Position Assigned to: Initial: Position Reports to: **Incident Commander** Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from the Incident Commander. Obtain packet containing Finance/Administration Section Job Action Sheets. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Determine need for and appropriately appoint Finance/Administration Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Finance/Administration Section Unit Leaders on current situation, incident objectives, and strategy; outline Section action plan; and designate time for next briefing. |  |  |
| Participate in Incident Action Plan preparation, briefings, and meetings as needed and,* Provide cost implications of incident objectives
* Ensure that the Incident Action Plan is within financial limits established by the Incident Commander
* Determine if any special contractual arrangements/agreements are needed.
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| Obtain information and updates regularly from Finance/Administration Section Unit Leaders; maintain knowledge of current status of all Units; inform Situation Unit Leader of status information. |  |  |
| Distribute the Section Personnel Time Sheet (HICS Form 252) to Finance/Administration Section staff and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section’s Time Unit Leader at the completion of a shift or at the end of each operational period.  |  |  |
| Ensure Finance/Administration Section personnel comply with safety policies and procedures. |  |  |
| Document all key activities, actions, and decisions on an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Communicate frequently with the Incident Commander; brief routinely on the status of the Finance/Administration Section. |  |  |
|  Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response. |  |  |
| Designate times for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan. |  |  |
| Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.  |  |  |
| Work with the Incident Commander and other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures |  |  |
| Ensure that the Finance/Administration Section is adequately staffed and supplied. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor Finance/Administration Section staff’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Conduct regular situation update briefings with Finance/Administration Section. |  |  |
| Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response. |  |  |
| Schedule planning meetings with Finance/Administration Section staff to update the Section action plan and demobilization procedures. |  |  |
| Ensure that required financial and administrative documentation Is properly prepared. Collate and process invoices received. |  |  |
| Present financial updates to the Incident Commander and Command Staff every 8 hours and as requested. |  |  |
| Ensure that routine, non-incident related administrative oversight of hospital financial operations is maintained. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214).  |  |  |
| Coordinate emergency procurement requests with Supply Unit Leader. |  |  |
| Maintain cash reserves on hand. |  |  |
| Ensure automated teller machines (ATMs) located in the hospital (whether hospital- or other-owned are maintained and available to staff.  |  |  |
| Consult with local, state, and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs in the Finance/Administration Section decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Collect and analyze all financial related data from Finance/Administration Section Units. |  |  |
| Ensure processing and payment of invoiced costs. |  |  |
| Submit required reimbursement paperwork and track payments. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief. |  |  |
| Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include:* Review of pertinent position descriptions and operational checklists
* Recommendations for procedure changes
* Section accomplishments and issues
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| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan
* HICS Form 204 – Branch Assignment List
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* HICS Form 252 – Section Personnel Time Sheet
* HICS Form 257 – Resource Accounting Record
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* Hospital inventory
* Hospital financial data forms
* State and DHS/FEMA reimbursement forms
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