

## 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. Ensure thorough investigation and documentation of incident-related claims, and the screening of volunteers. Contribute to the Incident Action Plan.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____
Positions Reports to: <b>Incident Commander</b> - Signature: _____
Nursing Home Command Center (NHCC) Location: _____
Phone: _____ Fax: _____ Email: _____
Radio Title: _____

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Finance/Administration Section Job Action Sheets (JAS).		
Read this entire Job Action Sheet and review Incident Management Team Chart (see NHICS Form 207). Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Determine need for and appropriately appoint Finance/Administration Unit Leaders, distribute corresponding Job Action Sheets and position identification. If a position is needed and not assigned, the Finance Section Chief keeps the JAS and assumes that function.		
Fill out Branch Assignment and initiate operational log (see NHICS Form 201). Submit to Planning at the end of the shift or operational period as determined by Incident Commander.		
Establish a Finance Section area to support section meetings for briefings and updating assignments.		
Brief Finance/Administration Section Unit Leaders on current situation, incident objectives, and response strategy. Outline Section action plan; and designate time for next briefing.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Discuss with Staff Time Unit Leader how to document facility-wide personnel hours worked as related to the emergency. If alternative staff time tracking method is utilized, distribute the Time Sheet (see NHICS Form 252) to Finance/Administration Section personnel and ensure time is recorded appropriately. Collect the Time Sheet at the completion of a shift or at the end of each operational period as determined by Incident Commander.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed and: <ul style="list-style-type: none"><li>• Assess the need to obtain cash reserves due to the emergency</li><li>• Provide cost implications of incident objectives</li><li>• Determine if any special contractual arrangements/agreements are needed</li><li>• Brief Command and General staff on use of alternative staff time tracking method if used</li></ul>		
Maintain communications with Operations and Logistics Section Chiefs to ensure that procurement, costs, and business continuity actions are identified and tracked appropriately.		
Maintain communications with Safety Officer to immediately identify employee and non-employee claims issued against the facility. Initiate investigation and documentation of claims as possible.		
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.		
Ensure Finance/Administration Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions on an Operational Log (see NHICS Form 201) on a continual basis.		
Document all key communications (internal and external) on an Incident Message Form (see NHICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

INTERMEDIATE (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Incident Commander; Command staff, other Section Chiefs on the status of the response and obtain critical info to relay to Finance/Administration Section Unit Leaders.		
Designate times for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan.		
Initiate the Procurement Summary Report (see NHICS Form 256) to document purchases made during the response.		
Identify and document insurance company requirements for submitting damage/claim reports. Take photos and videos as appropriate.		
Approve a "cost-to-date" incident financial status report submitted by the Procurement/Costs/Claims Unit Leader every 8 hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.		
Work with Service Branch Unit Leaders to assist with preservation/recovery of business and financial records.		

<b>INTERMEDIATE (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Work with the Incident Commander and other Section Chiefs to identify short-term and long-term issues with financial implications; establish needed policies and procedures.		
Ensure that the Finance/Administration Section is adequately staffed and supplied.		

<b>EXTENDED (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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 document actions and decisions on an Operational Log (see NHICS Form 201) and critical communications on an Incident Message Form (see NHICS Form 213).		
Continue to maintain the Procurement Summary Report (see NHICS Form 256) to track equipment purchased and 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 are properly prepared. Collate and process invoices received.		
Present financial updates to the Incident Commander and Command Staff every 8 hours or as requested.		
Ensure that routine, non-incident related administrative oversight of nursing home financial operations is maintained.		
Coordinate emergency procurement requests with Logistics Section.		
Maintain cash reserves on hand.		
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 Safety Officer. 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.		

<b>DEMOBILIZATION/SYSTEM RECOVERY</b>	<b>Time</b>	<b>Initial</b>
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.		

DEMobilization/System Recovery	Time	Initial
Ensure processing and payment of invoiced costs.		
Submit required reimbursement paperwork and track payments.		
Work with Planning Section to ensure cost data information is documented.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (see NHICS Form 201) are submitted to the Planning Section.		
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: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul>		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> <li>• NHICS Form 201: Incident Briefing Form</li> <li>• NHICS Form 207: Incident Management Team Chart</li> <li>• NHICS Form 213: Incident Message Form</li> <li>• NHICS Form 252: Section Personnel Time Sheet</li> <li>• NHICS Form 256: Procurement Summary Report</li> <li>• Facility emergency operations plan</li> <li>• Facility organizational chart</li> <li>• Facility telephone directory</li> <li>• Radio/satellite phone</li> <li>• Facility inventory</li> <li>• Facility financial data forms</li> <li>• State and federal/FEMA reimbursement forms</li> </ul>

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee