

Develop Fiscal and Administrative Plans

Establish a Plan to Document Financial Expenditures and Administrative Functions

Complete Chapter 11: Continuity of Operations Plan

Worksheet 6-A: Insurance Policies

→ Collaborate → Plan Backup Systems → Review Annually → Exercise the Plan

Establish a Plan to Document Financial Expenditures and Administrative Functions



PLANNERS: BOARD OF HEALTH WITH THE EMERGENCY MANAGER ALONG WITH ADMINISTRATIVE AND FIDUCIARY REPRESENTATIVES FOR THE COMMUNITY AND SCHOOLS (OR THE DISPENSING SITE CONTACT)

Instructions

- Determine who will be responsible for financial management during an emergency. Costs must be accurately documented in order to receive compensation from the state or federal government.
- Review compensation policies for staff. Personnel may need to work overtime.
- Review insurance policies for staff and volunteers and citizens (patients): liability and workers compensation.
- Develop a mechanism to document incidents related to injury compensation that may occur during an emergency.
- Review your resource and supply lists and memoranda of understanding to determine financial obligations (see previous worksheets).

Plan Components

- Develop a system to document all costs
- Develop a system to document staff and volunteer time
 - Time-in/Time Out, Total hours worked
 - Equipment usage time
- Outline insurance policies
- Staff overtime policies



Resources: Incident Command System 300; Organization and Staffing



Worksheet 6-A : Insurance Policies

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