FINANCE & ADMINISTRATION SECTION ANNEX

Priority at all times: *Maintain liaison with and update other EOC Sections, Branches and Units as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Finance & Administration Section of the Emergency Operations Center (EOC) to provide financial and administrative support to the EOC in response to an actual or potential emergency or disaster.

The Finance & Administration Section Chief is a member of the Kern EOC Management team and reports to the Kern EOC Director.

County entities which support this Function:

- *County Administrative Office*: Staffs the Section Chief position at the Kern EOC and manages the Section's Units (Cost/Time and Compensation & Claim)

- *Auditor-Controller*: Provides guidance regarding County's essential financial operations and documentation for cost recovery.

- *Risk Management*: Processes disaster related claims against the County, incident-related workers compensation claims, and maintains documentation.

The Finance & Administration Section of the Kern EOC consists of the Cost & Time Unit, and the Compensation & Claims Unit.

PURPOSE

The Finance & Administration Section Annex is an essential element of the Kern County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the Kern OA EOC functional responsibilities in response to an emergency event. The Section and Units described in this Annex are responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities.

This document:

- Provides a basis for centralized coordination and information sharing of emergency operations and response efforts.

- Describes the Kern OA EOC functional responsibilities under the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), both based on the Incident Command System (ICS). Refer to the Basic Plan for further detail on NIMS, SEMS, and ICS.

  The attachment to this Annex provides a checklist of specific activities that support these functional responsibilities, as taken from the California Office of Emergency Services

(CalOES) Crosswalk and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.

- Supports the EOP's all hazards approach to emergency operations and the provision of services and assistance in the event of any emergency or disaster, regardless of the triggering event.

SCOPE

The Finance & Administration Section Annex provides guidance and includes appropriate actions to respond to the County's most likely and demanding emergency conditions. It does not supersede the established protocols for dealing with day-to-day emergencies but places emphasis on the unusual and unique emergency conditions that will require response beyond the ability of any one or set of organizations to respond.

WHOLE COMMUNITY APPROACH

The County of Kern is committed to achieving and fostering a whole community emergency management system that is fully inclusive of people with disabilities and others with access and functional needs. Further details on the County's Whole Community approach to emergency management, which includes the integration of inclusive emergency management practices, can be found in the Basic Plan.

GOALS AND OBJECTIVES

In all emergencies, the top priority of the County and emergency response personnel is to save lives, minimize injury to persons and damage to property, and to protect the environment.

The Finance & Administration Section:

- Implements a disaster accounting system and emergency finance procedures.
- Arranges for emergency financing of supplemental emergency resources and services.
- Provides or arranges for administrative support for EOC functions, as necessary.
- Compiles incident-related costs.
- Completes insurance claims and State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) documentation for disaster assistance applications.

CONCEPT OF OPERATIONS

The Finance & Administration Section will be activated as determined by the EOC Director, and the Section's Units will be activated as needed. The following section summarizes the responsibilities of the Section Chief and its Units:

- *Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery. (See Basic Plan Appendix 12.1 for hard copy)*

Preparedness (applies to all)

- Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.
- Participate in training, exercise, and post-exercise critiques conducted by Kern County Office of Emergency Services (OES) and other allied agencies.

Initial Response

- Finance/Administration Section Chief:
    - Activate Units as appropriate and brief subordinates.
    - Implement actions to maintain the continuity of County payroll, payments and revenue collection as needed.
    - Implement emergency timekeeping and expenditure tracking procedures.
- Cost & Time Unit:
    - Activate and maintain Disaster Accounting System and procedures to document disaster response labor and expenditure costs.
    - Assist Logistics Section Procurement/Supply Unit in establishing accounts for purchases.
    - Confer as requested with Plans/Intel Damage Assessment Unit regarding damage cost estimates.
    - Maintain records on mutual aid assistance (labor and equipment).
- Compensation & Claims Unit:
    - Maintain log of injuries occurring during the emergency
    - Maintain a log of potential and existing claims

Extended Duration

- Finance/Administration Section Chief:
    - Maintain situational awareness and adjust Section objectives as appropriate.
    - Ensure labor and expenditure records are submitted by other Sections to the Cost & Time Unit for each operational period.
    - Provide input to Plans and Intel Section, and to EOC Director, regarding overall financial situation and any issues needing attention.

