

C.12. CFO Checklist

CFO CHECKLIST			
No.	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Be prepared to execute the administrator's checklist until someone more suitable arrives.		
3.	Attend all Emergency Management Chairman's briefings.		
4.	Make special provisions for budget, accounting and purchasing purposes, if required.		
5.	Ensure rapid procurement of all necessary equipment as required.		