

Checklists

FSC:

- ▶ Review ICS 201 or IAP
- ▶ Initiate and maintain a detailed FSC Unit Activity Log (ICS 214)

NOTE: Log should contain enough detail to reconstruct all events

- ▶ Finance portion of the De-mobilization Plan
- ▶ Finance input to the Incident Action Plan (IAP) and Situation Report (SITREP)
- ▶ Establish a work location that:
 - ✓ Is accessible
 - ✓ Has adequate space
 - ✓ Is close to the Logistics Section
 - ✓ Has communications capability
 - ✓ Meet with LSC and establish SPUL purchasing authority and Incident Procurement Process
- ▶ Acquire work materials
- ▶ Identify section/unit priorities
- ▶ Determine resource needs for the position
 - ✓ If inadequate, then submit requests thru logistics section and continue with next step
 - ✓ If adequate, then proceed with next step
- ▶ Organize, assign, and brief subordinates
 - ✓ Assign personnel based on
 - Expertise
 - Training
 - Experience
 - ✓ Briefing
 - Incident Status and Objectives
 - IAP & IMT Organization
 - Role of Finance Section

Notes: Incoming Personnel

Assign based on

- a. Expertise - are they a PO or CO?
- b. Training - emergency responder or manager?
- c. Experience
 - Repeat tour on this incident?
 - Other ICS responses?
 - What has been your "experience" with this person on other responses; history

Briefing. Brief all incoming personnel on

1. Incident Status and Objectives, where and when are mtgs.
2. IAP & IMT Organization

Role of Finance Section

1. Point out that Safety briefing is important even if person is on a repeat tour. Things could have changed since then. Do that Vulcan Mind Meld thing.

2. Deadlines-when each day

- ▶ Brief section personnel on mission / functions / responsibilities
 - ✓ Provide overview of incident
 - ✓ Provide overview of Finance / Administration Section responsibilities
 - ✓ Emphasize accuracy of required information
- ▶ Brief section personnel on mission / functions / responsibilities
 - ✓ Provide overview of incident
 - ✓ Provide overview of Finance / Administration Section responsibilities
 - ✓ Emphasize accuracy of required information
- ▶ Approve ICS 213 RR, as appropriate
- ▶ Provide written documentation to incoming replacement regarding all outstanding issues related to the section
- ▶ Complete forms and reports required of the assigned position and send material to Documentation Unit

TIME:

- ▶ Establish sign in / out process
 - Develop logs, remote sign in / out process if necessary
- ▶ Assist setting workstation(s) for responders
- ▶ Compare ICS 211 to T-Cards with RESL
- ▶ Ensure account codes are set up
- ▶ Assist EPA staff and coordinate with regions/HQs on payroll and T&A matters
- ▶ Develop and maintain time logs for employees to track their time
- ▶ Serve as travel POC in Finance Section
- ▶ Brief incoming replacement on key and outstanding issues

FUND:

- ▶ Assign incident specific DCN prefix for each mission assignment
- ▶ Review funding documents for completeness and ESF10 approval
- ▶ Assign account number
- ▶ Check for availability of funds
- ▶ Fund, sign, and forward document for further processing
- ▶ To be completed as soon as possible after arriving to an incident:
- ▶ Obtain an initial brief from FSC or COST
- ▶ Special concerns and fiscal limitations
- ▶ Provide detailed information as necessary to COST for Unit Activity Log (ICS 214)

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- ▶ **Maintain copies of all documents funded**
- ▶ **Perform reconciliation of funded docs**
- ▶ **Document unit's outstanding issues for incoming replacement**