



KENTUCKY EMERGENCY MANAGEMENT

Andy Beshear
Governor

Boone National Guard Center
100 Minuteman Parkway
Frankfort, KY 40601-6168

Eric Gibson
Director

L0975-AHIMT Finance-Administration Unit Leader
August 18-20, 2025
Kentucky Emergency Management SEOC
100 Minuteman Parkway
Frankfort, KY 40601

Course Description

This advanced-level course equips emergency management professionals with the skills and knowledge to serve as Finance/Administration Unit Leaders (FAULs) within an Incident Command System (ICS). Participants will explore the full scope of financial operations in an all-hazards environment, including: Unit Setup & Management, establishing and organizing the Finance/Admin Unit within the ICS structure; Time Unit Operations, tracking personnel time and ensuring documentation; Procurement Procedures, managing contracts, purchases, and vendor coordination; Compensation & Claims, handling injury claims, property damage, and liability issues; Cost Analysis, monitoring and reporting incident-related costs for budgeting and reimbursement; Information Gathering & Reporting, collecting financial data and producing timely reports for incident leadership; Inter-unit Coordination, collaborating with other ICS units to ensure seamless financial operations. ***Class will begin at 8:00 a.m. EST until 5:00 p.m. EST each day.***

Student Criteria

This course is open to all Emergency Management, Rescue, Fire, Emergency Medical, and Law Enforcement personnel or other organization having responsibility for incident management. **Pre-requisites include IS100, IS200, ICS300, IS700, and IS800.** Copies of these course completion certificates must be provided before the class to the POC listed below.

Special Notes

A MINIMUM of fifteen (15) advance student registrations is REQUIRED and must be received by August 10, 2025. A MAXIMUM of twenty-five (25) will be accepted. You are considered accepted as a student in this class upon receipt of your application. Letters of acceptance will not be sent. Meals, lodging, and travel expenses are the responsibility of the student and will **NOT** be reimbursed by KYEM.

Registration

Click here for registration: https://forms.logiforms.com/formdata/user_forms/25701_7726379/94169
Students will be notified if the course is canceled. For this reason, it is imperative that you provide accurate contact information.

For more information, contact:

Misty Callahan, KYEM Administrative Specialist
Phone: 502-607-3325; **Email:** misty.callahan@ky-em.org

