

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.

Position Reports to: Incident Commander		Command Location: _____
Position Contact Information: Phone: (_____) - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (_____) - _____		Fax: (_____) - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Incident Commander on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Finance/Administration Section Chief • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain and ensure tracking of financial information and status • Evaluate Finance/Administration Section needs and capacity to perform: <ul style="list-style-type: none"> ○ Time cost tracking ○ Procurement cost tracking and assistance ○ Compensation and claims cost tracking 		
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Determine which Finance/Administration Units need to be activated: <ul style="list-style-type: none"> ○ Time Unit ○ Procurement Unit ○ Compensation/Claims Unit ○ Cost Unit • Document section objectives, tactics, and assignments on the HICS 204: Assignment List • Make assignments and distribute corresponding Job Action Sheets and position identification • Determine strategies and how the tactics will be accomplished • Determine needed resources 		

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<ul style="list-style-type: none"> Brief section personnel on the situation, strategies, and tactics, and designate a time for the next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> Provide cost implications of incident objectives, activities, and resources Ensure that the Incident Action Plan (IAP) is within financial limits established by the Incident Commander Determine if any special contractual arrangements or agreements are needed Review existing contracts and Memoranda of Understanding (MOUs) to understand options and fiscal implications of implementation Obtain information and updates regularly from section units Provide status updates to the Incident Commander regularly, advising of accomplishments and issues encountered Provide regular updates to section personnel and inform them of strategy changes, as needed Communicate regularly with other Section Chiefs <ul style="list-style-type: none"> Logistics Section for resource needs and activities Inform Planning Section of activities that have occurred; keep updated with status and utilization of resources Communicate with the Operations Section for personnel time records, potential compensation and claims, and canceled surgeries and procedures 		
<p>Documentation</p> <ul style="list-style-type: none"> HICS 204: Document assignments and operational period objectives on Assignment List HICS 213: Document all communications on a General Message Form HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period HICS 256: Initiate financial account tracking on Procurement Summary Report 		
<p>Resources</p> <ul style="list-style-type: none"> Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader Determine issues and needs in section areas; coordinate resource management Make requests for external assistance, as needed, in coordination with the Liaison Officer 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> Ensure that all section personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Transfer the Finance/Administration Section Chief role, if appropriate <ul style="list-style-type: none"> Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital 		

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<ul style="list-style-type: none"> ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Approve a cost-to-date incident financial status report to be submitted by the Cost Unit Leader at regular intervals (e.g., every eight hours) summarizing financial data relative to personnel, supplies, 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 ● Brief the Incident Commander, Public Information Officer, and Liaison Officer regularly on the status of the Finance/Administration Section ● Designate a time for briefing and updates with Finance/Administration Section leadership to update the Incident Action Plan (IAP) 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 204: Document assignments and operational period objectives on Assignment List ● HICS 213: Document all communications on a General Message Form ● HICS 214: Document actions, decisions, and information received on Activity Log 		
<p>Resources</p> <ul style="list-style-type: none"> ● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with Operations and Logistics Section Chiefs 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> ● Ensure staff health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> ● Transfer the Finance/Administration Section Chief role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Present financial updates to the Incident Commander and Command Staff at regular intervals (e.g., every eight hours) and as requested ● Ensure that routine non-incident related administrative oversight of hospital financial operations is maintained ● Coordinate emergency procurement requests with the Logistics Section Supply Unit Leader ● Maintain cash on hand to ensure safe and efficient clinical and non-clinical operations ● Ensure automated teller machines (ATMs) located within the hospital are secured and maintained as appropriate 		

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<ul style="list-style-type: none"> • Consult with local, state, and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received • Continue to monitor the ability of Finance/Administration Section personnel to meet workload demands, personnel health and safety, resource needs, and documentation practices • Brief the Incident Commander, Public Information Officer, and Liaison Officer regularly on the status of the Finance/Administration Section <ul style="list-style-type: none"> ○ Designate a time for briefing and updates with Finance/Administration Section leadership to update the Incident Action Plan (IAP) 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document actions, decisions, and information received on Activity Log • HICS 257: Track equipment used during the response on the Resource Accounting Record 		
<p>Resources</p> <ul style="list-style-type: none"> • Monitor levels of all supplies and equipment, and collaborate on needs with the Logistics Section Supply Unit Leader 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Coordinate Finance/Administration security needs with the Operations Section Security Branch • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for personnel rest periods and relief • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Finance/Administration Section Chief role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, demobilization actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • As objectives are met and needs decrease, return Finance/Administration Section personnel to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Planning Section Demobilization Unit Leader • Collect and analyze all financial related data from Finance/Administration Section Units 		

