## **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).