

EST MEMBER ACTION SHEET

Fiscal Services Section Chief
(CFO)

Responsibilities

- Reports to EST Manager.
- Tracks ongoing expenses used to manage crisis.
- Facilitates the purchase of equipment and supplies needed to meet crisis demands.

Immediate Actions (initiated within first hour of the emergency)

- _____ Establishes line of communication with EST Manager.
- _____ Establishes means of fast tracking any purchase requests.

Intermediate Actions (normally taken after 1st hour of emergency and over next four–six hours)

- _____ Receives briefing from EST Manager or designee regarding status of the crisis.

Extended Actions (if emergency lasts longer than eight hours and/or declared over)

- _____ Prepares fiscal summary of expenditures during the critical incident.
- _____ Collaborates with HSEMA regarding federal reimbursement for LEA damages associated with a Presidentially declared disaster.
- _____ Prepares summary of expenses and provides supporting documentation to facilitate federal reimbursement through HSEMA.