

**APPENDIX 14
EOC FINANCE/ADMIN SECTION**

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OVERVIEW

The Finance Section is responsible for providing accounting functions, including maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services used during incident activities. When there is a specific need for financial, reimbursement, and/or administrative services to support incident management activities, a Finance/Administration Section is established.

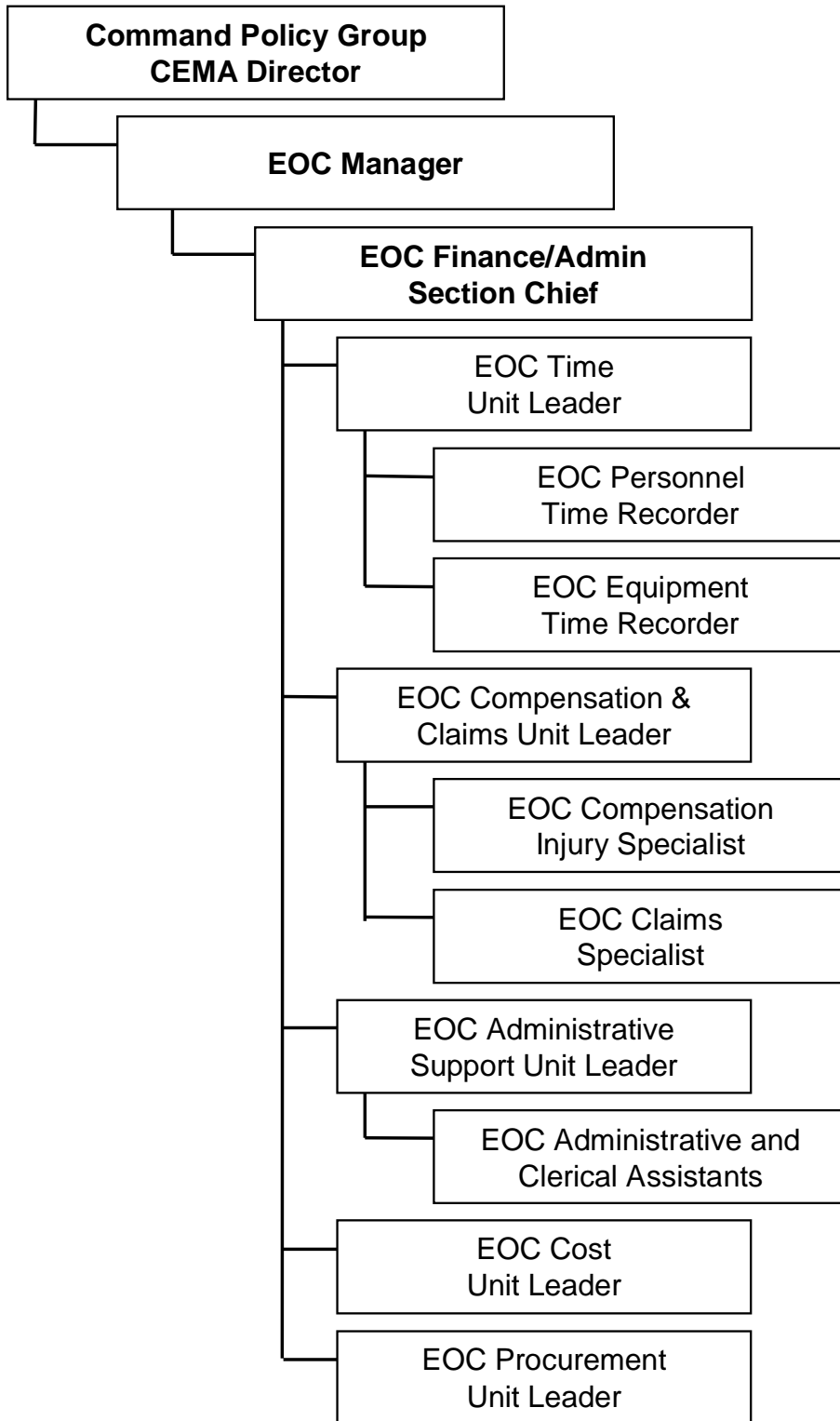
In addition to monitoring multiple sources of funds, the Section Chief must track and report to the EOC Manager the financial “burn rate” as the incident progresses. This allows the EOC Manager and Command Policy Group to forecast the need for additional funds before operations are affected negatively. This is particularly important if significant operational assets are under contract from the private sector. The Section Chief may also need to monitor cost expenditures to ensure that applicable statutory rules are met. Close coordination with the Planning Section and Logistics Section is essential to ensure operational records can be reconciled with financial documents.

The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. The Finance Section may be divided into five primary units: Time, Compensation/Claims, Administrative Support, Cost, and Procurement Units. As dictated by the event, all units may not be activated. Roles and responsibilities may be handled by a technical specialist or the Finance Section Chief.

