Emergency Support Functions Annex

ESF-16 FINANCE AND ADMINISTRATION

ESF Coordinator: Department of Finance and Procurement

Primary Agency: Department of Finance and Procurement

Section: Finance and Administration

Support Agency: Department of Human Resources

INTRODUCTION

Purpose

Emergency Support Function (ESF)-16 Finance and Administration provides guidance and direction to designated agencies responsible for coordinating fiscal and administrative services during a significant event.

Scope

ESF-16 Finance and Administration coordinates the resources necessary to provide fiscal and administrative services during a significant event. Activities within the scope of ESF-16 functions include: coordinates incident related procurements and acquisitions; ensures all incident related costs are monitored and tracked; and provides guidance and direction on administrative workforce matters.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act

ORGANIZATION

ESF Responsibilities

- Reports to and takes direction from the Finance and Administration Section Chief.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve finance and administration issues during the significant event.
Documents information and actions related to finance and administration missions and assignments.

Utilizes current methods and procedures to process requests for assistance.

**Agency Roles and Responsibilities**

**Department of Finance and Procurement (DFP)**

- The agency recognized with ESF coordination and primary responsibility. DMFS is responsible for the overall ESF leadership and coordination associated with fiscal and administrative services during a significant event.

**Procurement Unit**

- Ensures all incident purchases, contracts, leases, and other fiscal agreements are properly documented and assists in emergency procurement.

**Financial Support Unit**

- Maintains record of costs and expenditures and provides cost estimates to ESFs.

**Management Support Unit**

- Coordinates all employee workforce-related functions during a significant event.

**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Coordinates the resources necessary to provide fiscal and administrative services during a significant event.

- **Assignment 1-1:** Identifies, prioritizes, procures, and allocates available resources to provide fiscal and administrative services.

- **Assignment 1-2:** Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Coordinates incident-related procurements and acquisitions.

- **Assignment 2-1:** Coordinates with the Supplies Unit to ensure all incident support supply and resource purchase information is properly documented and maintains compliance with all applicable procurement laws, regulations, and policies.

- **Assignment 2-2:** Executes, administers, and documents vendor contracts, leases, and other fiscal agreements.
Assignment 2-3: Provides assistance and support by identifying sources for procuring emergency supplies and services.

**Mission 3:** Ensures all incident-related costs are monitored and tracked.

Assignment 3-1: Collects, analyzes, and documents detailed record of costs and expenditures from each ESF.

Assignment 3-2: Provides usage and cost estimates based on established thresholds.

**Mission 4:** Provides guidance and direction on administrative workforce matters.

Assignment 4-1: Ensures proper reporting and documentation of any incident-related claims.

Assignment 4-2: Coordinates activities associated with the re-allocation of human resources.

Assignment 4-3: Collaborates with the EOC Health and Wellness Officer to ensure EOC personnel have access to relevant employee assistance programs.
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