FINANCE/ADMINISTRATION SECTION CHIEF

<ul style="list-style-type: none"> • Ensure processing and payment of invoiced costs • Submit required reimbursement documentation and track payments • Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements • Participate in other briefings and meetings as required • Continue to become familiar with eligibility to apply for state and or federal reimbursement and assembly of needed materials including invoices, work orders, and pictures of items replaced and or hospital damage repaired • Participate in stress management and after action debriefings • Submit comments to the Planning Section for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit • Provide corporate reports as requested • Prepare with others as needed all invoices, overtime records, damage reports (including before and after pictures), and repair or replacement cost documentation for submission to state and federal authorities when requested • Work with risk management for submission of all insurance related claims (personal injury, workmen's compensation, building damage etc.) 		

Documents/Tools
<ul style="list-style-type: none"> <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 205A - Communications List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> HICS 252 - Section Personnel Time Sheet <input type="checkbox"/> HICS 256 - Procurement Summary Report <input type="checkbox"/> HICS 257 - Resource Accounting Record <input type="checkbox"/> HICS 258 - Hospital Resource Directory <input type="checkbox"/> Hospital financial data forms <input type="checkbox"/> FEMA reimbursement guidance and forms <input type="checkbox"/> State and Department of Homeland Security reimbursement forms <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Incident Specific Plans or Annexes <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

TIME UNIT LEADER

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

Position Reports to: Finance/Administration Section Chief Command Location: _____		
Position Contact Information: Phone: (_____) - _____ Radio Channel: _____		
Hospital Command Center (HCC): Phone: (_____) - _____ Fax: (_____) - _____		
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from Finance/Administration Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Time Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Finance/Administration Section Chief • Provide information to the Finance/Administration Section Chief on the operational status of the Time Unit 		
<p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Based on the unit's objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital's emergency incident response • Coordinate with the Logistics Section Labor Pool and Credentialing Unit Leader • Collaborate with the Planning Section Personnel Tracking Manager in accounting for hospital personnel 		

TIME UNIT LEADER

<ul style="list-style-type: none"> • Provide status updates to the Finance/Administration Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered • Confirm the utilization of HICS 252: Section Personnel Time Sheet by all sections; document section personnel time 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Document personnel time on Section Personnel Time Sheet 		
Resources <ul style="list-style-type: none"> • Determine staffing needs and place requests with the Finance/ Administration Section Chief or the Logistics Section Labor Pool and Credentialing Unit • Determine equipment and supply needs and place request with the Finance/Administration Section Chief or the Logistics Section Supply Unit 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Time Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Collect HICS 252: Section Personnel Time Sheets from each work area for recording and tabulation every eight hours, or as specified by the Finance/ Administration Section Chief; forward to the Cost Unit Leader • Meet regularly with the Finance/Administration Section Chief for status reports • Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Section Personnel Time Sheets 		

TIME UNIT LEADER

Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit 		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Time Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continue to provide a summary of staff and volunteer personnel hours worked during the incident every eight hours or as requested • Forward tabulated HICS 252: Section Personnel Time Sheets to the Cost Unit Leader • Ensure that time activity is being tracked in a fashion that data is meeting state and federal reimbursement reporting requirements 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Section Personnel Time Sheets 		
Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that unit personnel continue to comply with safety procedures and instructions 		

TIME UNIT LEADER

<ul style="list-style-type: none"> • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques 		
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Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Time Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Compile final cost accounting reports for the Finance/Administration Section Chief • Assist coordination of resupply, ordering and restocking of equipment • Notify the Finance/Administration Section Chief when clean-up and restoration is complete • Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Summarize in a report all time related costs as requested by Finance/Administration Section Chief • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit • Provide final reports as requested 		

TIME UNIT LEADER

Documents/Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 253 - Volunteer Registration
- Standard timekeeping/payroll procedures
- FEMA reimbursement guidance and forms
- State and Department of Homeland Security reimbursement forms
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

PROCUREMENT UNIT LEADER

Mission: Responsible for the purchase or lease of approved equipment, supplies, medications and other materials needed for the hospital's incident response, recovery, and restoration.