- Cost & Time Unit:
    - Track cost recovery for personnel, consumables, repair/restoration of public property or facilities.
    - Ensure that all cost and time records are signed, accurate, timely and in full compliance as necessary to recover all allowable disaster costs.
    - Provide regular status reports to Section Chief for input the EOC Incident Action Plan as appropriate.
- Compensation & Claims Unit
    - Ensure that claims for emergency-related injury or property damage are accurately completed and investigated timely.

EOC Deactivation

- Finance/Administration Section Chief:
    - Authorize deactivation of the Section's organizational elements when no longer required. Make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
    - Ensure that any open actions are completed or transferred to other EOC staff as appropriate.
    - Collect documentation of all costs incurred by the Operations Section and its Branches.
    - Ensure all Unites completed required forms, reports and logs and submit to the Plan/Intel Section Documentation Unit.
    - Provide input to the After-Action Report and Corrective Action Plan.
    - Resume normal activities.
- All Section Units:
    - Complete and submit all required logs, forms and documentation.
    - Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Finance/Administration Section and all Units:
    - Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
    - Implement any assigned corrective actions.
    - Compile and reconcile County departments' response costs to support cost recovery efforts.

ORGANIZATIONAL ROLES AND ASSIGNMENT OF RESPONSIBILITIES

Five emergency response levels defined by SEMS are activated as needed. SEMS is required to be used to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies, and for eligibility of State reimbursement for response related personnel costs.

At each response level the same five major ICS functions are employed to facilitate interagency communication and coordination: Command (in the field)/Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration. Refer to the Basic Plan for greater detail on ICS and its integration with SEMS.

Field Level

Emergency response personnel and resources carry out tactical decisions and activities in direct response to the incident.

Local Level

The County manages the allocation and deployment of resources (personnel, equipment, materials, services) in response to incidents in the unincorporated areas of the county and in cities which have contracted for support for specified services. If the emergency event occurs in another jurisdiction (e.g., city or special district) the affected jurisdiction has primary responsibility and will activate its own emergency management response as feasible.

Operational Area Level

Kern County and its political subdivisions constitute the Kern Operational Area (OA) for emergency response purposes during multi-agency disaster events, or as needed to support another jurisdiction within the OA. Kern County, as a jurisdiction and as an organization, is charged with taking the lead communication and coordination role within the OA and with being the primary point of contact between the local government level and the regional level.

The OA Finance & Administration Section Chief has overall responsibility to coordinate the compilation and preparation of data to support Kern County Damage Survey Reports (DSRs), and to aggregate the information provided by Operational Area jurisdictions including the cities, the County, special districts, and school districts.

Regional Level

Kern County is within the CalOES Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the OES Inland Region may activate the Regional EOC (REOC) to provide support to local government including assistance with mutual aid resources under the Emergency Managers Mutual Aid (EMMA) Plan.

State and Federal Levels

Under certain conditions, state and/or federal agencies may deploy field response units to incidents in Kern County. Reporting and coordination with the Kern OA EOC follows the usual Field Level response.

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, CalOES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the Kern OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

This Section may be asked to work with CalOES and FEMA to establish a local Disaster Recovery Center for individuals and businesses to register for disaster assistance and to receive information and resource materials. This Section may also coordinate on-site visits by CalOES and FEMA officials to observe damage areas.

Additional Resources

- Private contractors and firms support specific government operations on a daily basis. During disasters, their support is essential to an effective emergency response.

- Volunteer agencies play an important role in responding to disasters of all types and levels. These agencies respond on a countywide basis and will liaison with the Kern OA EOC to provide direct communication and coordination.

- Other Governmental Agencies

  Local
  - *Auditor-Controller-County Clerk*

    - Provides guidance on emergency finance and accounting procedures used, to ensure adequacy in supporting cost recovery documentation.

INFORMATION COLLECTION AND DISSEMINATION

Kern County uses WebEOC (an Internet-based collaborative communications system) as the County's communication and documentation platform for sharing elements of the emergency incident. This allows the County to maintain a common operating picture, situational awareness and information coordination throughout the OA during an emergency. Individuals staffing positions in the EOC are required to submit Situation Reports and updates through WebEOC on a schedule to be determined at the time of the incident.

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

ANNEX DEVELOPMENT AND MAINTENANCE

This document is an Annex to the Kern County Operational Area Emergency Operations Plan. As such, the policies, procedures, and practices outlined in the Kern County EOP govern this Annex. Kern OES coordinates the maintenance and update of this Annex as needed. The Record of changes, approval, and dissemination of the Kern County EOP also apply to this Annex.

FUNCTIONAL CHECKLISTS

The following section provides checklists of tactical actions for the Finance & Administration Section and its Units to assist those who report to the EOC in the event of an emergency.

It is expected that the County Administrative Office and other County Departments which support this Branch have developed Standard Operating Procedures which further detail how the applicable tactical actions will be accomplished.

The attached checklists support the Emergency Operations Plan (EOP) and are consistent with the activities prescribed in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.2.

FINANCE/ADMINISTRATION SECTION

EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain communication with other EOC Sections, Branches and Units as needed*

Increased Readiness (Section and all Units)

- ❑ Upon notification of a potential emergency or disaster, adopt an increased readiness posture.

- ❑ Document preparedness activities, monitor the situation, and maintain readiness posture.

Initial Response

- ❑ Report to EOC, check-in and obtain briefing from the EOC Director:

  - Location, magnitude and scope of event
  - Area(s) of County impacted
  - Current situation and priorities
  - Actions taken
  - Local EOCs activated
  - Existing or anticipated problems/issues

- ❑ Determine extent to which the Section functions should be activated, and initiate Section staff notifications, as indicated.

- ❑ Initiate and maintain an Activity log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

- ❑ Assign and brief incoming staff:
  - Initial incident objectives and priorities
  - Resources deployed
  - Reporting requirement
  - Accountability and safety measures
  - Communications capability
  - Issues that require follow-up

- ❑ Develop and implement accountability, work objectives, and any special assignments for staff.

- ❑ Issue a memorandum to County staff advising of Emergency Timekeeping and Expenditure Tracking procedures, as needed.

- ❑ Participate in regular EOC briefings and provide input to the EOC Incident Action Plan.

- ❑ Monitor response activities and identify any potential issues that require prompt attention.

- ❑ Provide EOC Director with cost summaries, financial forecasts, analyses, and any major problem areas, as indicated.

- ❑ Track cost recovery issues.

Extended Duration

- ❑ Identify key finance issues to be accomplished within the next operational period.
- ❑ Keep up-to-date on the situation and resources associated with the Section. Maintain current status reports and displays.
- ❑ Arrange for administrative support for the EOC as necessary.
- ❑ Participate in the EOC Incident Action Plan meetings consistent with the "**Planning P**" planning cycle. *(See Basic Plan, Section 5.3)*
- ❑ Maintain the financial continuity of County payroll, payments and revenue collection.
- ❑ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Cost and Time Unit at the end of each operational period.
- ❑ Confer with Planning Section Damage Assessment Unit regarding damage cost estimates for County-owned facilities.
- ❑ Ensure that summary cost estimates associated with the emergency response are compiled on a regular basis.
- ❑ Brief Management on all financial management issues needing attention and follow-up.

EOC Deactivation

- ❑ Authorize deactivation of Units within the Finance Section when no longer required.
- ❑ Ensure that any open actions are handled by Section staff or transferred to other EOC functions as appropriate.
- ❑ Provide Logistics Section Supply Unit with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Participate in post-emergency debriefing and critique session
- ❑ Participate in After-Action Reporting and Corrective Action Plan meetings.
- ❑ Resume normal activities.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Provide Kern OES with response cost summaries and supporting documentation to support the cost recovery process.
- ❑ Implement any assigned corrective actions.

COST & TIME UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC (or other designated reporting location) and obtain briefing from the Finance/Administration Section Chief.

- ❑ Initiate and maintain an Activity log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

- ❑ Keep up to date on the situation and resources associated with the Section. Maintain current status reports and displays.

- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, as indicated.

- ❑ Assign and brief incoming staff:
    - Initial incident objectives and priorities
    - Resources deployed
    - Reporting requirement
    - Accountability and safety measures
    - Communications capability
    - Issues that require follow-up

- ❑ Activate and maintain the Disaster Accounting System and procedures to capture and document costs related to emergency response, in coordination with other Sections.

