

## FINANCE SECTION CHIEF EMERGENCY INCIDENT CHECKLIST

- Confirm the safety of you and your family
- Follow the **All Personnel – EOC Activation Checklist**
- Obtain a briefing from the EOC Director and confirm the following briefing information:
  - Your role(s)
  - Nature and scope of emergency event including:
    - Potential impacts to public safety
    - Potential impacts to critical infrastructure
    - Potential impacts to traditional or sacred locations
    - Status of any evacuation activities
    - Status of any response activities and support required by EOC, including community personnel and equipment already engaged
  - EOC set up status and requirements
  - EOC objectives and highest priorities
  - Operational periods
- Identify additional section staff required, get approval from EOC Director and request through Logistics
- Activate units within the Finance Section and designate Unit Leaders as necessary:
  - Procurement Unit Leader
  - Cost Unit Leader
  - Time Unit Leader:
  - Compensation / Claims Unit Leader:

### **Confirm with EOC Director, all EOC Command and Management Positions:**

- Daily financial tracking & reporting requirements
- Cost reimbursement process & need for support documentation

### **Confirm with Operations Section Chief:**

- Financial expenditure approval process

### **Confirm with Logistics Section Chief:**

- Procurement and resource tracking requirements
- Financial expenditure approval process
- Process for EMCR EAF form submission

### **Brief incoming staff as they arrive:**

- Their role(s)
- Nature and scope of the emergency event as per briefing details above
- Section objectives and highest priorities
- Operational periods
- Set up your workstation (phones, position logbook, section whiteboards, computer)

### **Coordinate Compensation and Claims**

- Ensure that WorkSafe claims resulting from the response are processed within a reasonable time
- Document any claims or threats of claims from disaster victims

## FINANCE SECTION CHIEF EMERGENCY cont'd

### Record Personnel Time

- Collect and record on-duty time for all EOC personnel, including volunteers and Community representatives \*Use the same time sheet forms used in non-emergency times, if possible
- Meet with the Logistics and Operations Section Chiefs and review financial administrative requirements and procedures
- To confirm assumptions about eligibility for provincial financial assistance, submit **Expenditure Authorization Forms** to the PREOC on behalf of the EOC Director and with his/her/their signature
- Organize and control any acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner

### Record Costs

- Maintain all financial records throughout the event or disaster
- Keep the EOC Director, Management Team, Section Chiefs, and Chief and Council aware of the current financial situation and other related matters, on an ongoing basis
- Ensure that displays associated with the Finance Section are current, and that information is posted in a legible and concise manner

### Manage the Finance Section

- Ensure the Finance Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards
- Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities
- Ensure all section personnel maintain their individual position logs and other paperwork as required
- Collect objectives from each activated Finance Unit prior to each Action Planning meeting
- Participate in Action Planning Meetings
- Coordinate daily time sheets and emergency expenditure with other EOC Sections

### Recovery Phase:

- Facilitate application process for Emergency Response Funding and Disaster Financial Assistance
- Manage public finances
- Prepare and maintain the recovery budget
- Develop and maintain contracts
- Process accounting and claims
- Manage insurance settlements
- Ensure correct EMCR task number and authorization
- Complete appropriate EMCR claims and task forms
- Submit forms to EMCR Manager within 60 days of authorized emergency response task
- Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section

### Before Leaving:

- Deactivate units and any organizational elements when no longer required
- Ensure logs are closed, all paperwork is complete and sent to the Documentation Unit in Planning Section
- Follow the **All Personnel – EOC Demobilization Checklist**