



**Northern Berkshire County MACC**  
**General Staff**  
**Finance/Admin Chief Standard Operating Guideline (SOG)**

**Purpose:**

The purpose of this checklist is to provide a Standard Operating Guideline (SOG) to be utilized by an individual serving as the Finance/Administration Section Chief at the Northern Berkshire Regional MACC.

**Responsibilities:**

- Exercise overall responsibility and supervision of the Finance and Administration Section.
- Ensure that all Finance and Administration Functions are carried out, including the tracking of personnel time, managing standard business processes and/or systems supporting continuity operations, administering compensation, maintaining or executing emergency contracts, and/or conducting cost analyses as required.
- Establish the appropriate level of Finance and Administration Section staffing and assignments as determined by the scope/severity of an Incident/Emergency or identified within an Incident Action Plan (IAP). Monitor the effectiveness of Finance and Administration Section effectiveness and modify accordingly.

**Reports to:**

MACC Manager

**Direct Reports:**

- Finance Section Staff (as required)

**Coordinates with:**

- MACC Public Information Officer (PIO)
- MACC Operations Section Chief (OSC)
- MACC Logistics Section Chief (LSC)
- MACC Planning Section Chief (PSC)
- External Agencies as required



**1.0 Pre-Event Actions**

- 1.1 Review and become familiar with the MACC Organizational Chart (See Attachment 1), MACC Concept of Operations (ConOps), this SOG, as well as other documentation related to the Finance/Administration Section Chief as appropriate.
- 1.2 Attend annual MACC Concept of Operations and SOG training in order to become and remain familiar with the Concept of Operations / Integrated Sequence of Actions, as well as the responsibilities identified in this SOG.
- 1.3 Participate in scheduled drills and exercises that include a MACC activation component by serving as the Finance/Administration Section Chief position.
- 1.4 Be prepared to serve as a Finance/Administration Section Chief during activation of the MACC.

**2.0 Initial Actions**

2.1 **Determine the Event Type** - Immediately upon receiving notification, determine the type of event (Notice or No-Notice) and the appropriate initial actions to be performed. Assist the MACC Manager by utilizing the following table to determine the appropriate initial actions:

If the Event is a:	Then:
<b>Notice Event –</b> Such as a forecasted weather event or other event with notice prior to actual occurrence or impact	<b>Proceed to Step 2.2</b> Notice / Forecasted Event
<b>No-Notice Event –</b> Such as an infrastructure failure, active shooter incident or hazmat spill with no notice prior to actual occurrence or impact	<b>Proceed to Step 2.3</b> No-Notice / Unanticipated Event

2.2 **Notice Event and/or Forecasted Event** – Prior to the occurrence or impact of a Notice and/or forecasted event, participate in the following pre-impact planning activities.

- 2.2.1 Participate in pre-event planning meetings with MACC staff to discuss:
  - Areas of the Region (Northern Berkshire County) that may be impacted by the Notice and/or forecasted event.



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- Preparation activities prior to the event’s impact or occurrence.
- Determination of appropriate MACC staff and resource requirements needed to respond to the event upon its actualization.

2.2.2 Upon completion of pre-event planning activities, proceed to Step 2.3.1 (Initial Assessment of the Situation).

2.3 **No-Notice and/or Unanticipated Event** – Provide your initial assessment of the situation to the MACC Manager through the following activities:

2.3.1 Perform an initial assessment of the situation regarding the scope and severity of areas of the Northern Berkshire Region which may or actually have experienced impact from the emergency event.

- 2.3.2 Assist the MACC Manager by providing input on initial actions, including:
- Financial/administrative functions and services required to support anticipated operational, planning, and/or logistical MACC activities.

2.3.3 Provide Finance/Administration input into the development of the Incident Action Plan (IAP) and Planning Cycle for the event.

2.4 **Activation of the MACC** – In support of MACC activation, provide input and assistance to the MACC Manager regarding activation of the MACC by conducting the following activities:

2.4.1 Determine if the MACC should be activated and the appropriate level of MACC activation based on the type and projected/actual impact of the emergency event. Utilize the MACC Activation Level Description and Actions table below to determinate the appropriate MACC Activation Level.

If a hazard or threat condition has occurred and involves the following anticipated time frame:	And the event involves the following event types or conditions:	Then the event requires the following MACC activation level:
0-4 Hours	<ul style="list-style-type: none"> <li>• <b>Examples</b> – Suspicious Devices, Localized and/or Rolling Power Outages, Severe Weather Advisory, Moderate incidents involving 2 or less communities, Transportation accident involving hazmat</li> <li>• <b>Activation and Duration:</b> Virtual (optional) or Physical / Under 4 hours</li> <li>• <b>Staffing:</b> Limited</li> </ul>	<p><b>Level 1 –Standby/ Monitoring Activation</b></p> <p><b>Standby/Monitoring Activation for up to 4 hours and/or until incident stabilization has occurred.</b></p>



