**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.

<table>
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<tr>
<th>Date:</th>
<th>Start:</th>
<th>End:</th>
<th>Position Assigned to:</th>
<th>Initial:</th>
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Positions Reports to: **Incident Commander** - Signature: ____________________________

Nursing Home Command Center (NHCC) Location: ______________________________________

Phone: __________________ Fax: __________________ Email: __________________

Radio Title: __________________

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<tr>
<th>IMMEDIATE (Operational Period 0-2 Hours)</th>
<th>Time</th>
<th>Initial</th>
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Discuss with Planning 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:

- Assess the need to obtain cash reserves due to the emergency
- Provide cost implications of incident objectives
- Determine if any special contractual arrangements/agreements are needed
- Brief Command and General staff on use of alternative staff time tracking method if used

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.

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.

Prepare a "cost-to-date" incident financial status report submitted every 8 hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.

Work with logistics to approve monitor overtime by staff, screen and register volunteers.