

Emergency Operations Center (EOC) Skillset: Cost Unit

Task Category:

Cost Unit Activation Phase Checklist

Cost Unit Operational Phase Checklist

Cost Unit Demobilization Phase Checklist

Task Categories: Complete Cost Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Cost Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ICS 214) and other necessary files.	C, E, F, I, T, A		
3. Establish (or implement) an accounting system and special cost codes associated with the emergency or disaster.	C, E, F, I, T, A		
4. Monitor all incident expenditures, and coordinate with the Time Keeping Unit, Purchasing Unit, and Logistics Coordination Section's Supply Unit to collect all cost data.	C, E, F, I, T, A		
5. Receive invoices and processes authorizations for payment.	C, E, F, I, T, A		
6. Ensure all SEOC sections, branches, and units are documenting cost-related information based on established procurement practices and requirements from the Planning Coordination Section's Documentation Unit.	C, E, F, I, T, A		
7. Collect and compile cost information at the end of each shift.	C, E, F, I, T, A		
8. Record all incident cost data regarding the following: <ul style="list-style-type: none"> ▪ Personnel, labor, and associated benefits, ▪ Use of State-owned equipment, ▪ Equipment and facility rentals, ▪ Supplies purchased from outside vendors, and Contracts for special or emergency services. 	C, E, F, I, T, A		

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9. Coordinate content and format of cost-related files with the Documentation Unit for record keeping purposes.	C, E, F, I, T, A		
10. Review existing documentation to determine if additional costs were overlooked.	C, E, F, I, T, A		
11. Prepare cost estimates related to SEOC objectives, strategies, and operations. As required, present costs at SEOC planning meetings.	C, E, F, I, T, A		
12. Compile cumulative cost records daily.	C, E, F, I, T, A		
13. Ensure agencies/departments compile cost information using any special agency/jurisdiction-specific cost codes.	C, E, F, I, T, A		
14. Compile damage cost estimates and maintain a central documentation file to support cost recovery efforts.	C, E, F, I, T, A		
15. Daily, monitor direct costs and anticipated costs and track obligations (e.g., contractor, vendor, personnel, internal resources, etc.) against established cost/procurement ceilings.	C, E, F, I, T, A		
16. When actual costs are established, ensure estimated costs are replaced with actual costs.	C, E, F, I, T, A		
17. Upon request, provide verbal or written cost reports, cost analysis reports, cost projections, and other related reports to the Finance/Admin Coordination Section Chief.	C, E, F, I, T, A		
18. Prepare and maintain a cost report to provide a cumulative analysis, cost summaries, and total expenditures related to the incident.	C, E, F, I, T, A		
19. Complete regular cost analyses to provide cost estimates and provide cost saving recommendations in support of Purchasing Unit and Logistics Coordination Section Supply Unit activities. Communicate findings to Finance/Admin Coordination Section Chief, Purchasing Unit, and Logistics Coordination Section Supply Unit.	C, E, F, I, T, A		
20. Organize and prepare records for audits as necessary and complete internal audits to verify budget accounts, invoices, and necessary documentation are in order.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
21. Coordinate with other State agencies/departments and outside disaster assistance throughout the cost recovery process.	C, E, F, I, T, A		
22. Support Compensation/Claims Unit in the development of documentation for state and federal cost recovery requirements, documenting allowable costs.	C, E, F, I, T, A		
23. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Cost Unit SEOC Demobilization Phase Checklist

24. Ensure copies of all cost-related documentation are provided to the Planning Coordination Section Documentation Unit to support cost recovery efforts.	C, E, F, I, T, A		
25. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		