State of Ohio

Victim **I**dentification **C**enter

Field Operations Guide

Job Action Sheets

This document was created by the Ohio State Coroners Association

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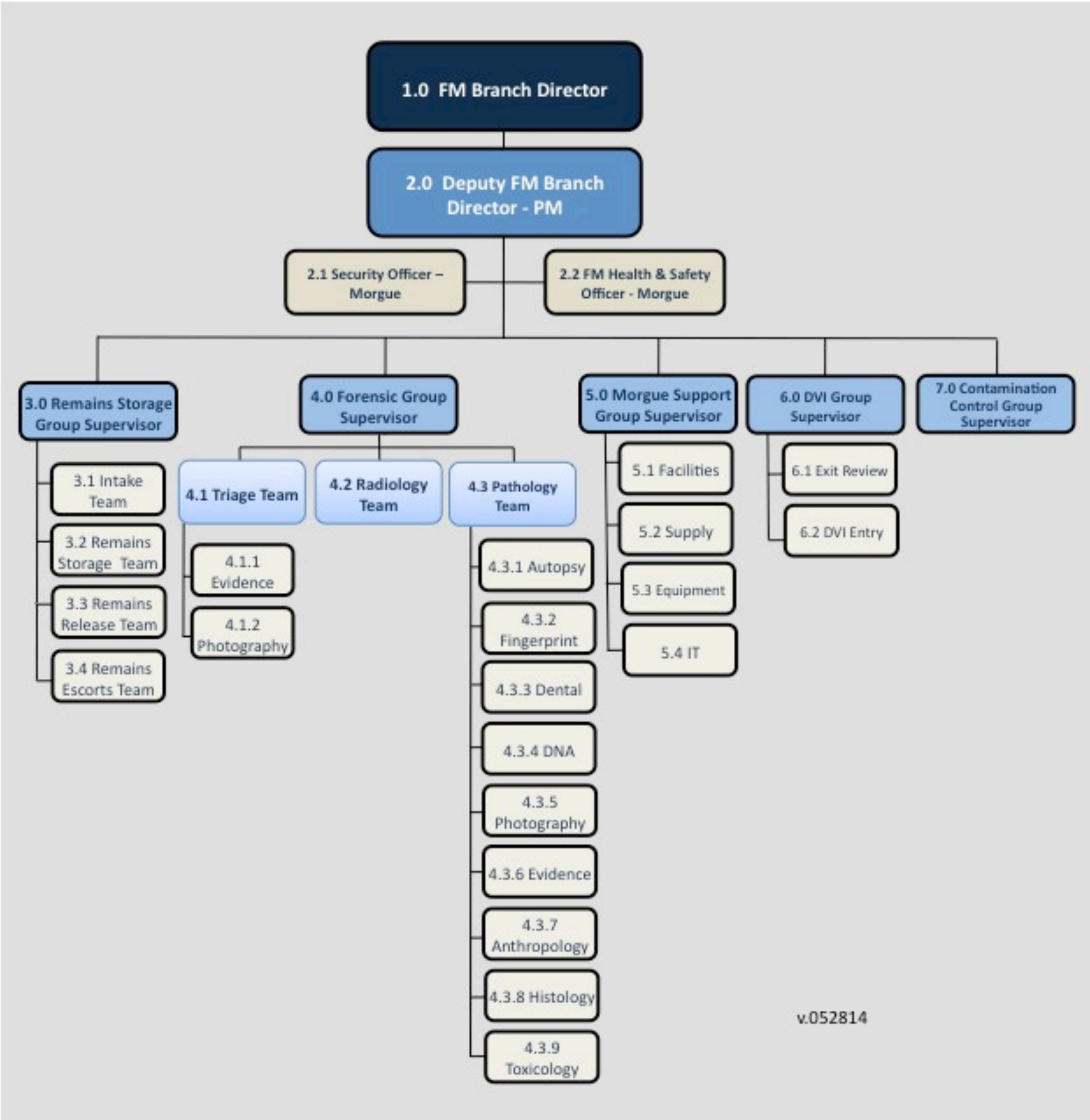
Postmortem Operations Organizational Chart



1.0 Fatality Management Branch Director	
Purpose / Mission	To understand the breadth and scope of a disaster from the standpoint of a Mass Fatality Management (MFM) response. To lead and represent Fatality Management (FM) Branch within the Incident Command System.
Objectives	• Establish jurisdictional authority with regard to MFM Operations. • Establish the FM Branch. • Execute decisions of the Coroner/Medical Examiner (C/ME). • Ensure all MFM operations are conducted in a safe manner. • Provide families with factual and timely information in a compassionate manner, in advance of any public release. • Conduct MFM tasks in accordance with established forensic standards. • Manage the expectations of staff, interagency organizations, families of decedents, community representatives, the press and the public.
Suggested Qualifications	• Executive or Senior Leadership position in the C/ME agency. • Incident Command System (ICS) Knowledge. • Knowledge of agency capabilities. • Ability to delegate.
Assigned Area	Location/assignment depends on active operations. Present in Command Areas of: Scene, Morgue and Family Assistance Center (FAC).
Supervisor	Chief C/ME
Supporting Positions / Functions	Deputy FM Branch Directors (Scene, Postmortem, Antemortem); FM Health and Safety Officer; Agency Public Information Officer; Agency Operations Center; Partner Agency Liaisons.

Activation Checklist

- ❑ Based on Assessment Team incident characterization, confirm the occurrence of a Mass Fatality Incident (MCI.)
- ❑ Establish location for the Fatality Management Branch to serve as command and control for FM Operations.
- ❑ Identify immediate/initial needs for FM operations and make appropriate notifications for deployment of personnel and resources.
- ❑ Establish communications with other investigative agencies on-scene, Agency Operations Center (AOC), Incident Command Post (ICP) and Intelligence and Investigative Section.
- ❑ Identify Deputy FM Branch Directors to oversee Scene, Morgue and Antemortem Operation.
- ❑ Notify Deputy FM Branch Directors and provide them with incident characterization.

- ❑ Participate in operational briefings with Incident Command (IC), or identify a designee to participate.
- ❑ Communicate C/ME objectives, priorities and protocols to the Incident Command.
- ❑ Coordinate operational meeting with the C/ME, Deputy FM Branch Directors and other necessary agency executive staff to determine:
  - ❑ Scene Scope and Scale, required personnel and resources, expected duration of operations, etc.
- ❑ Morgue Type, Number, Workflow, Location.
- ❑ Victim Information Center Activation and C/ME recommendation for FAC Interagency Conference Call.
- ❑ Potential identification modalities to be utilized to make identifications.
- ❑ Security requirements for each operation.
- ❑ Presence of chemical, biological, radiological, and explosives (CBRNE) contamination or other hazardous conditions that present special considerations/precautions for FM Operations.
- ❑ Determine protocol for deploying a unique tracking or field specimen numbering system for remains recovered from the scene.
- ❑ Instruct the Deputy FM Branch Directors to mobilize necessary staff to accomplish operational objectives.
- ❑ Identify a Senior Investigator to serve as the Medicolegal Investigative Liaison to represent the FM Branch if Intelligence and Investigations Section is activated.

Operational Responsibilities

The FM Branch Director is responsible for the following items throughout the operational response to the Mass Fatality Incident. Several of these items will be ongoing or repeated through the course of the response. The FM Branch Director should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Ensure the C/ME is integrated into the jurisdiction's response.
- Continue to obtain updated incident characteristics to identify decision making needs and operational changes.
- Identify decision points to the C/ME and relay decisions to operational personnel, as applicable.
- Ensure proper resources are available to complete FM operations; coordinate with Agency Operations Center, partner agencies and/or the Incident Emergency Operations Center (EOC) to source resources if needed.
- Maintain awareness of operations through the use of regular operational briefings, situation reports and other means necessary.
- Manage issues that arise during the response and recovery process, including interagency coordination.
- Ensure all MFM operations are conducted in a safe, efficient and effective manner.

Forms/Job Aids

- Staff contact list.
- Incident Characterization Form (ICF).

- Participating agency contact list.

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Best Practices and Considerations

- Management of expectations is critical to a successful operation. It is important for the FM Branch Director to maintain communication and transparency with decedent families, other agencies, elected officials and C/ME staff to the extent possible to ensure a clear understanding of the medicolegal identification process.
- During the initial activation of the C/ME response to the incident it is important to keep in mind that decisions made early can affect MFM operational components and strategies. Consider how the following can affect/alter MFM operations:
  - The integration of multiple agencies and/or contractors may be necessary to complete MFM tasks;
  - C/ME Agency assets and/or technology may be damaged or limited following the incident;
  - Health and Safety considerations may limit or postpone aspects of the FM operations;
  - C/ME personnel should be aware of partner agency priorities and protocols to ensure a unified response effort;
  - C/ME personnel should understand jurisdictional protocols related to personal effects and chain of custody; and,
  - Concurrent operations and/or multiple disaster locations will require more complex management structures and additional assets.
- Interagency cooperation is critical following a Mass Fatality Incident to ensure that operations are able to run efficiently and effectively. It will be important to identify the points-of-contact in each agency that will serve as the liaison for coordinating operations. Consider the following:
  - Identify C/ME personnel to participate in partner agency meetings and operations to ensure they are aware of FM Priorities and protocols; and,
  - The point-of-contact can change depending on the operational period. Be aware of these changes and ensure contact lists are current.

