Finance Chief (FC) – Job Action Sheet (JAS)

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| Assigned To:  (Name) |  | |
| Date/Time: | From: \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ | To: \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ |
| Reporting to: | Incident Commander | |
| Command Center Location: |  | Finance  Telephone: |

Mission: Coordinate and facilitate the utilization of financial assets and the accounting for financial expenditures. Compile the documentation of expenditures for cost reimbursement activities. Document labor hours to meet facility payroll requirements. Notify and coordinate with facility insurance carriers.

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| **Immediate**: (0-2 hours) | |
| √ | **Assuming Immediate Protective Actions have been Implemented** |
|  | Assume the role of Logistics Chief (FC) |
|  | Complete the JAS information section above. |
|  | Review the “Immediate” section of this JAS. |
|  | Take steps to set up the FC work station and the Incident Command Center in general. |
|  | Document all key information, activities and decisions on an Incident Response Log (who, what, when and where). |
|  | Prepare for the initial Incident Management Team (IMT) briefing:   1. Any and all information you know about the initiation or current status of the incident (NOTE: at report time do not repeat what the Incident Commander or others before you have reported. Report only what is new and not yet spoken.) 2. The status of your “Immediate” actions. |

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|  | Support the Logistics Chief (LC):   1. Apply standing purchase orders 2. Generate new purchase orders 3. Apply facility credit card(s) 4. Apply facility ready cash |

| **Intermediate**: (2-12 hours) | |
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|  | Maintain an Incident Response Log |
|  | Periodically request response status from the:   1. Operations Chief (OC) 2. Planning Chief (PC) 3. Logistics Chief (LC) 4. Safety/Security Officer (SSO) |
|  | Monitor staff, equipment, material and supply tracking documents |
|  | Maintain all purchasing records and supporting documents. |
|  | Keep the Incident Commander (IC) informed of:   1. Incident Action Plan activities that are approaching facility financial limits. 2. Any special contractual arrangements/agreements needed. 3. Insurance carriers contacted and information passed. |
|  | Obtain and review a copy of the facility’s Continuity of Operation Plan. |
|  | Prepare for and participate in all IMT briefings. |
|  | When the Incident Commander directs the IMT to review “Extended” actions in your JAS do so.  **IF NO**; Go to the top of the “Intermediate” section and cycle through the checklist again. |

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| **Extended**: (beyond 12 Hours) | |
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|  | Continue the FC duties and responsibilities identified in the “Intermediate” section of the JAS as long as the incident response is active. |
|  | Observe your co-workers, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to the Incident Commander. |
|  | Compile and maintain any response records or documents that may be needed to file reimbursement claims from insurance, state or Federal resources. |
|  | Identify and record a list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | Consult with state and Federal officials regarding reimbursement resources, regulations and requirements. |
|  | When the Incident Commander directs the IMT to review “Demobilization” actions in your JAS do so again.  **IF NO**; Go to the top of the “Extended” section and cycle through the checklist again. |

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| **Demobilization**: | |
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|  | When requested by the Incident Commander, provide your list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | When directed by the Incident Commander ensure all staff assigned to response activities are notified that [*name of facility*] is returning to normal or modified operations |
|  | Check and complete all information sections of forms and documents initiated during the incident. |
|  | Ensure all financial related records and documents are obtained from the:   1. Incident Commander (IC) 2. Logistics Chief (LC) 3. Operations Chief (OC) 4. Planning Chief (PC) 5. Safety/Security Chief (SSO) |
|  | Identity and record all missing or used materials, forms, and equipment used at your work station during the incident response. Report the same to the Incident Commander. |
|  | When directed by the Incident Commander; help re-store, re-stock and prepare the Incident Command Center for the next incident. |
|  | Report to the Incident Commander that your work station is secured and that you are leaving the Incident Command Center. |