- ❑ Inform all EOC Sections and County departments that the Disaster Accounting System is to be used.

- ❑ Confer with Planning Section Damage Assessment Unit as requested regarding damage cost estimates for County-owned facilities.

Extended Duration

- ❑ Ensure that daily personnel time records from all volunteers, and contract and mutual aid personnel are prepared consistent with the Emergency Timekeeping Procedure.

- ❑ Establish a process to identify and aggregate personnel timekeeping records to capture all activities and overtime costs associated with the incident.

- ❑ Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).

- ❑ Ensure that all time records identify scope of work and site-specific work locations consistent with Damage Survey Reports (DSRs).

- ❑ Ensure that daily personnel timekeeping records are accurate and prepared in compliance with the Emergency Timekeeping Procedure.

- ❑ Keep the Finance/Administration Section Chief advised of Unit status and on any problem areas that now need or will require solutions.
- ❑ Ensure that all information is verified to be correct on the timekeeping records and reports are signed.
- ❑ Regularly compile and summarize cost estimates for expenses and extraordinary labor associated with emergency response.
- ❑ Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.
- ❑ Brief your relief at shift change time. Ensure that in-progress activities are identified, and follow-up requirements and responsibilities are assigned.

EOC Deactivation

- ❑ Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- ❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- ❑ Review all cost and time documents for accuracy.
- ❑ Receive and allocate federal and state reimbursement payments.
- ❑ Organize and prepare records for final audit.
- ❑ Ensure that all required forms or reports are completed prior to your release and departure.
- ❑ Provide Logistics Supply Section staff with list of any supplies to be replenished.
- ❑ Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Provide input to the After-Action Report and Corrective Action Plan.
- ❑ Resume normal activities.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

COMPENSATION & CLAIMS UNIT

EMERGENCY ACTION CHECKLIST

Initial Response

- ❑ Report to EOC and obtain briefing from the Finance/Administration Section Chief.

- ❑ Initiate and maintain an Activity log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*

- ❑ Assign and brief incoming staff:
  - Initial incident objectives and priorities
  - Resources deployed
  - Reporting requirement
  - Accountability and safety measures
  - Communications capability
  - Issues that require follow-up

- ❑ Keep up-to-date on the situation and resources associated with the Section. Maintain current status reports and displays.

- ❑ Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Personnel/Volunteer Unit of the Logistics Section and ICS Field Level Compensation/Claims Unit Leader, as indicated.

- ❑ Keep the Finance/Administration Section Chief advised of Unit status and activity on any problem areas that now need or will require solutions.

- ❑ Maintain a log of all incident-related injuries occurring during the emergency and a file for each injured person.

- ❑ Develop and maintain a log of potential and existing claims against the County and of workers compensation claims.

Extended Duration

- ❑ Investigate and prepare claims related to any injuries and damage to County property and notify and file claims with insurers, as indicated.

- ❑ Periodically review all logs and forms produced by the Unit to ensure:

  - Work is complete
  - Entries are accurate and timely
  - Work is in compliance with Kern County requirements and policies

- ❑ Receive and process claims for any injured personnel or volunteers working at the emergency; coordinate with the reporting Unit as needed.

- ❑ Determine if there is a need for Compensation-for-Injury and Claims Specialist and deploy staff as needed.

- ❑ Participate in regular Section briefings and provide Section Chief with input to the EOC Incident Action Plan, as indicated.
- ❑ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-emergency processing.
- ❑ Manage investigations and compensation of any incident-related physical injury or property damage claims involving Kern County.
- ❑ Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.
- ❑ Obtain all witness statements pertaining to claims and review for completeness.
- ❑ Prepare insurance claims and disaster assistance applications, as indicated.
- ❑ Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements and responsibilities are assigned.

EOC Deactivation

- ❑ Upon EOC deactivation, release resources, as directed.
- ❑ Provide Logistics Supply Section staff with list of any supplies to be replenished.
- ❑ Deactivate Unit and close out logs when directed by Section Chief.
- ❑ Submit logs and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- ❑ Provide input to the After-Action Report and Corrective Action Plan.
- ❑ Resume normal activities.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.