Duties to be Performed

Immediate (Operational Period 0-2 Hours)		Time	Initial
1	Receive appointment and briefing from Operations Section Chief (OSC).		
2	Read this entire Job Action Sheet (JAS) and obtain a copy of the Mass Fatality Management (MFM) Plan with Appendices. This can be found in the Hospital Command Center. Put on position identification, if provided.		
3	Notify your usual supervisor of your HICS assignment.		
4	Sign in on the HICS 252 form. All HICS forms referenced herein are located in Appendix C of the MFM Plan.		
5	Meet with the OSC to assess the nature and scale of the incident based on currently available information. Determine what level (Level I, II, or III) of activation is needed, what Mass Fatality		

	Team (MFT) positions should be activated, and how many MFT members are needed.		
6	Using the Mass Fatality Staffing Call List, identify appropriate MFT positions/staff for the first operational period and complete the HICS 204 form. Notify MFT members of their assignment to the MFT via telephone or pager, and let them know where and when to report.		
7	Briefly review your direct reports' JASs prior to handing them out so you understand who will be responsible for which MFM operations.		
8	Use the Briefing Notes sheet attached to this JAS to brief MFT members. • Assign a designated situational reporting time for each Unit Leader to communicate current information with you (approximately every 1 to 2 hours). • Hand out radios, if available, or determine the method of communication. • Instruct them to contact you for any resources they may need to conduct their HICS role. • Have all Mass Fatality staff sign in on HICS Form 252.		
9	Supervise the setup of the hospital temporary morgue.		
10	Make the following internal communications: • Contact the Logistics Section Chief to determine if hospital transportation is available to transport decedents to the local collection point (if one has been designated) if external means of transportation is not available. Share this information with the Mass Fatality Disposition Unit Leader. • Contact Nursing Supervisor and use other methods as available to inform nursing staff that the process for decedent management has changed. Nursing will now need to contact you when a patient dies. Give them a phone number or other method to contact you.		
11	Coordinate with Morgue Security to address any security needs.		
12	Coordinate contact with external agencies with the Liaison Officer, if necessary.		
13	Use HICS Form 214 to record all activities that occur during your shift.		

Intermediate (Operational Period 2-12 Hours)			
14	Supervise members of the MFT and ensure efficient completion of assigned duties.		
15	Communicate with OSC at periodic intervals to provide mass fatality updates.		
16	Instruct all MFT members to periodically evaluate equipment, supply, and staff needs, and to report status to you. Collaborate with Logistics Section to address resource needs.		
17	Assign additional personnel as required using the Mass Fatality Team Incident Staffing Call List (Appendix C of the MFM Plan) and the available hospital's labor pool.		
18	Continue to work with the OSC and community agencies (health department, Emergency Management Agency, Coroner, funeral homes, etc.) to find space for any decedents currently in temporary storage at the hospital.		
19	Ensure that all personal belongings are kept with decedents and/or are secured.		
20	Ensure that all decedents in the hospital's temporary morgue are covered, tagged, and identified where possible.		
21	Monitor death certificate process.		
22	Advise the OSC immediately of any operational issue you are not able to correct or resolve.		

23	Maintain master list of decedents with time of arrival for Patient Tracking Manager.		
24	• Match the pink (from Fatality ID & Notification UL) and white DITC copies (Fatality Disposition UL will bring these to you) by decedent name/number at the end each Mass Fatality Team member shift and/or your shift. • Check to be sure the decedent's name is listed on the Fatality Disposition Management Chart (in temporary morgue). If only the pink copy is available, the body should still be in the hospital. If only the white is available, check with the Fatality ID & Notification UL as notifications may not be complete. • Once both pink and white copies are matched, send these decedent records to Medical Records (and/or Registration) for filing/billing. Otherwise, keep the unmatched copies until a match is collected.		
25	Debrief team members as they leave their shifts. Brief new team members as required.		
26	Keep track of all expenditures incurred for the MFT (e.g., body bags, personal protective equipment, etc.).		
27	Ensure staff health and safety issues being addressed; resolve any issues with the Safety Officer.		
Extended (Operational Period Beyond 12 Hours)			
28	Continue to monitor the MFT's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
29	Rotate staff on a regular basis.		
30	Document actions and decisions on a continual basis.		
31	Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
32	Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Safety Officer. Provide for staff rest periods and relief.		
End of Shift/Demobilization			
33	At shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		
34	Make a copy of all expenditures and give it to the OSC or Finance Section Chief.		
35	The Fatality Disposition Unit Leader and temporary morgue will be the last to be demobilized in a mass fatality incident. As needs for MFT decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader.		
36	Ensure that any equipment used (storage racks, carts, etc.) is cleaned and returned to its original location.		
37	Make two copies of the matched pink and white DITC and: • Give one copy to the Operations Section Chief. • Give one copy to Medical Records and/or Registration. • Keep the original for the disaster file.		
38	Debrief staff on lessons learned and procedural/equipment changes needed.		
39	Upon deactivation of your position, ensure all documentation and HICS Form 214 are		

	submitted to the Documentation Unit.		
40	Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

2.0 Deputy FM Branch Director – Postmortem (PM) Job Action Sheet	
Purpose / Mission	Manage all aspects of operations pertaining to postmortem processing
Objectives	• Ensure all MFM operations are conducted in a safe manner. • Conduct MFM tasks in accordance with established forensic standards: – Document, record, investigate, recover, and process decedents in a dignified and respectful manner; – Accurately determine the cause and manner of death; – Perform the accurate and efficient identification of victims; – Support judicial, public health, and investigative objectives and requirements. • Conduct the rapid return of decedents to their legal NOK.
Assigned Area	Morgue
Supervisor	FM Branch Director
Supporting Positions / Functions	Security Officer – Morgue, Health and Safety Officer – Morgue, Remains Storage Group Supervisor, Forensic Group Supervisor, Morgue Support Group Supervisor, Disaster Victim Identification (DVI) Group Supervisor, Contamination Control Group Supervisor

Activation Checklist

- ❑ Upon receipt of notification request briefing on incident characteristics and executive decisions:
  - See Incident Characterization Form;
  - Verify with C/ME Executive Leadership what identification modalities will be used and acceptable (See Autopsy Policy.
- ❑ Participate in the operational meeting with the FM Branch Director, C/ME and other necessary agency executive staff to determine the following:
  - Type of Morgue;
  - Number of Morgues;
  - Location of Morgue;
  - Morgue Workflow;
  - Time the morgue must be operational.
- ❑ Based on these decisions, determine the following:
  - Immediate personnel activations needed;
  - Morgue reporting time;
  - Morgue set up requirements;
  - Operational periods / staffing pattern.
- ❑ Relay this information and the decisions to key morgue staff.

- ❑ Make appropriate notifications to Morgue Leadership below and confirm 24 hour contact numbers:
  - Security Officer – Morgue;
  - Health and Safety Officer – Morgue;
  - Remains Storage Group Supervisor;
  - Forensic Group Supervisor;
  - Morgue Support Group Supervisor;
  - DVI Group Supervisor.
- ❑ Provide the following information to each individual:
  - Scenario briefing including incident characterization;
  - Instruction to activate subsequent disaster morgue personnel (activate phone tree);
  - Identify the disaster morgue type and workflow;
  - Identify staffing patterns / shifts /operational periods;
  - Identify location of Morgue and any limitations to morgue operations;
  - Instruct personnel on the time to report to the disaster morgue;
  - Instruct personnel on the time the disaster morgue must be operational;
  - Time for initial set up walk through;
  - Direct personnel to consult the FOG to provide guidance;
  - Request a report back from Security Officer, Health and Safety Officer and Group Supervisors with confirmation on mobilization efforts to stand up the Disaster Morgue operation, within an incident specific amount of time. Report backs should contain the following information:
    - ETA for subordinate personnel to Morgue;
    - ETA for supplies / equipment to be delivered to the Morgue per the incident brief;
    - ETA for set up of infrastructure of Morgue;
    - ETA for full operational readiness;
    - Assessment of remains storage current and surge capacity;
    - Identify any concerns regarding Morgue 100% operational within directed timeline.
- ❑ Request Morgue Group Supervisors coordinate with staff to identify gaps in resources and make resource requests.
  - Push resource requests to the Morgue Support Group (Facilities and Supply) to fulfill gaps from the cache.
  - If the Morgue Support Group is unable to fulfill the request push it to the Operations Center for sourcing.
- ❑ Report to Morgue site to begin set up.
- ❑ Request Health and Safety Officer to conduct a risk analysis and develop a health and safety plan for the morgue
  - Ensure the incident characterization is considered.
- ❑ Request that security report to secure the facility site and establish a perimeter to prevent public/media access and establish credentialing check points.
- ❑ Request that the Communication Team develop a communication plan for Morgue Operations, including radio

distribution plan and accountability.

- ❑ Perform walk-through of Morgue and identify layout of Morgue functional areas with Security Officer – Morgue, Health and Safety Officer – Morgue, Remains Storage Group Supervisor, Forensic Group Supervisor, Morgue Support Group Supervisor and DVI Group Supervisor.
  - Review morgue workflow and set up considerations;
  - Identify areas that need to be cleared or cleaned prior to set up [assign to Morgue Support Group Supervisor – Facilities Team.
  - Assess remains storage capacity and Identify location(s) for Remains Storage Facility;
  - Identify intake area for the decedent accessioning ;
  - Identify staff respite area;
  - Identify Morgue layout to initiate set up (upon completion of cleaning);
  - Request the deployment of morgue equipment/supplies needed by the Morgue Support Group;
  - Distribute communications plan and radios, if needed.
- ❑ Hold operational briefing with Morgue leadership personnel to discuss:
  - Team organizational structure, staffing and chain of command;
  - Media issues and policies;
  - Operational work cycles (include schedules for briefings, breaks);
  - Process for requesting supplies and equipment;
  - Incident Characterization updates or changes :
    - Minimum number of individuals involved;
    - Rate of remains recovery.
- ❑ Provide the C/ME Executive Leadership updates on any changes related to Morgue Operations.
- ❑ Follow and adhere to all health and safety protocols.
  - Follow all Universal Precautions against exposure to communicable disease and biohazards.
- ❑ Establish and maintain communications with the Deputy FM Branch Director – Scene and Deputy FM Branch Director –VIC.
- ❑ Notify the FM Branch Director when morgue is ready to commence operations.