Position Reports to: Finance/Administration Section Chief Command Location: _____		
Position Contact Information: Phone: (_____) - _____ Radio Channel: _____		
Hospital Command Center (HCC): Phone: (_____) - _____ Fax: (_____) - _____		
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from Finance/Administration Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Procurement Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Finance/Administration Section Chief • Provide information to the Finance/Administration Section Chief on the operational situation of the Procurement Unit 		
<p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Based on the unit's objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Establish a line of communication with the Logistics Section Supply Unit Leader to ensure resource coordination • Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative • Interpret and initiate contracts and agreements to minimize costs when possible and resolve disputes 		

PROCUREMENT UNIT LEADER

<ul style="list-style-type: none"> • Establish and document emergency agreements for the sharing, transfer of material, supplies, etc., to other entities • Provide status updates to the Finance/Administration Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered • Provide regular updates to unit personnel and inform of strategy changes as needed • Initiate purchase tracking on HICS 256: Procurement Summary Report, ensure the separate accounting of all contracts specifically related to the incident and of all purchases 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: Initiate purchase tracking on Procurement Summary Report 		
Resources <ul style="list-style-type: none"> • Determine staffing needs and place requests with the Finance/ Administration Section Chief or Logistics Section Labor Pool and Credentialing Unit • Determine equipment and supply needs and place request with the Finance/Administration Section Chief or Logistics Section Supply Unit 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Procurement Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Collect invoices and other records to reconcile them with the procurement agreements before forwarding them to the Cost Unit Leader • Coordinate with the Logistics Section Supply Unit Leader to ensure that procurements meet the needs of the requestors • Meet regularly with the Finance/Administration Section Chief for status reports • Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct • Maintain a master log of all purchases related to the incident on HICS 256: Procurement Summary Report 		

PROCUREMENT UNIT LEADER

<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: Log all purchases on Procurement Summary Report 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Procurement Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Provide updates to Finance/Administration Section Chief and unit personnel • Continue to maintain a master log of all purchases related to the incident on HICS 256: Procurement Summary Report 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: Log all purchases on Procurement Summary Report 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader 		

PROCUREMENT UNIT LEADER

<p>Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Procurement Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Ensure complete closure of contracts, agreements, purchases, etc., relating to the incident • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Compile final cost accounting reports for the Finance/Administration Section Chief • Assist coordination of resupply, ordering and restocking of equipment • Account for costs associated with all repaired or replaced equipment • Notify the Finance/Administration Section Chief when clean-up and restoration is complete • Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit • Provide final reports as requested 		

PROCUREMENT UNIT LEADER

Documents/Tools

- HICS 204 - Assignment List
- HICS 203 - Organization Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 256 - Procurement Summary Report
- Hospital financial data forms
- FEMA reimbursement guidance and forms
- State and Department of Homeland Security reimbursement forms
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Standard procurement protocol, including coding information
- Contract and non-contract vendor lists
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

COMPENSATION/CLAIMS UNIT LEADER

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

Position Reports to: Finance/Administration Section Chief Command Location: _____		
Position Contact Information: Phone: (____) _____ - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (____) _____ - _____		Fax: (____) _____ - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Finance/Administration Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Compensation/Claims Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Finance/Administration Section Chief • Provide information to the Finance/Administration Section Chief on the operational status of the Compensation/Claims Unit 		
<p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Based on the unit's objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • 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 		

COMPENSATION/CLAIMS UNIT LEADER

<ul style="list-style-type: none"> Enlist the assistance of the Safety Officer, Operations Section Security Branch Director, and Logistics Section Employee Health and Well-Being Unit Leader as needed Provide status updates to the Finance/Administration Section Chief regularly to discuss Incident Action Plan (IAP), advising of accomplishments and issues encountered Provide regular updates to unit personnel and inform of strategy changes as needed 		
Documentation <ul style="list-style-type: none"> HICS 204: Document assignments and operational period objectives on Assignment List HICS 213: Document all communications on a General Message Form HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period 		
Resources <ul style="list-style-type: none"> Assess issues and needs in unit areas; coordinate resource management Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> Ensure that all unit personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> Transfer the Compensation/Claims Unit Leader role, if appropriate <ul style="list-style-type: none"> Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital Address any health, medical, and safety concerns Address political sensitivities, when appropriate Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) Document claims on hospital risk/loss forms; coordinate with Medical-Technical Specialist: Risk Management, if appropriate Ensure that records required for loss recovery by insurers, government, and other agencies are accurately compiled, maintained, and available Address line of duty injury/death compensation questions from family members of personnel Meet regularly with the Finance/Administration Section Chief for status reports Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct Maintain a log of all purchases related to the incident on HICS 256: Procurement Summary Report, and forward to the Procurement Unit Leader every eight hours or as requested 		

COMPENSATION/CLAIMS UNIT LEADER

<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period • HICS 256: Log all purchases on Procurement Summary Report 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Compensation/Claims Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • 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 eight hours or as requested 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period 		

COMPENSATION/CLAIMS UNIT LEADER

<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Compensation/Claims Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Assist coordination of resupply, ordering and restocking of equipment • Notify the Finance/Administration Section Chief when clean-up and restoration is complete • Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Compile final claims reports and submit to the Finance/Administration Section Chief • Ensure all documentation is submitted to the Planning Section Documentation Unit 		