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	<ul style="list-style-type: none"> <li>• <b>Response:</b> Event monitoring, Activation of Information Sharing Networks</li> <li>• <b>Information:</b> Initial dissemination of information, Status reporting as required, WebEOC coordination and assistance, Public Information Support as required</li> <li>• <b>Resources:</b> Coordination unlikely, monitoring only</li> </ul>	
<b>4-24 Hours</b>	<ul style="list-style-type: none"> <li>• <b>Examples</b> – Large incidents involving 2 or more communities, Extended localized utility outages, Wildfire threatening segment of Sub-Region, Hazmat spill/release</li> <li>• <b>Activation and Duration:</b> Physical Activation / 8-24 hours</li> <li>• <b>Staffing:</b> 1-2 MACC + required ESF personnel contingent upon scope/severity</li> <li>• <b>Response:</b> Event monitoring, Public Information Support, MACC IAP for multiple operational periods, and Coordination with activated EOCs required</li> <li>• <b>Information:</b> Initial dissemination of information, WebEOC coordination and assistance, Situation Brief and Status reporting performed at regular intervals, JIS Support and coordination with MEMA REOC</li> <li>• <b>Resources:</b> Coordination likely required, Facilitation and coordination of resource requests as needed, Coordination with MEMA REOC as needed</li> </ul>	<p><b>Level 2 – Partial Activation</b></p> <p><b>Partial Activation of the MACC for up to 24 hours from the onset of occurrence and until incident stabilization is reached.</b></p>
<b>An undetermined timeframe for resolution.</b>	<ul style="list-style-type: none"> <li>• <b>Examples</b> - Major or regional emergency with multiple or all communities requiring heavy resource requirements, Large-scale Hazmat spill/release, Hurricane/Ice Storm/Blizzard affecting entire County, Major Wildfire, Pandemic/Epidemic Disease Outbreak</li> <li>• <b>Activation and Duration:</b> Physical Activation / Beyond 24 hours</li> <li>• <b>Staffing:</b> All MACC staff + required ESF personnel contingent upon scope/severity</li> <li>• <b>Response:</b> Event monitoring, Public Information Support, MACC IAP for multiple operational periods, and Coordination with activated EOCs required</li> <li>• <b>Information:</b> Initial dissemination of information, WebEOC coordination and assistance, Situation Reporting (SitReps) performed at regular intervals, JIS Support and coordination with MEMA REOC</li> <li>• <b>Resources:</b> Coordination highly likely, Facilitation and coordination of resource requests, Coordination with MEMA REOC</li> </ul>	<p><b>Level 3 - Full Activation</b></p> <p><b>Full Activation of the MACC beyond a 24-hour basis and until incident stabilization has occurred.</b></p>

- 2.4.2 In conjunction with the Operations, Logistics, and Planning Section Chiefs, determine the appropriate level of staffing for the MACC, including Command and General staff. Provide agreed upon input to the MACC Manager.
- 2.4.3 Identify the appropriate level of staffing that must be instituted for the Finance and Administration Section and provide to the MACC Planning Section Chief. Specifically, identify Finance and Administration Section positions to be filled.



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- 2.4.4 When directed by the MACC Manager, support the order to activate the MACC by overseeing finance and administration activities, and specifically, managing standard business continuity processes supporting MACC operations, and/or tracking personnel time.

### **3.0 Ongoing Actions**

**3.1 Monitor and Manage all MACC financial and administrative support processes** – Monitor and manage all standard MACC financial and administrative support processes and systems supporting MACC operations, including the tracking of all personnel time and payroll/compensation requirements, facility damage assessments and claims, or personnel injury reports. As required, manage the following types of activities:

3.1.1 Manage the process of tracking all personnel time and hours worked and ensuring that accurate records are kept.

3.1.2 Track all regular-time and overtime work hours of all MACC staff.

3.1.3 Coordinate with the all Section Chiefs and personnel to collect records and information which related to personnel time keeping.

3.1.5 Provide cost/benefit analysis and/or other purchase related analysis as needed or identified on behalf of locally affected communities requesting or requiring assistance in this task.

3.1.6 Communicate the need for all staff to complete and submit event and position logs and/or related information.

3.1.7 Provide additional administrative or financial assistance as determined by the MACC Manager.

### **4.0 Event Termination and Recovery**

**4.1 Transition to Demobilization** – Provide assistance to the MACC Manager by performing the following activities:

4.1.1 Determine Finance and Administration Section staff to be released from the MACC when they are no longer needed to support response efforts.

4.1.2 Establish a seamless transition into recovery operations by supporting the development of a Demobilization and Recovery Plan. Coordinate with MACC Command, General and staff to determine the following.



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- Identify recovery timeframe benchmarks and goals.
- Determine staff or equipment release considerations or demobilization requirements.
- Determine post-event financial and/or administrative services required to support MACC operations throughout recovery and demobilization.

**4.2 Perform Reconstitution and Recovery Actions** – Provide support in the implementation of the Demobilization and Recovery Plan by implementing any financial and/or administrative tasks, including:

- 4.2.1 Perform required financial/administrative tasks needed to support demobilization and recovery activities.
- 4.2.2 Gather and complete all personnel time/wage documentation,
- 4.2.3 As requested by local communities within the Northern Berkshire Region, support the collection of required financial information as determined by the MEMA REOC/SEOC as required to support a Declaration of Emergency (Presidential and/or Disaster, etc.).

**4.3 Participate in After-Action Review and Corrective Action Planning** – Provide assistance to the MACC Manager by performing the following activities:

- 4.3.1 Gather all Incident/Emergency related documentation.
- 4.3.2 Participate in emergency event hotwash meetings, After Action, or Corrective Improvement Planning Conferences.
- 4.3.3 Support the development of an After Action Report and Improvement Plan (AARIP) by providing feedback regarding Finance and Administration Section strengths, shortfalls or future needs that were discovered during the conduct of response/recovery operations. Specifically, support mitigation and the procurement/financial tasks associated with reducing future loss or risk.



**Attachment 1**

**MACC Organization Chart**

