

COMPENSATION/CLAIMS UNIT LEADER JOB AID

Position: Compensation/Claims Unit Leader

Section: Finance/Administration Section

Mission:

To manage and direct all claims and compensation for property damage and personal injury resulting from the incident.

Duties:

- ❑ Report to Finance/Administration Chief for situation briefing.
 - ❑ Establish contact with Safety Officer and Liaison Officer to ensure claims are directed to the unit.
 - ❑ Establish a claims phone-in number and arrange with the Information Officer to inform media.
 - ❑ Determine the need for compensation for injury and claims specialists.
 - ❑ If possible, co-locate compensation-for-injury work area with the Medical Unit.
 - ❑ Coordinate with Procurement Unit on procedures for handling claims.
 - ❑ Ensure that all compensation for injury and claims documents are up-to-date.
 - ❑ If requested, provide for a disaster financial assistant to advise Incident Command.
 - ❑ Maintain unit log (ICS Form 214).
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