Operational Responsibilities

The Deputy FM Branch Director-PM is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Deputy FM Branch Director-PM should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Conduct beginning of shift and end of shift briefings with Disaster Morgue Group Supervisors and Security and Health & Safety Officers.

- Evaluate on-going work flow performance to include:
  - Effectiveness of overall team operations;
  - Assessment of equipment and supply shortages / need;
  - Assurance of health and wellness needs of staff (food, drink, rest periods);
  - Assessment of signs of stress in staff;
  - Adherence to established protocols.
- Develop and submit daily situation report (Sit Rep) at end of shift or when requested to FM Branch Director to include:

  Note: *Submit the Sit Rep to the Agency Operations Center for review by the FM Branch Director. This information will also be utilized by the Agency Operations Center to submit information for the IAP and the overall incident situation report being developed in the jurisdiction EOC.*
  - Number of cases accessioned;
  - Number of cases requiring an internal exam;
  - Number of IDs made broken down by modality;
  - Number of family notifications (typically this is a function of law enforcement);
  - Number of staff on site;
  - Resource needs (supplies / equipment);
  - Morgue layout and requirements;
  - Communications procedures;
  - Accomplishments / ongoing Issues.
- Ensure Morgue suite is thoroughly cleaned and resupplied at end of every operational period.
- Develop demobilization criteria.
- Ensure all personnel are using applicable portions of the FOG and their position checklists.
- Request briefing with the Deputy FM Branch – Scene and VIC in advance of all Interagency meetings.

		Time	Initial
Immediate (Operational Period 0-2 Hours)			
1	Receive briefing from Fatality Management Branch Director (FMBD).		
2	Sign in on the MFM Staff Sign IN/OUT form (HICS 252 Form).		
3	Read this entire Job Action Sheet (JAS).		

4	Make copies of the Death Note and Documentation Unit Leader – Tracking Notes and attached to this JAS.		
5	Either receive a radio or designate a form of communication with other members of the team (cell phone, office phone, runners, etc.)		
Intermediate (Operational Period 2-12 Hours)			
6	Keep in contact with Fatality Branch Director as discussed at your activation.		
7	When notified, report to the decedent location. (Bring supplies at listed at the top of this job action sheet).		
8	If you require assistance in keeping up with the work, contact the Fatality Branch Director for activation of the Fatality Documentation Specialist. *NOTE: Ensure that each activated position receives pre-printed Decedent Information and Tracking Cards.*		
9	You should find the white and yellow copies of the Decedent Information and Tracking Card (DITC) attached to the decedent. Begin to fill out Section 4 of this card as follows:		
10	Pronouncement of Death and Death Certification Signatory • Attempt to immediately find a physician to pronounce death and sign the death certificate. • If unable to find a physician, have a nurse (or other competent person as listed in Appendix I of the MFM Plan) complete the Death Note for the decedent. • Place the Death Note into the decedent's chart and take it (at some point) to Medical Records/Registration.		
11	Place an identifying tag on the decedent. Be sure it is attached securely.		
12	Assure that the decedents belongs are recorded in Section 4. They must be bagged and labeled and kept with the decedent.		
13	Place the decedent in a body bag. You will need assistance with this task.		
14	Record decedent's name/number on the Documentation UL- Tracking Notes. You will use this to follow-up on pronouncement of death throughout your shift.		
15	Transport the decedent to the temporary morgue area.		
16	Transfer custody of the decedent to the Fatality Disposition Unit Leader by securing his/her signature in Section 5 – "received by."		
17	Deliver decedent's chart to Medical Records.		
18	Using the Documentation UL Tracking Notes, follow-up with each decedent to assure that pronouncement has been made and that every effort to get the attending physician to sign the death certificate has been made.		
Extended (Operational Period Beyond 12 Hours)			
19	Continue to monitor the MFT's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
20	Rotate staff on a regular basis.		
21	Document actions and decisions on a continual basis.		
22	Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		

23	Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Safety Officer. Provide for staff rest periods and relief.		
End of Shift / Demobilization Procedures			
24	At shift end, continue to complete follow-ups for those decedents on your tracking Notes form. Discuss any outstanding issues with the FMBD.		
20	Brief your replacement and give them your Tracking Notes so that they can follow-up on any issues you could not clear up.		
21	Sign out on HICS form 252 for Mass Fatality Team (Branch Director has this).		

Forms / Job Aids

- Incident Characterization Form.
- Morgue Contact List.

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List.

Considerations

- The C/ME Executive Leadership will depend on the Deputy FM Branch Director – Morgue for recommendations regarding Morgue Type and workflow. These recommendations will depend on the Incident Characterization – for more information regarding decisions related to type and workflow.
- The presence of CBRNE Contaminants will present significant operational challenges and the need to alter morgue operations to ensure the safety of personnel. Chemical, Biological and Radiological contaminants have varying effects on the morgue workflow and require hazard-specific subject matter expertise. In the event of a CBRNE contaminated incident, the Contamination Control Group Supervisor must be activated to serve as the subject matter expert in HAZMAT operations and ensure that all operations are conducted according to protocol.

2.1 Security Officer – Morgue Job Action Sheet	
Purpose / Mission	Provide for facility security and the security of all human remains, equipment, and personnel in the disaster morgue.
Objectives	• Ensure morgue facility is secure for the entirety of the morgue operations.
Assigned Area	• Various areas / patrol. • Check-in and check-out desk.
Supervisor	Reports to the Deputy Branch Director—PM.
Supporting Positions / Functions	Security officers, as needed; Morgue Support Group.

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Deputy FM Branch Director-PM.
- ❑ Meet with the Deputy FM Branch Director-PM to determine the following:
  - Establishment of perimeters surrounding the disaster morgue.
  - Access points for disaster morgue personnel (check-in / check-out station).
  - Potential interagency representatives to be present.
  - Accepted credentialing.
- ❑ Perform site security assessment based on the location, facility characteristics and incident characteristic.
  - Identify immediate needs to secure the morgue facility.
- ❑ Participate in Morgue walk-through with the Deputy FM Branch Director-PM and Group Supervisors / Team Leaders.
- ❑ Determine security staffing needs based on morgue type and size, incident characteristics and operational periods.
- ❑ Notify security staff and provide the following instruction/information:
  - Upon notification report to the morgue;
  - Operational period / shift changes;
  - Report back;
  - Supply requests;
  - Issue;
  - Use of FOG and position checklists.
- ❑ Establish necessary roadblocks, staff as needed, curtail vehicle access to the area.
- ❑ Determine security communication needs (i.e., radios, phones, video surveillance) and make request to Morgue Support Group.
- ❑ Identify equipment / supplies required by Security Staff and make request to Morgue Support Group.
- ❑ Set up and staff morgue check-in and check-out station(s).
- ❑ Ensure credentialing system is established and operational.

- ❑ Ensure that all non-entry and other advisory signs are placed at all appropriate locations.
- ❑ Assemble security staff and confirm that security set up is complet.
- ❑ Advise the Deputy FM Branch Director—PM of any security issues, foreseeable or actual, and make corrective recommendations.
- ❑ Notify the Deputy FM Branch Director—PM when morgue is secure.

Operational Responsibilities

The Security Officer - Morgue is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Security Officer - Morgue should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Ensure that Morgue Security staff are posted at check-in and check-out points.
- Ensure security personnel monitor the perimeter at all time.
- Ensure only authorized personnel have access to the morgue and proximal facilities as needed.
- Monitor current morgue personnel roster at all times at all checkpoints.
- Log every staff member as he/she enters or exits the facility using the established credentialing system.
- Keep thorough written documentation of all patrols taken by the Morgue Security Team.
  - Complete an incident report for any breach in morgue security. The appropriate supervisory staff must be alerted in the event of such an incident.
- Remove any unauthorized persons entering the morgue facility.
- Monitor use of supplies and notify Morgue Support Group of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period:

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period;
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

- Security log book (paper or computer).
- Personnel check in and checkout form (if paper based).
- Morgue Contact List See Disaster Morgue FOG Appendix 12.5.

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- Checkpoint tables.

Office supplies.

- Chairs.
- Materials for credentialing system (ID badges).
- Communication needs (i.e., radios, phones, video surveillance).

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- Morgue security may want to issue identification badges unique to the incident. Confusion may arise if personnel are instructed to use their day-to-day work identification, as members of numerous different agencies may be present in the morgue and as the identification badges will not list each staff member’s correct incident command system (ICS) position.
- Following a Mass Fatality Incident, it is likely that media/press will attempt to access the morgue site and/or interview C/ME personnel. It is critical that security is aware of the presence of media personnel and is able to prevent their access from sensitive locations. Consider coordinating with the C/ME Executive Leadership to require the Incident Commander identify a specific location for scheduled media briefings. Information from the C/ME is only released by the C/ME as dictated by your agency Public Information Officer.
- The Morgue Security Team should always be aware of morgue staff members’ well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to morgue personnel.