COMPENSATION/CLAIMS UNIT LEADER

Documents/Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 256 - Procurement Summary Report
- Standard claims protocols and procedures
- Line of Duty Death Procedure
- Workman's Compensation Policy
- Union contracts if applicable
- Hospital financial data forms
- FEMA reimbursement guidance and forms
- State and Department of Homeland Security reimbursement forms
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Hospital organization chart
- Hospital telephone directory
- Insurer information
- Relevant government protocols
- Claims log form
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

COST UNIT LEADER

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

Position Reports to: Finance/Administration Section Chief Command Location: _____		
Position Contact Information: Phone: (____) _____ - _____ Radio Channel: _____		
Hospital Command Center (HCC): Phone: (____) _____ - _____ Fax: (____) _____ - _____		
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Finance/Administration Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Cost Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Finance/Administration Section Chief • Provide information to the Finance/Administration Section Chief on the operational situation of the Cost Unit 		
<p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Based on the unit's objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Establish cost reporting procedures, including proper coding • Implement third-party billing procedures • Implement procedures for receiving and depositing funds • Provide status updates to the Finance/Administration Section Chief regularly to discuss Incident Action Plan (IAP), advising of accomplishments and issues encountered 		

COST UNIT LEADER

<ul style="list-style-type: none"> • Provide regular updates to unit personnel and inform them of strategy changes as needed • Log purchases on HICS 256: Procurement Summary Report, forward to Procurement Unit Leader every eight hours or as requested 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period • HICS 256: Initiate purchase tracking on Procurement Summary Report 		
Resources <ul style="list-style-type: none"> • Determine staffing needs and place requests with the Finance/ Administration Section Chief or the Logistics Section Labor Pool and Credentialing Unit • Determine equipment and supply needs and place request with the Finance/Administration Section Chief or the Logistics Section Supply Unit 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Cost Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Maintain cost tracking and analysis • Ensure that tracking data will meet state and federal reimbursement guidelines • Include data on lost revenue from canceled surgeries, procedures, admissions and clinic appointments • 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 or as requested • Inform Section Chiefs of pertinent cost data at the direction of the Finance/Administration Section Chief or the Incident Commander • Meet regularly with the Finance/Administration Section Chief for status reports • Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct 		

COST UNIT LEADER

<ul style="list-style-type: none"> Maintain a log of all purchases related to the incident on HICS 256: Procurement Summary Report, and forward to the Procurement Unit Leader every eight hours or as requested 		
Documentation <ul style="list-style-type: none"> HICS 204: Document assignments and operational period objectives on Assignment List HICS 213: Document all communications on a General Message Form HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period HICS 256: Log all purchases on Procurement Summary Report 		
Resources <ul style="list-style-type: none"> Assess issues and needs in unit areas; coordinate resource management Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> Ensure that all unit personnel comply with safety procedures and instructions Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit 		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> Transfer the Cost Unit Leader role, if appropriate <ul style="list-style-type: none"> Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital Address any health, medical, and safety concerns Address political sensitivities, when appropriate Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) Continue to prepare a summary of all costs incurred during the incident every eight hours or as requested Provide updates to the Finance/Administration Section Chief and unit personnel Continue to maintain a log of all purchases related to the incident, HICS 256 - Procurement Summary Report, and forward to the Procurement Unit Leader every eight hours or as requested 		
Documentation <ul style="list-style-type: none"> HICS 204: Document assignments and operational period objectives on Assignment List HICS 213: Document all communications on a General Message Form 		

COST UNIT LEADER

<ul style="list-style-type: none"> • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Time Unit Leader at the completion of a shift or end of each operational period • HICS 256: Log all purchases on Procurement Summary Report 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Cost Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Compile final cost accounting reports for the Finance/Administration Section Chief • Assist coordination of resupply, ordering and restocking of equipment • Notify the Finance/Administration Section Chief when clean-up and restoration is complete • Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes 		

COST UNIT LEADER

<ul style="list-style-type: none"> ○ Accomplishments and issues ● Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 221: Demobilization Check-Out ● Ensure all documentation is submitted to the Planning Section Documentation Unit ● Provide final reports as requested 		

Documents/Tools
<ul style="list-style-type: none"> <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> HICS 252 - Section Personnel Time Sheet <input type="checkbox"/> Hospital financial data forms <input type="checkbox"/> FEMA reimbursement guidance and forms <input type="checkbox"/> State and Department of Homeland Security reimbursement forms <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Incident Specific Plans or Annexes <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication