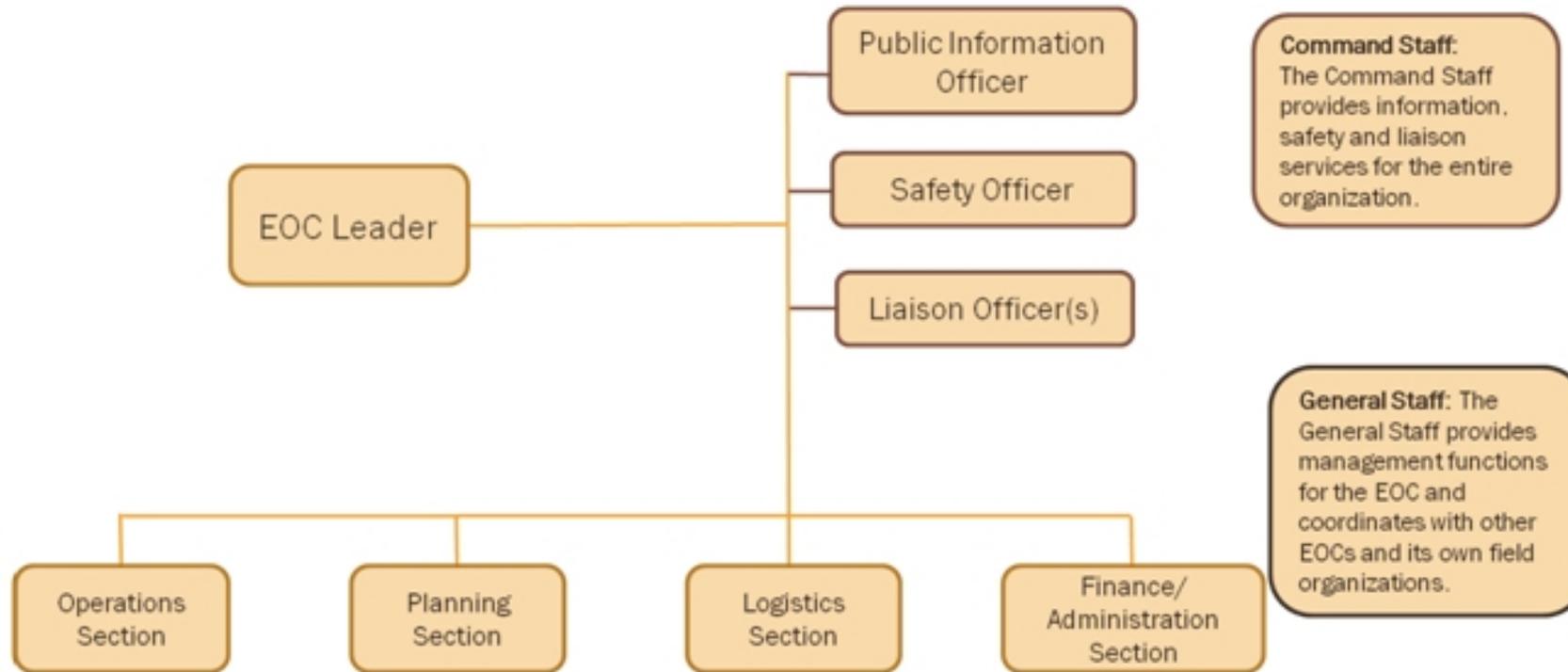


Finance Admin Section
in the
State Emergency Operating Center
(SEOC)

Rick Woodruff

Finance /Admin Section in the SEOC



Finance /Admin Section in the SEOC

First question when we walk into the EOC

What is the coding for this event

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Then we log in

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Set up the files and worksheet

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Contact staff from other state
agencies that are working in the
EOC

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Reasons for other agency staff in the EOC

- They are part of a Emergency Support Function (ESF)
- The agency has their own authority during an emergency
- Supporting command and general staff functions

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We e-mail each individual requesting a contact to attain estimated costs.

- Salary and benefits (Specifically overtime)
- Goods and services purchased in response to the event.

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Attain a contact in the National Guard Joint Operating Center (JOC)

- Payroll estimates
- Travel and meal costs
- Use of National Guard Equipment
- Misc. Supplies

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We start populating the salary projection worksheet with estimated hours for Military Department employees.

- Usually for 12 hours
- Adjust the next day for actual hours

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Other costs that are recorded.

- Meals
- Light refreshments
- Misc. supplies

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An estimated costs report is created.

- SEOC
- Other agencies
- National Guard
- Direct support from the federal government
- Support from other states

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The report is distributed.

- EMD Director
- Deputy EMD Director
- CFO
- Deputy CFO
- EOC Supervisor
- OFM Budget Analyst via the CFO
- Disaster Manager
- Public Assistance (PA)

Finance /Admin Section in the SEOC

Misc. Functions

- Attend meetings representing the section
- Contribute to reports
- Part of the process of approving purchases and agreements
- Attaining copies of agreements

Finance /Admin Section in the SEOC

Any Questions?

Finance /Admin Section in the SEOC

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