

---

**All Hazards Emergency Plan  
Facility Action Cards (FACs)**

**FACs – Finance/Administration Leader**

The facility's Finance/Administration Leader is appointed by the Incident Commander (IC).

1. The facility's Finance/Administration Leader reports directly to the IC.
2. The facility's Finance Leader is tasked with tracking incident related costs, personnel records, and requisitions, and administering procurement contracts required by Logistics.
  - Contract negotiation and monitoring
  - Timekeeping
  - Cost analysis
  - Compensation for injury or damage to property
3. The specific details of the facility's Finance/Administration Leader can only be determined by the type of incident that is being managed.
4. The facility's Finance/Administration Leader may work directly with corporate leadership and applicable regulators (local, county, state and federal) while managing the situation.
5. The facility's Finance/Administration Leader position shall remain active until terminated by the facility's IC.