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 you "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

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- 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)

  *NOTE: Log should contain enough detail to reconstruct all events.*
- Maintain copies of all documents funded
- Perform reconciliation of funded docs
- Document unit’s outstanding issues for incoming replacement