

## 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.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

Position Reports to: **Incident Commander** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Receive appointment and briefing from the Incident Commander. Obtain packet containing Finance/Administration Section Job Action Sheets.		
Notify your usual supervisor of your HICS assignment.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Determine need for and appropriately appoint Finance/Administration Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Brief Finance/Administration Section Unit Leaders on current situation, incident objectives, and strategy; outline Section action plan; and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed and, <ul style="list-style-type: none"> <li>• Provide cost implications of incident objectives</li> <li>• Ensure that the Incident Action Plan is within financial limits established by the Incident Commander</li> <li>• Determine if any special contractual arrangements/agreements are needed.</li> </ul>		
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.		
Distribute the Section Personnel Time Sheet (HICS Form 252) to Finance/Administration Section staff and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.		
Ensure Finance/Administration Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions on an Operational Log (HICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Communicate frequently with the Incident Commander; brief routinely on the status of the Finance/Administration Section.		
Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during		



<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
the response.		
Designate times for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan.		
Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.		
Work with the Incident Commander and other Section Chiefs to identify short 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 maintain the Resource Accounting Record (HICS Form 257) to track equipment 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 is properly prepared. Collate and process invoices received.		
Present financial updates to the Incident Commander and Command Staff every 8 hours and as requested.		
Ensure that routine, non-incident related administrative oversight of hospital financial operations is maintained.		
Continue to document actions and decisions on an Operational Log (HICS Form 214).		
Coordinate emergency procurement requests with Supply Unit Leader.		
Maintain cash reserves on hand.		
Ensure automated teller machines (ATMs) located in the hospital (whether hospital- or other-owned are maintained and available to staff.		
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 Employee Health & Well-Being Unit. 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		



<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
and combine or deactivate positions in a phased manner.		
Collect and analyze all financial related data from Finance/Administration Section Units.		
Ensure processing and payment of invoiced costs.		
Submit required reimbursement paperwork and track payments.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief.		
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.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 252 – Section Personnel Time Sheet</li> <li>• HICS Form 257 – Resource Accounting Record</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Hospital inventory</li> <li>• Hospital financial data forms</li> <li>• State and DHS/FEMA reimbursement forms</li> </ul>



## TIME UNIT LEADER

**Mission:** Responsible for the documentation of personnel time records. Monitor and report on regular and overtime hours worked/volunteered.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (HICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital's emergency incident response. Confirm the utilization of the Section Personnel Time Sheet (HICS Form 252) by all Section Chiefs and/or Unit Leaders. Coordinate with Labor Pool & Credentialing Unit Leader.		
Assist Personnel Tracking Manager in accounting for facility staff.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Collect all Section Personnel Time Sheets (HICS Form 252) from each work area for recording and tabulation every eight hours, or as specified by the Finance/Administration Section Chief.		
Forward tabulated Section Personnel Time Sheets (HICS Form 252) to the Cost Unit Leader every eight hours or as requested.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		



<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to provide a summary of staff and volunteer personnel hours worked during the incident every 8 hours and as requested. Forward tabulated Section Personnel Time Sheets (HICS Form 252) to the Cost Unit Leader every eight hours or as requested.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
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 Employee Health & Well-Being Unit Leader. 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 for the Time Unit decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Submit all Section Personnel Time Sheets to the Cost Unit Leader.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the 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.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 252 – Section Personnel Time Sheet</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Standard timekeeping/payroll procedures</li> </ul>



## PROCUREMENT UNIT LEADER

**Mission:** Responsible for administering accounts receivable and payable to contract and non-contract vendors.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (HICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Ensure the separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan.		
Establish a line of communication with the Supply Unit Leader to insure resource coordination.		
Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative.		
Interpret and initiate contracts/agreements to minimize costs (when possible) and resolve disputes.		
Establish and document emergency agreements for the sharing, transfer of material, supplies, etc., to other entities.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Maintain log of all purchases related to the incident and initiate the Procurement Summary Report (HICS Form 256).		



<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Collect invoices and other records to reconcile them with the procurement agreements before forwarding them to the Cost Unit Leader.		
Forward a summary accounting of purchases on the Procurement Summary Report (HICS Form 256) to the Cost Unit Leader every eight hours, or as determined by the Cost Unit Leader.		
Coordinate with the Supply Unit Leader to ensure that procurements meet the needs of the requestors.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to maintain the Procurement Summary Report (HICS Form 256), identifying all contracts initiated during the incident.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
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 Employee Health & Well-Being Unit Leader. 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 for the Procurement Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure complete closure of contracts, agreements, purchases, etc, relating to the emergency incident.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the 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**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 256 – Procurement Summary Report
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Standard procurement protocol, including coding information
- Contract and non-contract vendor lists



## COMPENSATION/CLAIMS UNIT LEADER

**Mission:** Responsible for receiving, investigating and documenting all claims reported to the hospital during the emergency incident, which are alleged to be the result of an accident or action on hospital property.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (HICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Receive, investigate and document claims issued by employees and non-employees. Use photographs or video documentation when appropriate.		
Obtain statements as quickly as possible from all claimants and witnesses.		
Enlist the assistance of the Safety Officer, Security Branch Director and Employee Health and Well-Being Unit Leader, as needed.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Inform the Finance/Administration Section Chief of all claims as they are reported.		
Document claims on hospital risk/loss forms. Coordinate with hospital Risk Management.		
Ensure that records required by insurers, government and other agencies for loss recovery are accurately compiled, maintained, and available.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		



<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Report any cost incurred as a result of a claim to the Cost Unit Leader as soon as possible.		
Prepare a summary of all claims reported during the incident every 8 hours and as requested.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
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 Employee Health & Well-Being Leader. 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 for the Compensation/Claims Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Compile final claims report(s) and submit to Finance/Administration Section Chief.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the 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.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> </ul>



**Documents/Tools**

- Hospital telephone directory
- Radio/satellite phone
- Standard claims protocol/procedure
- Insurer information
- Relevant government protocols
- Claims log form



## COST UNIT LEADER

**Mission:** Responsible for providing cost analysis data for the declared emergency incident and maintenance of accurate records of incident cost.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).		
Appoint Unit members and complete the Branch Assignment List (HICS Form 204).		
Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Establish cost reporting procedures, including proper coding.		
Implement third-party billing procedures.		
Implement procedures for receiving and depositing funds.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.		
Maintain cost tracking and analysis.		
Collect copies, summaries, or original documentation of costs from all cost centers.		
Prepare a cost-to-date summary report for submission to the Finance/Administration Section Chief every eight hours and as requested.		
Inform Section Chiefs of pertinent cost data at the direction of the Finance/Administration Section Chief or Incident Commander.		
Develop and submit an action plan to the Finance/Administration Section Chief when requested.		
Advise the Finance/Administration Section Chief immediately of any operational issue		



<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
you are not able to correct or resolve.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to prepare a summary of all costs incurred during the incident every 8 hours and as requested.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.		
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 Employee Health & Well-Being Unit Leader. 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 for the Cost Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Compile final cost accounting report(s) to Finance/Administration Section Chief.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Complete all cost records and prepare a report/summary of incident costs.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.		
Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the 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.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul>





**Documents/Tools**

- Standard cost accounting protocols/procedures
- Cost-to-date summary report form