The persons in charge of the activated units are known as Unit Leaders. The Finance Section Chief shall appoint Unit Leaders as needed for the incident response. Unit Leaders will appoint qualified staff as required to fulfill their functions.

During an event, other EOC section chiefs, the EOC Manager, and Command Policy Group will advise the Finance Section on various courses of action that influence the financial obligations and financial needs of the incident response.

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EOC FINANCE/ADMINISTRATION SECTION CHIEF

REPORTS TO:

- EOC Manager

POSITIONS REPORTING TO THE FINANCE/ADMIN SECTION CHIEF:

- Time Unit Leader
- Cost Unit Leader
- Compensation/Claims Unit Leader
- Procurement Unit Leader

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

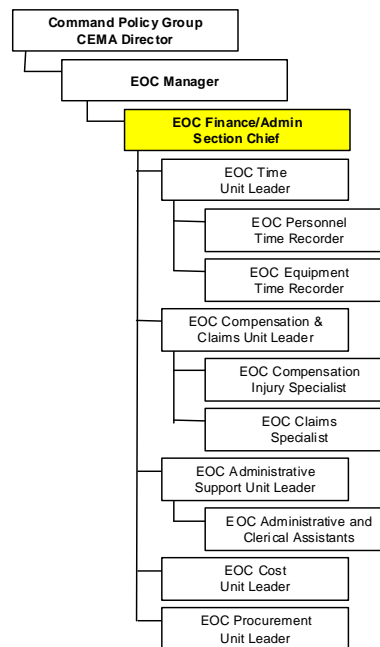
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization, the EOC Staff Manual and ESF structure.
- Workers in this position should have a general understanding of Public Assistance and have completed IS 630 and IS 631.

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the Finance Section, facilitates and coordinates daily operations within the Finance/Admin section, and serves as a member of the General Staff, and is responsible for all financial, administrative and cost analysis aspects of an incident. Specific duties include:

- Immediately notify the direct report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's direct report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.



- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Provide guidance and establish procedures to authorize the commitment and payment of funds.
- Track personnel time and ensure that employees continue to receive compensation for time worked as well as health insurance and retirement benefits.
- Keep current with day-to-day accounting procedures as well as maintaining an accurate accounting of the cost of responding to the incident.
- Track and process contracts, claims and other payments during the incident.
- Maintain and preserve all records.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Identify yourself as the Finance Chief by putting on your vest and printing your name on the EOC organizational chart next to your assignment.
- Determine staffing requirements to meet 24-hour operational periods (two 12-hour shifts);

request additional personnel as required.

- Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Compensation/Claims Unit Coordinator.
 - Cost Unit Coordinator.
 - Purchasing/Procurement Unit Coordinator.
 - Time Unit Coordinator.
- Ensure that incoming Section personnel have read their checklists and have been briefed prior to their assuming 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 Manager and general staff when your section is fully operational.
(Note: Precise information is essential to meet requirements for reimbursement by GEMA and FEMA).

OPERATIONAL PHASE:

- Ensure that Finance/Admin Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Admin Section are current and the information is posted in legible and concise manner.
- Participate in all Action Planning meetings.
- Ensure the EOC Manager, General Staff, and elected/other officials maintain awareness of the current fiscal situation and other related matters.
- Supervise the Finance Section and staff. In general, ensure the following:
 - Procurement and analysis of fiscal data.
 - Maintenance of financial records.
 - Procurement and tracking of all staff time.
 - Purchase orders & contracts in coordination with Logistics Section.
 - Worker's compensation claims received at the EOC.
 - Travel and expense claims.

Section Organization:

- Review organization in place at the EOC. Know where to go for information or support.
- Review responsibilities of Units in section. Develop plan for carrying out all responsibilities.
- Plan the organization of Finance Section.
- Determine from the EOC Manager which Finance Units should be activated.

- Determine the need for a Deputy Finance Section Chief, as appropriate.
- Review existing Finance Units staffing and evaluate staffing needs.
- Activate Units within section as required:
 - Compensation/Claims Unit.
 - Cost Unit.
 - Purchasing/Procurement Unit.
 - Time Unit.
- Designate coordinators for each branch or unit.
Note: Remember, you must carry out the responsibilities of any Finance and Administrative Branches that are not currently activated.
- Determine financial and administrative support needs.
- Confer with EOC Manager on appropriate purchasing limits.

Section Management:

- Support emergency operations.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Share status information with other sections as appropriate.
- Manage the Section, provide leadership:
 - Continuously monitor section activities and modify organization of section as needed.
 - Assess, manage and monitor the structural and staffing needs of the Finance Section.
 - Review responsibilities of units in section.
- Evaluate Unit Leaders performance on an on-going basis.
- Ensure horizontal communication is taking place with other functional Branches/Units.
- Keep up to date on situation and resources associated with your Section. Maintain current status at all times.
- Conduct periodic briefings for Section. Ensure that all organizational elements are aware of priorities. Determine if there are un-met needs or problems.
- Brief EOC Manager on current or potential issues requiring resolution.
- Resolve problems that arise in performance of section responsibilities.
- Anticipate situations and problems before they occur.
- Maintain current displays associated with your area. Ensure that information reports or displays are clear and understandable.
- Ensure all contacts with the media are fully coordinated first with the Public Information Officer.
- Maintain appropriate administrative and fiscal records.
- Ensure that the Section is supporting other elements consistent with priorities established by EOC Manager.
- Report to the EOC Manager on all matters pertaining to Section functions and support emergency operations.