2.2 Health and Safety Officer – Morgue Job Action Sheet	
Purpose / Mission	Provide for the safety and well-being of all disaster morgue personnel during all phases of the incident response.
Objectives	• Ensure all morgue operations are conducted in a safe manner • Ensure compliance with established health and safety protocols
Assigned Area	Various / Patrol (must oversee the operations in the disaster morgue to ensure they are compliant with health and safety standards and protocols)
Supervisor	Deputy Branch Director—PM
Supporting Positions / Functions	Other Health and Safety Team members

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Deputy FM Branch Director-PM
- ❑ Meet with the Deputy FM Branch Director-PM to determine health and safety needs
- ❑ Perform site risk assessment based on the location, facility characteristics and incident characteristics
- ❑ Participate in Morgue walk-through with the Deputy FM Branch Director-PM and Group Supervisors / Team Leaders
- ❑ Determine health and safety staffing needs based on morgue type and size, incident characteristics and operational periods
- ❑ Notify health and safety staff and provide instruction / information:
    - Upon notification report to the morgue
    - Operational period / shift changes
    - Report back
    - Supply requests
    - Issues
    - Use of FOG and position checklists
- ❑ During walk-through and risk assessment identify (or receive report of) potential unsafe conditions, foreseeable or actual and make corrective actions/recommendations
- ❑ Identify the necessary PPE requirements to maintain personnel safety for morgue operations
- ❑ Identify equipment / supplies (other than PPE) required by health and safety staff and make request to Morgue Support Group
- ❑ Request adequate supplies of PPE be staged by the Morgue Supply Team
- ❑ Direct Morgue Health and Safety Team to set up any necessary equipment in the morgue facility
- ❑ Set up stations at the entrance and exit of the morgue facility for personnel to don and/or remove PPE
- ❑ Determine health and safety communication needs (i.e., radios, phones) and make request to Morgue Support

Group

- ❑ Advise the Deputy Branch Director—PM of any health and safety issues, foreseeable or actual, and make corrective recommendations
- ❑ Notify the Deputy FM Branch Director—PM when morgue HASP is completed
- ❑ Prior to commencing operations provide health and safety briefing to all morgue personnel. Health and safety briefing should include:
  - Results of risk assessment
  - Identified risks for awareness
  - Required PPE

Operational Responsibilities

The FM Health and Safety Officer is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The FM Health and Safety Officer should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Conduct a health and safety briefing for all disaster morgue personnel at the beginning of each new operational period.
- Monitor morgue operations for health and safety plan compliance.
  - – Ensure that all personnel are wearing appropriate personal protective equipment (PPE) and adhering to the HASP at all times in the disaster morgue.
  - – Take any necessary corrective actions as quickly as possible.
- Complete an incident report for any breach in morgue Health and Safety Protocols. The appropriate supervisory staff must be alerted in the event of such an incident and report any unsafe conditions and corrective recommendations to the Deputy FM Branch Director—PM.
- Any unsafe conditions and actions taken should be documented appropriately for record management.
- Monitor PPE and other supply stockpile available for disaster morgue personnel. When needed, make resource request to Morgue Supply Team for additional PPE cache.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklist.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Be aware of personnel well-being and ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.

- Report the depletion and restocking needs of your area/station at the end of each operational period.
- Ensure all health and safety related documents (facility plan, accident reports, daily logs) are forwarded to C/ME Records for archiving.

Forms / Job Aids

- Health and Safety Log
- Morgue Contact List

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- Table / desk (space for office work)
- Office supplies
- Chairs
- Adequate supply of all necessary PPE items for the morgue facility

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- The Deputy FM Branch Director —PM directs the C/ME Health and Safety Officer to appoint a Morgue Health and Safety Officer who will report to the Deputy FM Branch Director—PM. It is required that a HASP be developed prior to the commencement of operations.
- Consult local requirements for the development of the HASP. In some jurisdictions, the HASP must be developed by a health and safety consultant or contractor.

3.0 Remains Storage Group Supervisor Job Action Sheet	
Purpose / Mission	Manage and track the storage of remains from accessioning into the disaster morgue through release.
Objectives	• Assess the current available decedent storage capacity and augment to accommodate storage of disaster-related remains until the time they can be processed in the morgue. • Ensure all remains are properly tracked through storage, during the postmortem processing, and when remains are released for final disposition.
Assigned Area	Remains Storage Facility
Supervisor	Deputy FM Branch Director — Postmortem
Supporting Positions / Functions	Intake Team; Storage Team; Escorts Team; Release Team; Scribes, as needed; Morgue Support Group

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Deputy FM Branch Director-PM
- ❑ Meet with the Deputy FM Branch Director-PM to determine remains storage needs
- ❑ Identify staff (or perform assessment by self) to perform current assessment of storage capacity
- ❑ Based on assessment determine the needs for augmentation for the morgue storage team
  - ❑ Determine additional infrastructure needed in current storage units (i.e. shelving)
  - ❑ Determine need for external remains storage facilities to expand the morgue storage capacity (i.e. refrigerated trailers, etc.)
  - ❑ Identify any additional equipment / supplies required by remains storage staff and make request to Morgue Support Group
- ❑ Participate in Morgue walk-through with the Deputy FM Branch Director-PM and Group Supervisors / Team Leaders
- ❑ Identify tracking mechanism to maintain inventory/awareness of remains location within the storage units
- ❑ Determine remains storage staffing needs based on morgue type and size, incident characteristics and operational periods
- ❑ Notify remains storage staff to report to the morgue
- ❑ Assign Remains Storage Group Teams and staff:
  - ❑ Intake Team
  - ❑ Storage Team
  - ❑ Release Team
  - ❑ Escort Team
- ❑ Assemble Remains Storage Group Team Leaders and staff and provide them:

- All necessary information regarding the Mass Fatality Incident (MFI)
- Remains Storage Group operations, staffing, and schedules
- Morgue type and Workflow
- PPE requirements and use
- Health and Safety Plan information
- Equipment / supply request procedure
- Direct personnel to use the FOG and their position checklists

❑ Ensure that Team Leaders set up Remains Storage Group equipment in the morgue facility

❑ Ensure that Team Leaders test all Remains Storage Group equipment to be sure all is in working order

❑ Ensure storage space is ready to receive disaster-related remains, to include:

- Segregation of daily cases from disaster cases
- Augmentation of storage space based on incident characterization (addition of shelves, additional portable remains storage teams, etc.)

❑ Determine communication needs (i.e., radios, phones) and make request to Morgue Support Group

❑ Advise the Deputy Branch Director—PM of any remains storage issues, foreseeable or actual, and make corrective recommendations

❑ Notify the Deputy FM Branch Director – PM that the Remains Storage Group is ready for the commencement of operations

Operational Responsibilities

The Remains Storage Group Supervisor is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Remains Storage Group Supervisor should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Coordinate with BCP personnel on-scene to identify the estimated arrival time and number of remains to be accessioned into the disaster morgue
- Maintain operational awareness of the inventory of the remains in the remains storage facility and coordinate with the stations and the escorts to determine which cases need to be placed in or taken out of storage
- Monitor the remains storage operations to ensure they are continuing to operate efficiently and that any issues are identified and addressed
- Coordinate with DVI Group Supervisor prior to release of any remains to final disposition
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs

- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

		Time	Initial
Immediate (Operational Period 0-2 Hours)			
1	Receive briefing from the Fatality Management Branch Director (FMBD) and a copy of the Fatality Disposition Management Chart.		
2	Sign in on the MFM Staff Sign IN/OUT form (HICS 252 Form).		
3	Read this entire Job Action Sheet (JAS).		
4	Make copies of the Fatality Disposition Management Chart and attached it to this job action sheet.		
5	Either receive a radio or designate a form of communication with other members of the Team (cell phone, office phone, runners, etc.)		
6	Report to the hospital's temporary morgue area.		
Intermediate (Operational Period 2-12 Hours)			
7	Keep in contact with FMBD as discussed at your briefing.		
8	If you require assistance in keeping up with the work, contact the FMBD for activation of the Fatality Disposition Specialist. ***NOTE:*** *Ensure that each activated position receives a copy of the pre-printed Decedent Information and Tracking Cards.*		
9	When a body is delivered to you in the temporary morgue and **PRIOR** to signing for receipt of decedent custody, be sure of the following: • The tag on the body matches the name/number of the decedent on the Decedent Information and Tracking Card (DITC). The white and yellow copies should still be intact on this form. • If Section 4 of the DITC notes that belongs are bagged and labeled, be sure they arrive with the decedent. If so, mark this in Section 5 of the DITC. • If all of the above is correct, sign in Section 5 "received by" to accept custody of the decedent.		
10	Check Section 2 "Disposition Location" for the final destination for the decedent. If this box is blank, contact the Fatality ID & Notification Unit Leader for clarification.		
11	Check Section 3 to determine if Next of Kin would like to view the body when they arrive (this assumes they were not present at time of death).		
12	Organize decedents within the temporary morgue into the following groups: • Bodies still requiring family viewing (see Section 3 of DITC – if blank contact Fatality ID & Notification Unit Leader). • Those being picked up by an external entity (coroner, funeral home, community morgue transport) • Those needing hospital transportation to an external location (coroner, funeral home or community morgue location).		
13	Add the decedent's name/number to the Fatality Disposition Management Chart. This Chart will represent a continuous tally of in-hospital decedents and their disposition out of the hospital during		

	the time period under which the Mass Fatality Management Plan is activated.		
14	Again check that the decedents tag matches the DITC paperwork. Place the DITC into a sheet protector and attach it to the body.		
15	If an external entity is picking up the body: • Fill out Sections 6 with the information about the external entity (coroner, funeral home, community morgue, etc.) • Mark whether the decedent's belongings are staying at the hospital or traveling with the decedent. • When external transport arrives, complete Section 7. The external recipient of the body must sign for transfer of custody. The releasing hospital personnel must also sign the form. • Give the YELLOW copy to the external transporter and keep the white copy. • Mark all information regarding the transfer onto the Fatality Disposition Management Chart.		
Extended (Operational Period Beyond 12 Hours)			
16	Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
17	Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Safety Officer.		
End of Shift / Demobilization Procedures			
18	At shift end, be sure that all decedents currently in the temporary morgue AND those that have left the hospital (should have white copy of DITC) are recorded on the Fatality Disposition Management Chart.		
19	Submit all white copies of DITCs for decedents that have left the hospital to the FMBD.		
20	Brief your replacement on any issues currently existing in the temporary morgue.		
21	Sign out on HICS form 252 for Mass Fatality Team (Branch Director has this).		

