

INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

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ALL HAZARD CHECK LIST

ALL HAZARD CHECKLIST

PRE-INCIDENT

- Ensure access to Reference Library – Wildland Fire and All Hazard.*
- Copies of Agreements (interagency, joint powers, cost share, cooperative, local, etc.)
- Copies of Emergency Planning Documents (Pandemic, Hurricane, All Hazard Response Guides, etc.) that are applicable, if any.
- Geographic Area Supplements.

ARRIVAL AT INCIDENT

- Participate in any in-briefings regarding the incident response.
- Contact Numbers of Key Agency Fiscal Personnel/Assigned Liaison, if one assigned.
- Incident Agency Business Operating Guidelines.
- Copy of Incident Agency organization chart, telephone list.
- Copy Incident Action Plan.
- Copy Wildland Fire Situation Analysis (WFSA).
- Copy of Delegation of Authority.
- Determine how medical care being handled.
- Procedures for hiring and paying casualties.
- Determine ordering processes in place or anticipated (EMAC, FEMA.)
- Determine who and how incident procurements are being handled.
- Understand expenditure, purchasing and property restrictions.
- Determine Incident Agency Finance Package Guidelines.
- Determine the need to establish agreements with other Federal partners (i.e., incidents on Federal lands where another federal agency comes to assist.)
- Local area and state maps.
- Copy of Emergency Support Function, Regional Operations Center, Area Command, Incident Management Team (IMT) and Incident Agency Briefing schedules and conference call times.

* The IBA Field Reference may be found at:
<http://www.nwcg.gov/teams/ibpwt/instructional.html>.

ALL HAZARD CHECK LIST – Continued

DURING INCIDENT

- Incident periods, FEMA declaration time frames.**
- Copies of any FEMA Mission Assignment(s) (MA).**
- Meet with Key Agency Personnel to discuss financial guidelines, issues and concerns.
- All Accounting Codes applicable to the incident response.**
- Initiate incident cost accounting to meet agency reimbursement needs.
- ESF 4 – Organization Chart for the Incident, if applicable.
- ESF, Regional Coordinator Center or Joint Field Office Organization Chart with contact names and numbers, as needed.
- On-scene FEMA contact name(s) and numbers.

POST INCIDENT

- Participate in transition meeting with incoming/outgoing financial staff/advisors.
- Close-out with Agency Administrator or designee.

* Found in the Tool Kit of Interagency Incident Business Management Handbook or on-line at www.nwcg.gov

** May also be obtained at incident arrival and/or need to check on an on-going basis for additions.
