

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.

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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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