Forms / Job Aids

- Remains storage facility tracking form
- Morgue Contact List

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- Mortuary shelving, racking and body lift to ensure compliance with OSHA lifting procedures

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- Consider the various types of remains storage that may be utilized based in the incident characterization (scope, scale, and rate of recovery). Consider the use of external facilities for storage if capacity is not sufficient – coordinate with other morgue support functions to ensure facility is properly secured and monitored at all times.
- Normal day-to-day cases must be segregated from the disaster-related cases

3.1 Remains Intake Team Job Action Sheet	
Purpose / Mission	Accession remains into the morgue facility from the scene
Objectives	• Ensure that remains entering the morgue storage are accessioned properly to track the location of the remains.
Assigned Area	Intake Station
Supervisor	Remains Storage Group Supervisor
Supporting Positions / Functions	Other Intake Team personnel; Scribe; Morgue Support Group

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Remains Storage Group Supervisor
- ❑ Check in with the Remains Storage Group Supervisor, and receive situation briefing and Remains Intake Team set up instructions
- ❑ Determine team staffing requirements
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Assemble Remains Intake Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Remains Intake operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned to the Remains Intake Team and determine if adequate for team work flow and needs.
  - If additional facility space is needed, discuss needs with your Group Supervisor
- ❑ Set up team equipment and supplies at the designated location in the morgue facility
- ❑ Test all Intake equipment to be sure all is in working order
- ❑ Provide "just in time" training to Intake Team staff as needed
- ❑ Identify Intake Team resource needs and communicate all resource requests through the Remains Storage Group Supervisor to the Morgue Support Group Supervisor
- ❑ Notify the Remains Storage Group Supervisor when the Remains Intake Team is ready for the commencement of operations

Operational Responsibilities

The Remains Intake Team is responsible for the following items throughout the morgue operations. Several of these *items will be ongoing or repeated through the course of the response. The Remains Intake Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.*

- Record the remains tracking number (found on the body bag) so that the remains' initial field recovery number and the date and time of arrival at the morgue will be recorded in Data Management System
- When appropriate, transfer the case to the Triage Station for continued processing
  - If Triage Team is not prepared to receive remains, coordinate with storage teams to position remains in the remains storage facility
  - Ensure safe handling of remains
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

Remains storage facility inventory form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- The Intake station and the Triage station may be co-located. When they are co-located, the Intake/Triage station fulfills the objectives of both stations using a combined team (typically the Triage Team assumes this role and performs the tasks of both Intake and Triage). This component section of the Disaster Morgue FOG describes the Intake and Triage stations separately so that their individual roles may be clearly illustrated.
- Consider use of scanners and software for record keeping; use of tags with bar codes. This will prevent error in manually recording the recovery tag numbers and will allow for the efficient movement of remains and maintenance of documentation.

3.2 Remains Storage Team Job Action Sheet	
Purpose / Mission	Coordinate the storage of the remains during the postmortem examination process. Ensure that all documentation accompanying the remains is complete, and maintain an unbroken chain of custody.
Objectives	• Ensure remains are stored in an appropriate manner until they are transferred to stations for processing • Maintain current inventory of all storage units with exact location of remains
Assigned Area	Remains storage unit(s)
Supervisor	Remains Storage Group Supervisor
Supporting Positions / Functions	Other Remains Storage Team personnel; Scribes, as needed; Morgue Support Group

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Remains Storage Group Supervisor
- ❑ Check in with the Remains Storage Group Supervisor, and receive situation briefing and Remains Storage Team set up instructions
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and Safety protocols and requirements
  - Security procedures
- ❑ Receive direction from Morgue Storage Group Supervisor regarding minimum number of individuals in order to assess the current morgue storage capacity
- ❑ Determine Remains Storage Team staffing needs based on operational requirements
- ❑ Assist Morgue Storage Group supervisor with the assessment of current morgue storage
- ❑ Determine necessary steps to augment or expand morgue storage capacity, if needed:
  - Assign staff to organize remains currently in storage facilities to make space for incoming disaster-related remains (and to maintain segregation between routine cases and disaster-related cases)
  - Assign personnel to identify specifications for storage infrastructure augmentation and/or storage units (if additional storage space is needed)
  - Submit specifications to the Morgue Storage Group Supervisor for approval and sourcing by the Morgue Support Group (Facilities)
- ❑ Assemble Remains Storage Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Remains Storage operations

- Staffing and scheduling information

- ❑ Set up team equipment and supplies at the designated location in the morgue facility.
- ❑ Test all team equipment to be sure all is in working order
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify team resource needs and communicate all resource requests through the Remains Storage Group Supervisor to the Morgue Support Group Supervisor
- ❑ Notify the Remains Storage Group Supervisor when the Remains Storage Team is ready to receive remains for the commencement of operations

Operational Responsibilities

The Remains Storage Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Remains Storage Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Upon remains arrival at the morgue, and documentation at the remains intake team – the Remains Storage Team will receive remains and based on the readiness of the Triage Team:
  - Transport remains to the Triage Team
  - Store remains until the Triage Team is ready to receive another case
- Coordinate with the Remains Intake and Triage Teams to maintain flow of cases and prevent bottlenecks at the morgue entrance
- Coordinate with Triage Team to identify when triage Team is ready to receive remains
- Remove requested remains from the storage facility
- Ensure Remains Escort Team personnel are available to transfer remains to the Triage Station for processing.
- Document the removal of remains from the storage facility and the assigned Escort
- Coordinate with Morgue Group Supervisors to identify need to store remains between stations to prevent bottleneck situations
  - Receive notification of storage needs from Group Supervisors
  - Identify storage facility that is ready to receive case
  - Document receipt of case at remains storage facility
  - Upon request for case, retrieve case and document transition to the morgue flow.
- Monitor storage temperature (hourly) and maintain temperature control log
- Ensure safe handling of remains
- Ensure 24/7 security of Morgue Storage area

- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists

- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

Remains storage facility inventory form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

Site selection criteria for Remains Storage Facility location(s)

- Accessible by 18-wheel vehicles.
- Solid, level ground (preferably paved).
- Located near utility infrastructure.
- Enough room to collocate two of the same Teams if a replacement Teams is needed.

Setup Elements and Considerations:

- Temperature control is critical to maintaining the forensic integrity of the remains.
  - 37-44 degrees Fahrenheit
  - Typically a refrigerated trailer unit or CONEX cold storage unit
  - Can be established in tent structures, trucks/vans, or body storage facilities
  - Temperature control log should be maintained and constantly monitored by the Team Leader
- Properly selected location and storage unit (always out of view)
- Body tracking mechanism (inventory form)

Regarding refrigerated trailer(s):

- Identify the most efficient method of storage without damaging the forensic integrity of the remains and maintaining respect (i.e. no stacking)
- Place body bags in the refrigerated unit in a “fishbone” position, such that faces are visible and nobody is stacked

directly atop another. Bodies should be lined up parallel with the long side of the BCP and placed along each long side, leaving a center aisle for staff to walk through the unit.

- Storage Team personnel must be conscious and respectful of religious customs with regard to handling of human remains. Any and all customs identified by the C/ME must be observed with care by the Storage Team
- If Volunteers are used: Volunteers may not be experienced in dealing with human remains, and they may require additional services to help them cope with the psychological impact of this exposure to disaster victims.

3.3 Remains Release Team Job Action Sheet	
Purpose / Mission	Release remains to final disposition upon identification and approval from the C/ME.
Objectives	• Maintain inventory of remains that are ready for release to final disposition • Coordinate the transfer of remains from remains storage facility to the funeral director, or other designee
Assigned Area	Remains storage facility
Supervisor	Remains Storage Group Supervisor
Supporting Positions / Functions	Other Remains Release Team personnel; Scribe, as needed; Morgue Support Group

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Remains Storage Group Supervisor
- ❑ Check in with the Remains Storage Group Supervisor, and receive situation briefing and Remains Release Team set up instructions
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements based on operational requirements
- ❑ Assemble Remains Release Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Remains Release operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned to the Remains Release Team to determine if it is adequate to conduct the proper release of remains to next of kin (NOK)
  - If additional facility space is needed, discuss needs with your Group Supervisor
- ❑ Set up team equipment and supplies at the designated location in the morgue facility
- ❑ Test all team equipment to be sure all is in working order
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify team resource needs and communicate all resource requests through the Remains Storage Group Supervisor to the Morgue Support Group Supervisor
- ❑ Notify the Remains Storage Group Supervisor when the Remains Release Team is ready for the commencement of operations

Operational Responsibilities *The Remains Release Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Remains Release Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.*
• Coordinate with the Exit Review Station and DVI Group Supervisor to ensure remains that have been identified are staged for release • Coordinate with NOK to determine point-of-contact to whom the remains are to be released • Maintain documentation of remains release upon direction from the Morgue Storage Group Supervisor – pending notification of NOK • Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures • Ensure all team personnel are using applicable portions of the FOG and their position checklists • Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs • Follow all Universal Precautions against exposure to communicable disease and biohazards • Follow and adhere to all health and safety protocols • Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel **At the end of each operational period** • Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period • Report the depletion and restocking needs of your area/station at the end of each operational period
Forms / Job Aids
Remains storage facility inventory form ***[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]***
Equipment and Supplies
• PPE • Storage Units ***See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List***
Considerations
• A strict QA/QC program must be implemented and maintained by the DVI Group Supervisor. No remains should be released without prior approval of the DVI Group Supervisor. • Release Team personnel must be conscious and respectful at all times with regard to handling of human remains. • For protracted operations the C/ME must consider the following when determining the most appropriate temporary and perhaps long term remains storage solution: a. Accessibility for prolonged identification efforts:

– The Release Team will require unencumbered physical access to the chosen structure

– Ensuring the viability of forensic artifacts must be paramount in deciding the storage and preservation mechanisms.

b. Following a mass fatality incident there will likely be competition for critical resources. Therefore, asset availability will likely impact the decision.

c. A central tenet of Mass fatality management is that we do not compromise the living in the care of the deceased. Therefore we must make every effort to ensure the health & safety of our personnel.

d. The C/ME will need to maintain oversight and management over the remains as long as they remain unidentified and / or unclaimed. As such remains tracking and family outreach mechanisms established at the initiation of an operation must be able to survive personnel attrition and technological advancements.