Job Assignments:

- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Share status information with other sections as appropriate.
- Manage the Section, provide leadership:
 - Continuously monitor section activities and modify organization of section as needed.
 - Assess, manage and monitor the structural and staffing needs of the Finance Section.
 - Review responsibilities of units in section.
- Evaluate Unit Leaders performance on an on-going basis...
- Ensure horizontal communication is taking place with other functional Branches/Units.
- Resolve issues early, and involve EOC Manager if appropriate.
- Keep up to date on situation and resources associated with your Section. Maintain current status at all times.
- Conduct periodic briefings for Section. Ensure that all organizational elements are aware of priorities. Determine if there are un-met needs or problems.
- Brief EOC Manager on current or potential issues that may require resolution.
- Resolve problems that arise in performance of section responsibilities.
- Maintain current displays associated with your area. Ensure information reports or displays are clear and understandable.
- Ensure all contacts with the media are fully coordinated first with the Public Information Officer.
- Maintain appropriate administrative and fiscal records.
- Ensure that the Section is supporting other elements consistent with priorities established by EOC Manager.
- Report to the EOC Manager on all matters pertaining to Section functions.

Operational Period Objectives Meeting:

- Confer with EOC Manager on delegation of purchasing authority to Sections.
- Determine appropriate purchasing limits to delegate to Logistics Section
- Determine financial support needs

Command and General Staff Briefing:

- Assemble and brief branch leaders.
- Discuss interagency issues.
- Discuss resource requesting, approval and ordering process.
- Brief funding source and spending limitations.
- Discuss claims procedures and process.
- Implement/review cost documentation process.
- Provide Finance Section needs.
- Provide summary of the disaster situation.
- Provide summary of the type and extent of Finance Section support that may be requested.
- Provide Unit Leaders with position checklist of duties and responsibilities.

- Provide Unit Leaders with assignments and specific actions, which require immediate attention.
- Instruct Unit Leaders to identify functional needs for their respective units.
- Review and approve.
- Notify the Planning Section "Resources Status Unit" of Finance Units activated including names and locations of assigned personnel.

Tactics Meeting:

- Obtain best information available on situation.
- Determine status of any requests for assistance.
- Determine administrative and financial support needs.
- Give input on resource availability due to contracting / procurement issues.

Planning Meeting and IAP Development:

- Verify support for upcoming plan. Provide briefing on: funding source, ceilings, burn rate, contract issues, and administration services and claims procedures.
- Participate in preparation of Incident Action Plan.
- Attend Planning Meeting(s).
- Provide input on current service and support capabilities. Identify types of resources, which are in low supply and may necessitate allocation.
- Review resources assigned/ordered to determine proper use depending on funding source restrictions.
- Provide input on resource availability due to contracting / procurement issues.
- Prepare the Finance Section assignment for the next operational period based on the operational objectives generated at the planning meeting.
- Identify potential future operational needs so as to anticipate Finance Section requirements.
- Review Incident Action Plan and estimate section needs for next operational period.
- Identify service and support requirements for planned and expected operations.
- Advise on current service and support capabilities.
- Procure necessary resources.
- Estimate future service and support requirements.
- Develop plan for carrying out all responsibilities.
- Maintain records of all financial transactions during response operations.
- Handle all procurement requests initiated by response organizations.
- Becomes familiar with the protocol and procedure required by the Stafford Act that is applicable to reimbursing the jurisdiction for eligible expenses associated with Presidential Declared Disasters.
- Maintain reports and records. Determine:
 - What kinds of records must be kept, for how long, in what form (e.g., hard copy or database).
 - What reports should be made, from whom to whom, in what format.
 - How records vital to operations will be protected.

Operations Briefing:

- Determine financial support needs.
- Brief on funding issues as appropriate

Execute Plan & Assess Progress:

- Monitor effectiveness of finance/admin support and make adjustments as necessary.
- Meet with Unit personnel to monitor performance.
- Maintain interaction with Command & General Staff along with external financial persons.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Authorize deactivation of organizational elements within the section when they are no longer required.
- Deactivate the Section and close out logs when authorized by the EOC Manager.
- Receive demobilization plan from Planning Section.
- Be prepared to provide input to the After Action Report.
- Leave forwarding phone number where you can be reached.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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TIME UNIT LEADER

REPORTS TO:

- Finance/Admin Section Chief

POSITIONS REPORTING TO THE TIME UNIT LEADER:

- Personnel Time Recorder
- Equipment Time Recorder

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

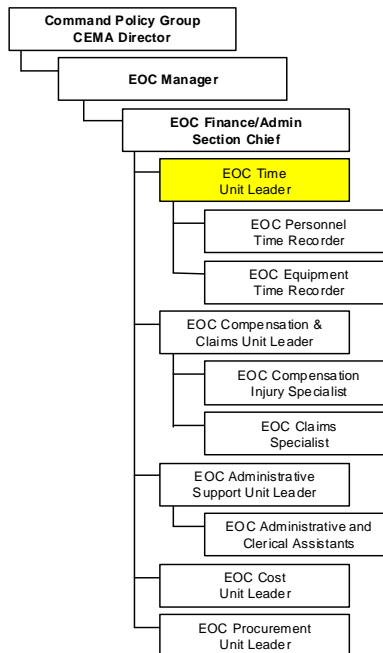
TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates the plans and procedures for overall management, coordinates the tracking of personnel time, and serves as the leader of the Time Unit. Specific duties include:

- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Maintain and monitor personnel time recording.
- Monitors time sheets, rosters, overtime requests and other administrative support to staff for documentation.
- Maintain EOC sign in time sheet.



GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Identify yourself as the Time Unit Leader.
- Set up your section workstation including maps and status boards.
- Review position responsibilities.
- Determine staffing requirements to meet 24-hour operational periods (two 12-hour shifts); request additional personnel as required.
- Ensure that all Time personnel have completed status check on equipment, facilities, and operational capabilities.
- Request additional resources through the Logistics section or established ordering procedures, as needed.
- Ensure that all incoming unit personnel are fully briefed.

OPERATIONAL PHASE:

- Determine requirements for time recording function.
- Establish contact with appropriate agency personnel representatives.
- Organize and establish time unit.
- Set up work areas and make assignments.
- Brief staff on policy and operating procedures.
- Establish unit objectives, make assignments, and evaluate performance.

- Ensure that daily personnel time recording documents are prepared and in compliance with established time policy.
- Establish and maintain a file for employee time reports.
- Initiate, gather or update a time report from all applicable personnel that are assigned to the disaster or emergency through their respective agencies.
- Coordinate with the Planning Section to obtain a list of personnel involved.
- Ensure that all employee identification information is verified on the time report.
- Post personnel travel; work hours, transfers, specific pay provisions (overtime, etc.) to all personnel time documents.
- Ensure all time reports are signed.
- Maintain a log of excessive hours that are worked by specific personnel and make sure the log is forwarded to the Finance Section Chief.
- Determine audit schedule for review and provide estimate of daily response and contractor personnel to the Finance Section Chief.
- Submit cost estimate data forms to cost unit as required.
- Review reports for accuracy and legibility.
- Obtain necessary signatures and approvals.
- Organize and direct recording of equipment time.
- Coordinate with Logistics for obtaining equipment use information.
- Provide for records security.
- Ensure that all records are current and complete prior to demobilization.
- Brief Finance Section Chief on current problems, recommendations, outstanding issues and follow-up requirements.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure that all required forms or reports are completed and turned in to your supervisor prior to your release and departure.
- Be prepared to provide input to the After Action Report.

- Determine what follow-up to your assignment is required before you leave; communicate information to your Section Chief.
- Deactivate the Time position and close out logs when authorized by your Section Chief; return equipment to its original location.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

PERSONNEL TIME RECORDER

REPORTS TO:

- Time Unit Leader

POSITIONS REPORTING TO THE PERSONNEL TIME RECORDER:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- X Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates all activities related to keeping track of all personnel time invested in the response and recovery of the incident, and serves as a member of the general staff. Specific duties include:

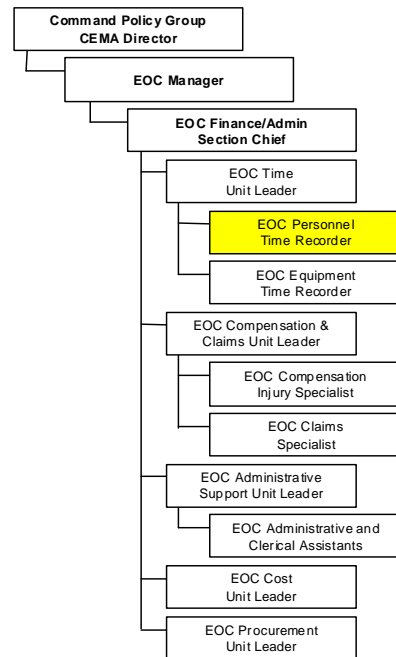
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.



- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

OPERATIONAL PHASE:

- Establish and maintain a file for incident personnel time reports within the first operational period.
- Initiate or update a time report from all applicable personnel assigned to the incident for each operational period.
- Ensure that all employee identification information is verified to be correct on the time report.
- Post Personnel travel and work hours, transfers, promotions, specific pay provision and terminations to personnel time documents.
- Ensure that time reports are signed.
- Distribute all time documents according to agency policy.
- Submit log of excessive hours to Time Unit Leader on a daily basis.
- Close-out time documents prior to personnel leaving the incident.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position. Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.

- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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EQUIPMENT TIME RECORDER

REPORTS TO:

- Time Unit Leader

POSITIONS REPORTING TO THE EQUIPMENT TIME RECORDER:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- **Continue training requirements for this position as required.**

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates all activities related to keeping track of all equipment time invested in the response and recovery of the incident, and serves as a member of the general staff. Specific duties include:

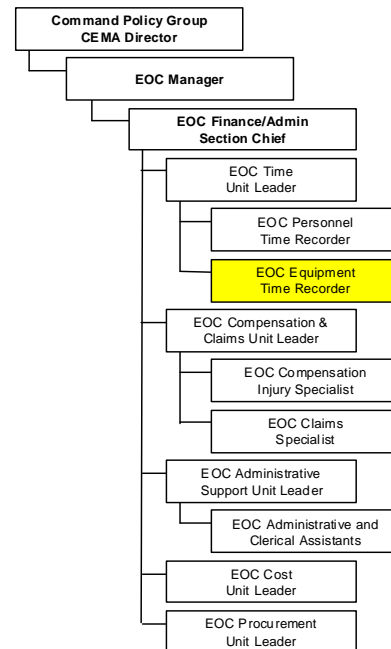
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.



- Obtain briefing from available sources.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

OPERATIONAL PHASE:

- Assist units in establishing a system for collecting equipment time reports.
- Post all equipment time tickets within specified amount of time after the end of each operational period.
- Prepare and use a summary invoice for equipment, as required, within 12 hours after equipment arrival at the incident.
- Submit data to Time Unit Leader for cost effectiveness analysis.
- Maintain current posting on all charges or credits for fuel, parts, and service.
- Verify all time data and deductions with over/operator of equipment.
- Complete all forms according to agency specifications.
- Distribute copies per agency and incident policy
- Close out forms prior to demobilization.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position. Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.

- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Ensure that all forms have been turned in
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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COMPENSATION/CLAIMS UNIT LEADER

REPORTS TO:

- Finance/Admin Section Chief

POSITIONS REPORTING TO THE COMPENSATION/CLAIMS UNIT LEADER:

- Compensation Injury Specialist
- Claims Specialists

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

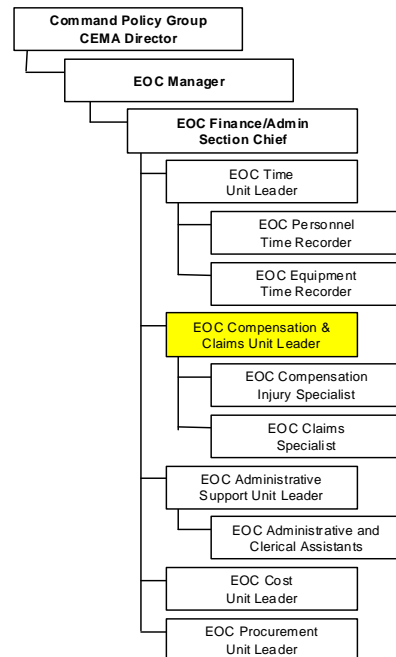
GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates the plans for managing all compensation and claims relevant to the incident, and serves as part of the general staff. Specific duties include:

- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Administer financial matters arising from serious injury and/or death.
- Process all other incident claims.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an



operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Ensure that all Compensation/Claims personnel have completed status check on equipment, facilities, and operational equipment.
- Request additional resources through the Logistics section or established ordering procedures, as needed.
- Ensure that your incoming unit personnel are fully briefed.

OPERATIONAL PHASE:

- Document and maintain a log of all accidents and injuries that occur to personnel during any response operations.
- Investigate all injury and damage claims as soon as possible.
- Coordinate and process all administrative paperwork on serious injuries or deaths among personnel.
- Maintain a log of all potential claims (i.e. for personal injury as well as loss or liability of damaged or destroyed property).
- Coordinate procurement of witness statements and documentation for files and liability reference.
- Coordinate follow-up requirements for an outstanding claim investigation.
- Ensure that compensation for injury and claims logs and all related forms are up-to-date and routed to the proper agency.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Be prepared to provide input to the After Action Report.
- Determine what follow-up to your assignment might be required before you leave; communicate information to your Section Chief.
- Deactivate the Compensation/Claims position and close out logs when authorized by your Section Chief; return equipment to its original location.
- Leave forwarding phone number where you can be reached.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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COMPENSATION INJURY SPECIALIST

REPORTS TO:

- Compensation/Claims Unit Leader

POSITIONS REPORTING TO THE TITLE:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- X Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates medical treatment for injured personnel working during response and recovery activities, and serves as a member of the general staff. Specific duties include:

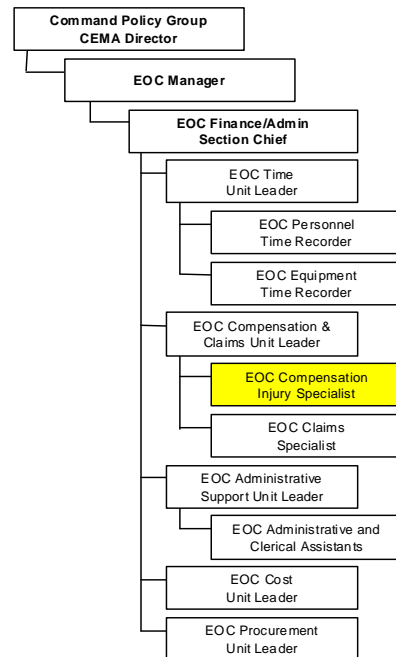
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.



- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Co-locate Compensation for Injury Specialist with the Medical Unit when possible.

OPERATIONAL PHASE:

- Establish procedure with Medical Unit Leader on prompt notification of injuries or fatalities.
- Obtain copy of Incident Medical Plan.
- Provide written authority for persons requiring medical treatment.
- Ensure that correct agency forms are being used.
- Provide correct billing forms for transmittal to doctor and/or hospital.
- Coordinate with Medical Liaison regarding updates to status of injured and/or hospitalized personnel.
- Obtain all witness statements and review for completeness.
- Coordinate/process all administrative paperwork on all serious injuries or fatalities.
- Coordinate with appropriate agencies to assume responsibility for injured personnel in local hospitals after demobilization.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position. Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.

- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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CLAIMS SPECIALIST

REPORTS TO:

- Compensation/Claims Unit Leader

POSITIONS REPORTING TO THE CLAIMS SPECIALIST:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- X Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates investigations of claims of injury on response and recovery activities, and serves as a member of the general staff. Specific duties include:

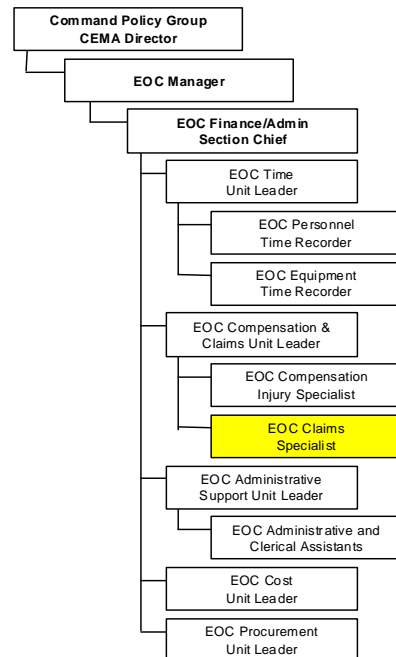
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.



- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

OPERATIONAL PHASE:

- Coordinate a claims prevention plan with applicable incident functions.
- Initiate an investigation on all claims other than personnel injury.
- Ensure that site and property involved in investigation are protected.
- Coordinate with the investigation team as necessary.
- Obtain witness statements pertaining to claims other than personnel injury.
- Document any incomplete investigations.
- Document follow-up action needs by the local agency.
- Update the Compensation/Claims Unity leader on the nature and status of all existing and potential claims.
- Ensure the use of correct agency forms.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position. Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.

- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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ADMINISTRATIVE SUPPORT UNIT LEADER

REPORTS TO:

- EOC Manager

POSITIONS REPORTING TO THE ADMINISTRATIVE SUPPORT UNIT LEADER:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS 800 and IS 400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

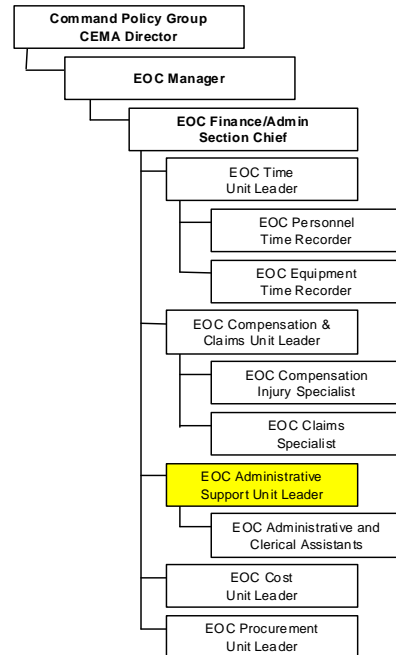
GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates all administrative needs, and serves as part of the general staff. Specific duties include:

- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.



ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Obtain briefing from EOC Manager
 - o Obtain summary of the incident organization.
 - o Receive any special instructions.
- Review the Incident Action Plan

OPERATIONAL PHASE:

- Determine the initial support operations in coordination with the EOC Manager.
- Assist Section chief with documenting the event.
- Assist with the development of the Section's SitRep and action plan.
- Assist with the preparation of briefing materials.
- Determine personnel assignments.
- Assemble and brief Management Administrative Support Unit personnel.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position and cancel future staffing considerations.

- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Leave forwarding phone number where you can be reached.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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ADMINISTRATIVE AND CLERICAL ASSISTANTS

REPORTS TO:

- Administrative Support Unit Leader

POSITIONS REPORTING TO THE ADMINISTRATIVE ASSISTANT:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates all administrative needs, and serves as part of the general staff. Specific duties include:

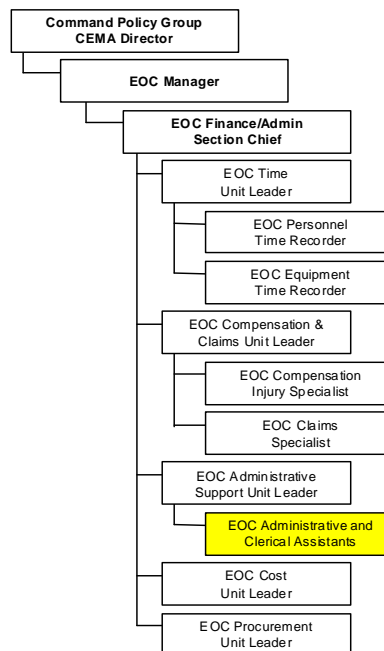
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.



- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Obtain briefing from EOC Manager
 - o Obtain summary of the incident organization.
 - o Receive any special instructions.
- Review the Incident Action Plan

OPERATIONAL PHASE:

- Determine the initial support operations in coordination with the EOC Manager.
- Assist Unit Leader with documenting the event.
- Ensure that the Supply Closet is completely stocked with all supplies necessary for the event.
- Assist with all filing during the event.
- Assist with Check-in procedures.
- Ensure all EOC staff has appropriate identification.
- Ensure that the identification log stays current and up-to-date.
- Ensure that all administrative needs are completed.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position. Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.

- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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COST UNIT LEADER

REPORTS TO:

- Finance Section Chief

POSITIONS REPORTING TO THE COST UNIT LEADER:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Maintain an operational knowledge of Chatham County’s EOP Organization and ESF structure.

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates the collecting of cost information, performing cost-effectiveness, analyzes and provides cost estimates and cost saving recommendations, and serves as part of the general staff. Specific duties include:

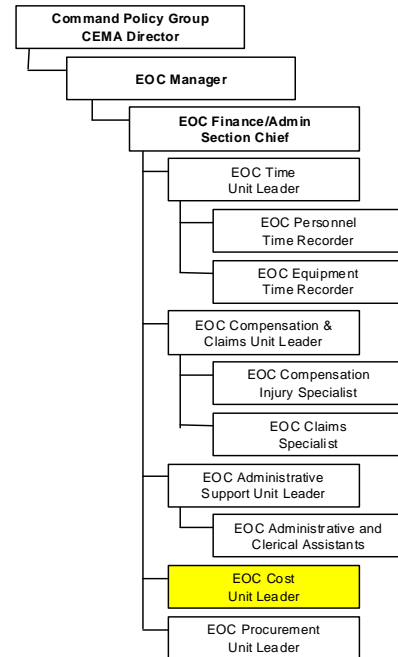
- Provide support to the position’s direct support to ensure all actions are accomplished within the established priorities.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.



- Check in with direct report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish section workstation including maps and status boards.
- Ensure that all Cost personnel have completed status check on equipment, facilities, and operational capabilities.
- Request additional resources through the Logistics section or established ordering procedures, as needed.

OPERATIONAL PHASE:

- Establish a disaster accounting system and an exclusive cost code for disaster response.
- Monitor disaster expenditures.
- Ensure that all sections are documenting cost information.
- Collect, compile cost information at the end of each shift.
- Obtain and record all cost data to include:

Personnel:

- Name.
- Job classification.
- Number of hours worked.
- Rate of pay.
- Total earnings.
- Equipment operated.
- Category of work.
- Location of work.
- Listing of overtime if appropriate.

Equipment:

- Type and description.
- Number of hours used.
- Total hours used.

- Operators name.

External Equipment:

- Type and description.
- Rate/hour, with/with out operator.
- Date used.
- Hours used for day.
- Total rental cost.
- Where and how equipment used.

Supplies From Outside Contractors:

- Quantity.
- Description.
- Unit cost.
- Total cost of each item.
- Total amount of invoice.
- Where and how used.

Contracts For Emergency Services:

- Copy of contract.
- Detailed breakdown of costs.
- Copy of contractor bond.