Temporary Long Term Storage

- Some examples of temporary long term storage solutions are as follows and are described in greater detail • Remains Storage Facility
  - Refrigerated Trailers
  - Sea Container boxes
  - Portable Walk-In Coolers

Temporary Interment

- In some cases it may be appropriate to temporarily inter remains while the disaster victim identification process is executed. In this case temporary below ground storage/interment can prove an effective mechanism for long term storage. If this mechanism is chosen it is important to thoroughly document the provenience of each remain.

3.4 Remains Escort Team Job Action Sheet	
Purpose / Mission	Accompany human remains through the disaster morgue in order to expedite remains processing, reduce confusion among morgue personnel, ensure that all documentation accompanying the remains is complete, and maintain an unbroken chain of custody.
Objectives	• Accompany remains to all assigned morgue stations. • Ensure that all remains are logged, as well as thoroughly and appropriately documented, at each station through Data Management System.
Assigned Area	Various
Supervisor	Remains Storage Group Supervisor
Supporting Positions / Functions	Other Remains Escort Team personnel; Morgue Support Group

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Remains Storage Group Supervisor
- ❑ Check in with the Remains Storage Group Supervisor, and receive situation briefing and Remains Escort Team set up instructions.
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements based on operational requirements
- ❑ Assemble Remains Escort Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Remains Escort operations
  - Staffing and scheduling information
- ❑ Evaluate morgue space and consider incident characterization in order to assess Remains Escort Team needs.
- ❑ Establish the Remains Escort Team and brief them on all necessary information regarding station operations, including the Team's schedule
- ❑ Identify resource needs and communicate all resource requests to the Morgue Support Group Supervisor through your immediate supervisor
- ❑ Notify the Remains Storage Group Supervisor when the Remains Escort Team is ready to commence operations

Operational Responsibilities

The Remains Escort Team is responsible for the following items throughout the morgue operations. Several of these items *will be ongoing or repeated through the course of the response. The Remains Escort Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.*

- Coordinate with the Remains Storage Team and the Triage Team to assign a Remains Escort to each case at the Triage Station.
  - Maintain communication to ensure that you know when a new case is being transferred to the Triage Station.
  - Coordinate with Triage Team to identify each case that will require a Remains Escort
  - Assign a Remains Escort to each case
  - Ensure that the Escort is identified in the case management documentation
- Direct the assigned remains escort to accompany assigned remains through the morgue process to temporary storage or final disposition.
- After receiving the remains at Triage, first bring the remains to the scale to be weighed, then to the Forensic Radiology station, then to Pathology, where the pathologist will dictate to which other stations the remains must go.
- Bring the remains to each of the stations selected by the pathologist.
- Upon delivering the remains to either temporary storage or final disposition, report to the Triage station to either be assigned to another decedent or to check in with the Remains Escort Team before the end of a shift or the beginning of a break.
- Upon release of remains to final disposition, report back to the Triage Team to be assigned to another case.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

• Gurneys or other appropriate materials in, on, or with which to move remains securely and safely between stations • PPE ***See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List***
Considerations
• Remains escorts must be conscious and respectful of religious customs with regard to handling of human remains. Any and all customs identified by the C/ME must be observed with care by the Remains escort Team • If Volunteers are used: Volunteers may not be experienced in dealing with human remains, and they may require additional services to help them cope with the psychological impact of this exposure to disaster victims.

4.0 Forensic Group Supervisor Job Action Sheet	
Purpose / Mission	Manage all aspects of operations related to decedent forensics (Triage, Forensic Radiology, and all analyses overseen by Pathology)
Objectives	• Ensure all examinations are performed according to protocols • Ensure cases are not skipping any stations • Coordinate the staffing/equipment/resources for the forensic stations in the disaster morgue • Conduct MFM tasks in accordance with established forensic standards – Document, record, and process decedents in a dignified and respectful manner – Accurately determine the cause and manner of death – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal next of kin (NOK)
Assigned Area	Morgue (will vary depending on oversight needs)
Supervisor	Deputy FM Branch Director – PM
Supporting Positions / Functions	Triage Team; Forensic Radiology Team; Pathology Team; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Deputy FM Branch Director-PM
- ❑ Meet with the Deputy FM Branch Director-PM to determine Forensic Group needs and to determine the C/ME and obtain the executive leadership decisions made on the following:
  - Identification Policy
  - Autopsy Policy
- ❑ Evaluate morgue space to assess Forensic Group capacity and needs
- ❑ Participate in Morgue walk-through with the Deputy FM Branch Director-PM and Group Supervisors / Team Leaders
- ❑ Determine Forensic Group staffing needs based on morgue type and size, incident characteristics and operational periods
- ❑ Assign and notify Forensic Group Team Leaders to report to the morgue:
  - ❑ Triage Team
  - ❑ Forensic Radiology Team
  - ❑ Pathology Team
- ❑ Assemble Forensic Group Team Leaders and staff and provide them:

- All necessary information regarding the MFI
- Forensic Group operations, staffing, and schedules
- Morgue type and Workflow
- PPE requirements and use
- Health and Safety Plan information
- Equipment / supply request procedure
- Issues
- Direct personnel to use the FOG and their position checklists

- ❑ Instruct staff to identify gaps in resources
- ❑ Instruct staff to identify if they will require scribes and make request to the Morgue Support Group Supervisor to provide adequate number of scribes
- ❑ Ensure that Team Leaders set up Forensic Group equipment in the morgue facility
- ❑ Ensure that Team Leaders test all Forensic Group equipment to be sure all is in working order
- ❑ Determine communication needs (i.e., radios, phones) and make request to Morgue Support Group
- ❑ Identify any additional equipment / supplies required by Forensic Group staff and make request to Morgue Support Group
- ❑ Advise the Deputy Branch Director—PM of any Forensic Group issues, foreseeable or actual, and make corrective recommendations
- ❑ Notify the Deputy FM Branch Director – PM that the Forensic Group is ready for the commencement of operations

Operational Responsibilities

The Forensic Group Supervisor is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Forensic Group Supervisor should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Maintain communications with Forensic Group personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Reporting the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids
• Case Worksheet • Fingerprints Worksheet Record Form • Forensic Anthropology Worksheet and Record Form • Forensic Biology - DNA Worksheet and Record Form • Pathology - External Form • Pathology – Autopsy Form • Pathology Evidence Form – Associated Log Sheet and Record Form • Photography – Recovery Form • Photography – Specimen (by station) Form • Specimen Tracking Form • Triage Evidence Form – Non Associated Log Sheet and Record Form • X–ray – Dental Form • X–ray – Request Form • X–ray – Specimen Form • Morgue Contact List • DMORT VIP System (another available system) ***[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]***
Equipment and Supplies
See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List
Considerations
Maintaining Morgue flow: • Certain stations may require more time to complete examination than others. To prevent a bottleneck/back up of cases – coordinate with the storage team to place cases in storage while they are waiting to be received at the next station. Once the station is ready to receive remains – coordinate with the storage Team to retrieve the remains and bring them to the next station. • Skipping stations to come back to them should not happen as it may cause cases to miss certain stations in the end. • Forensic Group personnel must be conscious and respectful of religious customs with regard to handling of human remains and performing postmortem exams. Any and all customs identified by the C/ME must be observed with care by the Forensic Group Personnel.

4.1 Triage Team Job Action Sheet	
Purpose / Mission	Receive remains from Remains Storage Group and assigns each individual an ME case number in order to begin the morgue process and the disaster victim identification process.

Objectives	• Ensure human remains are separated from non-human remains and other unassociated material evidence. • Assign each individual case a unique case number • Ensure contaminated items that could be a hazard to personnel are identified and isolated. • Ensure unassociated forensic evidence, which could be of value to other investigative agencies, is identified and isolated. • Ensure all operations are conducted in a safe manner – Conduct MFM tasks in accordance with established forensic standards – Document, record, and process decedents in a dignified and respectful manner – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal NOK
Assigned Area	Triage station
Supervisor	Forensic Group Supervisor
Supporting Positions / Functions	Evidence Specialist; Photography Specialist; Scribe, if needed; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Forensic Group Supervisor
- ❑ Check in with the Forensic Group Supervisor, and receive situation briefing and Triage Team set up instructions.
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Triage Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Triage Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned to the Triage Team and determine if adequate for team work flow and needs.
  - If additional facility space is needed, discuss needs with your Group Supervisor
- ❑ Set up team equipment and supplies at the designated location in the morgue facility
- ❑ Test all team equipment to be sure all is in working order.
- ❑ Provide “just in time” training to team staff as needed

- ❑ Identify Team resource needs and communicate all resource requests through the Forensic Group Supervisor to the Morgue Support Group Supervisor
- ❑ Develop communication protocol with the Forensic Group Supervisor and Pathology Team to request that the Evidence and Photography Teams appoint Triage Teams, for each of their respective areas of specialty

  Note: *The Evidence Specialist and Photography Specialist will report directly to the Triage Team and form Evidence and Photography Teams to work solely at Triage. In addition, they will identify resource needs and communicate resource requests to the Triage Team Leader*
- ❑ Notify the Forensic Group Supervisor when the Triage Team is ready for the commencement of operations.

Operational Responsibilities

The Triage Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Triage Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When an unopened body bag is brought to the Triage station, Scan or record the remains tag to call up the correct recovery file in Data Management System.
- Open the body bag. The Triage Photography Team will document the contents accordingly (see Photography component).
- Separate all human remains from any non-human remains and other unassociated material evidence.
- Identify and isolate items that could be a hazard to personnel.
  - Identify the presence of any materials that might be hazardous to disaster morgue staff. Contact the appropriate officers (e.g., Security, Health and Safety) to dispose of the materials.
- Sort human remains into potentially separate decedents. Any remains that are not attached by soft tissue or cannot be conjoined at a fracture site should be segregated, treated as potentially different individuals, and assigned different ME case numbers.
- Assign each specimen (potentially separate decedent) a unique ME case number according to a simple, intuitive numbering system.
  - Enter case number in Data Management System for tracking movement through morgue stations.
- Print labels containing the ME case number and an associated barcode for each individual. Affix a label to the morgue tag for scanning at subsequent stations, and give the labels to the remains escort for labeling any samples taken from, or any radiographs taken of, the remains at all subsequent disaster morgue stations.
- Determine which human remains contain tissue with a high potential to yield evidence of personal identity. These remains should be prioritized and processed first.
- Identify human remains less likely to provide evidence of personal identity.
- Assign a remains escort to each individual to facilitate the movement of remains through morgue stations.
- Assign a scribe to each individual, if applicable (see note in Triage Objectives).
  - Assign remains to a scribe who will ensure proper documentation of the remains continuously at each morgue

station (the C/ME will decide whether to assign a scribe to each individual or to each morgue station. This objective applies only to the former configuration).

- Identify and isolate unassociated forensic evidence that could be of value to other investigative agencies.
- Document all unassociated evidence or personal effects (PE) found in the body bag. Allow the Evidence Team to collect these items to voucher them and pass them to the appropriate handling agency (or agencies).
  - Association is an expression of the item's spatial relationship to the remains:

    -- Associated items are those that are found on or in the remains. These items will be left on the remains at Triage; they will be documented and removed at Pathology.

    -- Unassociated items are those that are not found on or in the remains. It is these items that will be removed from the body bag at Triage to be documented, vouchered, and rendered to the appropriate handling agency (or agencies).
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera and one MC-70, MC-75, or other wireless EDA with the required specifications (See Photography component)
- Portable morgue table
- Data Management System Triage station
- Triage morgue cart
- Trauma shears

- Body bags
- Zip ties
- Blank recovery and morgue tags
- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- The remains container or body bag may be radiographed at any point during the Triage process, including prior to opening the body bag; however, this practice is not necessarily applicable to every incident. Such radiographs may facilitate more effective sorting at Triage, may obviate staff exposure to hazardous materials, and may enable Triage Team members to assess the nature of the remains prior to opening the body bag and beginning the morgue process (which could enable the Triage Team send more intact bodies through the morgue prior to more fragmented remains).
- To avoid bottlenecking, body bags containing more intact bodies should be prioritized and pushed through the morgue first in order to begin a steady workflow. Bags containing highly fragmented remains may be stored until a steady workflow has been established, at which point Triage personnel will have more of an opportunity to assess the fragments. Such a prioritization can be somewhat complicated if the degree of fragmentation is not known until the body bag is already opened. Radiography prior to opening the body bag may help to alleviate this problem (see note above).
- In cases of extreme comingling (e.g., a tooth from Individual A is embedded in the muscle tissue of Individual B), the element (tooth) will be removed at Triage if it can be extracted without further damaging tissue (i.e., if it is lodged at the tissue surface and is easily removed); if the object is deeply embedded, it will be noted and removed by the pathologist at the Pathology station. The pathologist will also remove any elements of wreckage or other types of evidence if they are deeply embedded in tissue.
- Consider the use of X–ray at the triage station in addition to identify co-mingled remains and potential hazards. This may require additional support staff (see Triage Station). Consider data management issues related to two X–rays for the same case.

4.1.1 Evidence Specialist (Triage) Job Action Sheet	
Purpose / Mission	Receive, voucher, and secure all unassociated evidence and personal effects (PE) found in the disaster morgue (unassociated) before rendering it to the appropriate law enforcement agency.
Objectives	• Ensure unassociated evidentiary items and personnel effects are received, documented, packaged, cataloged, and secured. • Ensure evidence and personnel effects are vouchered, as necessary. • Ensure release items to the appropriate authorities or agencies for testing or return to

	next of kin (NOK). • Maintain chain of custody of items from accession to final disposition.
Assigned Area	Triage Station
Supervisor	Triage Team
Supporting Positions / Functions	Forensic photographers; Scribes; Morgue Security Officer

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Triage Team
- ❑ Check in with the Triage Team and receive:
    - Situational brief
    - Health and safety protocols and requirements
    - Morgue security protocols and procedures
    - Triage Team operations
    - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned to you and determine if adequate for your work flow and needs.
    - If additional facility space is needed, discuss needs with the Triage Team
- ❑ Set up your equipment and supplies at the designated location in the morgue facility.
- ❑ Test all equipment to be sure all is in working order.
- ❑ Receive "just in time" training as needed
- ❑ Identify station resource needs and communicate all resource requests to Triage Team
- ❑ Notify Triage Team when you are ready for the commencement of operations.

Operational Responsibilities

The Evidence Specialist (Triage) is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. Evidence Specialist (Triage should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When a body bag enters the Triage station, scan or record the remains tag to ensure that all items removed by Evidence will be associated with the correct file(s) in Data Management System.
- Collect all evidence or personal effects (PE) that are *unassociated* with the remains (that is, they are not spatially associated with the remains – not *on* or *in* the remains).
- Ensure that the Triage Photography Team thoroughly photographs all items removed.
- Voucher all items properly, in accordance with law enforcement requirements, such that a record of the item exists

for the C/ME's office and another exists for law enforcement.

- Record a detailed description in Data Management System. Descriptions must be consistent in the terminology used and the level of detail recorded. This is vital to being able to link PE with individuals and return items to NOK (see considerations below for more information on the importance of description detail).
- Release all items, after all items are documented, via photography and written notation, and vouchered appropriately.

Note: *They may be released to appropriate law enforcement representatives or other agency for testing or secure storage. They may also be released to NOK when appropriate (see Considerations below for more information on release of items).*

- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure you are using applicable portions of the FOG and position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

- Case Worksheet
- Evidence – Associated Log Sheet and Record Form
- Evidence – Non Associated Log Sheet and Record Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- Camera (one at Triage; one at Pathology)
- MC-70, MC-75, or other wireless EDA with the required specifications (one at Triage; one at Pathology)
- UVIS Evidence station
- Barrels (secure storage containers) for evidence

- Plastic evidence bags
- Evidence tape
- Heat seal machine
- Photo paper
- Scale

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- Item descriptions should be thorough and detailed.
  - Poor example: “One (1) ring”
  - Good example: “One (1) yellow metal ring with white stone and ’01.01.01 forever’ engraved on inner surface”
- Item descriptions must also be consistent and preferably standardized so that they can be searchable in Data Management System.
  - Prior to the commencement of operations, it would be advisable for all Evidence Team members to be made aware of what terminology will be used in the disaster morgue for this specific incident. Both the Triage Evidence Team and the Evidence Team should be in agreement regarding the terminology to be used.
- To release evidence to NOK:
  - Evidence staff will release PE to the NOK after a written request has been received and reviewed by the C/ME’s legal department.
  - Evidence staff will release evidentiary items to the appropriate law enforcement agency. Law enforcement will be responsible for releasing any evidentiary items to NOK.
- Valid contact information must be obtained for all individuals, departments, and agencies involved with evidence collection. If multiple agencies are involved and evidence is released to multiple locations, it is imperative that all involved in the response be able to contact those having evidence or PE in their custody.

4.1.2 Photography Specialist (Triage) Job Action Sheet	
Purpose / Mission	Objectively and thoroughly document the passage of all remains at the Triage Station.
Objectives	• Document remains at the Triage Station. • Transfer photos immediately (transfer will preferably be automatic) to the appropriate case file so that they may be used immediately by anyone accessing the file in Data Management System. • Ensure that photographs are accompanied by appropriate written documentation in a photo log.
Assigned Area	Triage Station
Supervisor	Triage Team
Supporting Positions / Functions	Scribes; Morgue Support Group

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Triage Team
- ❑ Check in with the Triage Team and receive:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Triage Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned to you and determine if adequate for work flow and needs.
  - If additional facility space is needed, discuss needs with the Triage Team
- ❑ Coordinate with Triage Team Leader to determine the protocol for the Triage Station.
- ❑ Set up your equipment and supplies at the designated location in the morgue facility.
- ❑ Test all equipment to be sure all is in working order.
- ❑ Receive “just in time” training as needed
- ❑ Identify resource needs and communicate all resource requests to the Triage Team
- ❑ Notify Triage Team when the you are ready for the commencement of operations

Operational Responsibilities

The Photography Specialist (Triage) is responsible for the following items throughout the morgue operations. Several of *these items will be ongoing or repeated through the course of the response. The Photography Specialist (Triage) should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.*

- When remains enter the Triage station, sorted into individual specimens, each of which will be given an ME case number.
  - If capability exists, scan the specimen barcode with the MC-70 (or similar). Doing so will call up the Data Management System case file so that all subsequent photos (until the next barcode is scanned) will be uploaded to the appropriate file.
- Photographers should maintain a photo log with the photo number, the case number and the description of the item.
- Photograph the recovery tag(s) on the body bag. Include a scale bearing the remains' ME case number in *every photograph*.