- Coordinate with Planning Section and Documentation Unit.
- Prepare cost estimates for Planning Section and Advance Planning Unit.
- Make recommendations for cost savings to Finance Section Chief.
- Compile cumulative cost records on a daily basis.
- Ensure estimate costs are replaced with actual costs where known.
- Provide verbal or written reports Finance Section Chief as appropriate or as directed.
- Prepare and maintain a cost report to include cumulative analysis, summaries, and total expenditures.
- Organize and prepare records for audits.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position. Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct

- report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Determine what follow-up to your assignment is required before you leave; communicate information to your Section Chief.
- Deactivate the Costs position and close out logs when authorized by your Section Chief; return equipment to its original location.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

EOC PROCUREMENT LEADER

REPORTS TO:

- Finance/Admin Section Chief

POSITIONS REPORTING TO THE COMPENSATION/CLAIMS UNIT LEADER:

- None

POSITION COORDINATOR:

- CEMA Finance Administrator

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 0-1
- Level 1 EOC Activation 1

TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

GENERAL RESPONSIBILITIES:

This position, a member of the Finance/Admin Section, facilitates and coordinates the overall management and direction for purchasing and procurement of supplies and service, and serves as part of the general staff. Specific duties include:

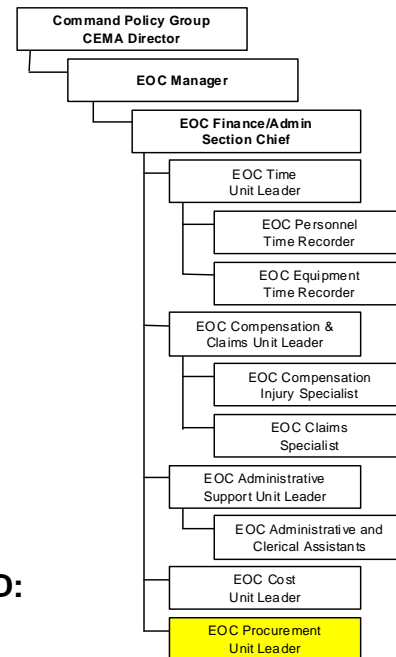
- Provide support to the position's direct support to ensure all actions are accomplished within the established priorities.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Responsible for administering all financial matters pertaining to vendor contracts.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

ACTIVATION PHASE:

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with direct report or next higher report if direct report not available.



- Obtain briefing from available sources.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - o Messages received
 - o Actions taken
 - o Decisions
 - o Requests: justification, documentation and completion
 - o EOC personnel, time on duty, and assignments
 - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Ensure that all Procurement personnel have completed status check on equipment, facilities, and operational equipment.
- Request additional resources through the Logistics section or established ordering procedures, as needed.
- Ensure that your incoming unit personnel are fully briefed.

OPERATIONAL PHASE:

- Contact appropriate unit leaders on incident needs and any special procedures.
- Advise Branch/Unit Leaders on procurement procedures.
- Determine whether any special requirements for problems exist.
- Coordinate required paperwork with Logistics Section, Resource Management.
- Obtain listing of activated contracts/agreements.
- Assemble copies of activated contracts-agreements.
- Coordinate closely with Logistics Branches.
- Organize and direct equipment time recording function.
- Coordinate with Cities on procurement plans and supply sources.
- Establish contracts with supply vendors as required.
- Maintain listing of vendors/suppliers and telephone numbers.
- Coordinate use of imprest funds (public money loaned to discharge a government duty) as required.
- Determine requirement from agency for imprest fund.
- Coordinate procedures and security for cash transactions.
- Ensure proper emergency charge code is posted.
- As required:
 - o Maintain ample amount of purchase orders.
 - o Prepare and sign contracts and use agreements as needed.
 - o Develop and administer a cash account.
 - o Determine whether additional vendor-service agreements may be necessary, based on the extent of disaster response operations.
 - o Interpret contracts/agreements, and resolve claims or disputes within delegated

authority.

- Finalize all agreements and contracts.
- Complete final processing and send documents for payment.
- Maintain final incident receiving documents:
 - o Obtain copies of all vendor invoices.
 - o Verify that all equipment time records are complete.
 - o Maintain comprehensive audit trail for all procurement documents.
- Verify all invoices:
 - o Ensure accuracy of all data entries on vendor invoices.
 - o Compare invoices against procurement documents.
 - o Ensure that only authorized personnel initiate orders.
- Coordinate cost data in contracts with Cost Branch Coordinator.
- Provide daily summary estimates of total expenditures for equipment and supplies purchased or rented for incident response efforts.
- Coordinate with Compensation/Claims Branch procedures for handling claims.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- Report violations to Legal Officer.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Sitrep to your direct report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- If leaving EOC, check out with reception and direct report.
- If arriving to EOC, check in with reception and direct report.

DEACTIVATION PHASE:

- Receive authorization from direct report to demobilize position. Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure direct report has position contact information in case EOC needs to re-establish operations.
- Be prepared to provide input to the After Action Report.
- Determine what follow-up to your assignment is required before you leave; communicate information to your Section Chief.
- Deactivate the Procurement position and close out logs when authorized by your Section Chief; return equipment to its original location.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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