  Note: *All shots in the photo log. Include the photo number, the ME case number, the time the photo was taken, and a brief description of the shot.*
- Photograph the body bag and the remains upon opening the bag.
- Document the condition of the remains. These shots will be especially important, as they document the state in which the remains arrived at the disaster morgue, prior to any morgue procedures.
- Photograph all evidence or personal effects (PE) removed from the body bag by the Triage Evidence Team.
  - These items should be photographed against the center of a piece of neutral-colored paper.
  - The photographer should ensure that the item is placed on the paper such that no splashing fluids stain the paper surface surrounding the item.
- When remains enter the Pathology station, scan (or record) the specimen barcode with the MC-70. Doing so will call up the Data Management System case file so that all subsequent photos (until the next barcode is scanned) will be uploaded to the appropriate file.
- Take overall photographs of the clothed body.
- Photograph all evidence, clothing, or personal effects (PE) removed from the remains by the Pathology Team and given to the Evidence Team for vouchering. These items should be photographed against the center of a piece of neutral-colored paper. The photographer should ensure that the item is placed on the paper such that no splashing fluids stain the paper surface surrounding the item.
- Take overall photographs of the body after clothing has been removed,
  - Lateral views, both sides of the head, trunk, and legs.
  - Anterior views of the head, trunk, and legs.
    - Anterior shots of the face are especially important.
  - Posterior views of the head, trunk, and legs.
- Take overall photographs of the body after the body and table have been thoroughly *cleaned* and *dried*.
- Photograph any individualizing features and/or injuries present.

- – Show the location of the feature or injury (by establishing shots and medium-range shots) before taking close-up views.
- – Ensure that there is an anatomical landmark in the frame so that each injury can be properly placed when images are reviewed.
- – If photographing any organs, bullets, or other evidence/objects outside the body, place the object on a neutral-colored paper.

- Capture any other images as ordered by the pathologist.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

- Photo Log

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera per station (also, one per autopsy table, one for Evidence at Triage, and one for Evidence at Pathology)
- Spare batteries for each camera
- Battery charger for each camera
- Strap for each camera
- Flash with batteries for each camera
- Tripods (optional)
- One MC-70, MC-75, or other wireless EDA with advanced data and image capture capabilities (must be able to scan barcodes and instantly capture and transmit image and data files to a designated file location) per station
- Spare batteries for each wireless EDA
- Battery charger for each wireless EDA
- Cables to attach unit to camera for each wireless EDA

- Photo application installed and configured on each wireless EDA
- Photo log materials
- Adhesive scales to which specimen barcode label is printed/affixed
- Neutral-colored paper background for photographing objects removed from the body
- Alternative light source(s)
- Filters
- Infrared photography equipment
- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

Photography staffing and the placement of staff members within the disaster morgue will be largely dependent upon staff availability. At minimum, a Triage Photography Team should be assigned to cover all remains, evidence, and PE at the Triage station, and a second Photography Team should be assigned to document all remains, evidence, and PE present at the Pathology station and any subsequent stations (i.e., Finger Printing, Forensic Odontology, or DNA).

Settings

- Aperture: The photographer will want to capture as much depth of field as possible. To maximize depth of field, the camera should be set on an aperture setting of F8 or higher.
- Flash: Flash (particularly balance fill flash) should be used; built-in flash is not recommended, but will be a better option than photographing items with no flash whatsoever.
- Shutter speed: Shutter speed should not be set below 1/60 of a second.
- ISO: Low ISO settings (typically 100) should be used; higher settings will render a pixilated image.
- File type: Images should preferably be saved as JPEG files.

Practices

- Digital cameras should be used, as they offer far more in capabilities and usability than do film cameras.
- In establishing or medium-range shots, the scale and label should be placed at the bottom of the frame. When taking close-ups, however, the scale and label should be placed on the side of the frame nearest the decedent's feet. This practice will help to orient the viewer.
- Unless a decedent needs to be photographed as received, the body should be cleaned of all bodily fluids, dirt, debris, etc., and thoroughly dried before photos are taken. Dirt and blood can obscure injuries and may become distracting to those viewing the images; the body and autopsy table must be completely dry to avoid flash reflecting off any wet surfaces. Although some photographers may help with light clean-up to get the best photograph, Photography Team members are not obligated to clean, dry, or move the bodies.
- In addition to cleaning the body, the autopsy table needs to be cleared of all tools, hoses, and bags, cleaned, and thoroughly dried prior to taking any photographs.

- Other individuals working alongside the photographer at a given station should avoid being in the frame.
- If the photographer requires assistance setting up a shot (e.g., needs someone to hold a case label or stabilize an appendage); the photographer may ask an autopsy technician or other station staff member to assist.
- Where applicable and possible, photographs should be taken at an angle perpendicular to the surface on which the body rests.
- All disaster morgue images should exist in multiple locations for backup purposes:
  - They should remain on the camera's memory card and be either a) burned to a disc and retained in a physical file or b) saved to a hard drive location.
  - The MC-70 will retain images until they are deleted.
  - Images will be uploaded to and saved in the appropriate Data Management System file.
- No photographs should be deleted. If any are deleted, accidentally or otherwise, this should be documented in the photo log.
- The forensic photographer should maintain a photo log throughout disaster morgue operations.
  - The log will be particularly useful when photographing more than one specimen at a time (to avoid losing time switching between ME case numbers, the photographer may capture all images, documenting to which file each belongs, and reconcile the images and their appropriate case numbers later).
  - It will also be useful when many close-up shots will be taken in rapid succession. A viewer may be unable to recognize the subject of the photographs without some context information.
  - The log is also important for documenting when and why any photographs have been deleted. As it is considered best practice not to delete any photos taken in the disaster morgue, any deletions, accidental or otherwise, should be noted in detail at the time of their deletion.
- No photographs should be taken in the disaster morgue unless by the Photography staff. No candid photographs should be taken in the disaster morgue from the commencement to the conclusion of operations, unless they are taken for the purpose of documenting morgue operations.

4.2 Radiology Team Job Action Sheet	
Purpose / Mission	Provide radiographs, preferably in digital format, for all remains or partial human remains to be examined in the disaster morgue. These images may be utilized by a variety of analysts and investigators in an effort to separate commingled remains into individual specimens, to identify non-biological tissue evidence (e.g., wreckage, shrapnel) that may be invisible to the naked eye, to positively identify individuals, to reconstruct the incident, and to provide a permanent record of the decedent to be housed in the office of the C/ME.
Objectives	• Establish a properly outfitted Forensic Radiology station in which the Team can take radiographs in a manner safe to both the Team and all other disaster morgue personnel. • Capture and appropriately file and log all necessary radiographic images for every morgue specimen. • Offer aid (limited to radiographic technique, artifacts, positions or procedure, etc.) to anthropologists, pathologists, and deontologists in the interpretation of radiographs.
Assigned Area	Radiology Station
Supervisor	Forensic Group Supervisor
Supporting Positions / Functions	Radiology specialists; Scribes; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Forensic Group Supervisor
- ❑ Check in with the Forensic Group Supervisor and receive situation briefing and Radiology Team set up instructions.
- ❑ Obtain information on the current Morgue:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Radiology Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Radiology Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned to the Radiology Team and determine if adequate for team work flow and needs.
  - If additional facility space is needed, discuss needs with the Forensic Group Supervisor
- ❑ Set up team equipment and supplies at the designated location in the morgue facility

- ❑ Test all team equipment to be sure all is in working order
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify Radiology Team resource needs and communicate all resource requests through the Forensic Group Supervisor to the Morgue Support Group Supervisor
- ❑ Notify the Forensic Group Supervisor when the Radiology Team is ready for the commencement of operations

Operational Responsibilities

The Radiology Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Radiology Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When remains are brought to the Forensic Radiology station, scan the specimen barcode, **or record case number in data management system (manual or scan),** to call up the specimen file in Data Management System. This will ensure that all radiographs taken (until the next specimen is scanned) are uploaded directly to the correct Data Management System file and are immediately available for review as needed by all disaster morgue computer stations.
- Fully label each radiograph appropriately in the Data Management System file, including the ME case number and using standard medical radiographic terminology.
- Radiograph each specimen in appropriate and necessary views as directed. If possible, remains should be positioned so as to capture images in standard views (to facilitate easier comparison with antemortem images). This endeavor may require the aid of an anthropologist in instances of extreme fragmentation.
- If radiographing a skull, AP and lateral views of the skull should include a clear view of the sinuses.
- Adjust image settings so that the radiograph can be most easily viewed by other morgue personnel.
- Aid other personnel (specifically anthropologists, pathologists, and deontologists) in the interpretation of radiographs, specifically relating to radiographic technique, artifacts, positions or procedure, etc. The Forensic Radiology Team does not help to analyze the content of the image. The radiology team will convey the findings and present the other morgue personnel with the information.
- Obtain additional specific radiographic images at the request of the pathologist, anthropologist, or deontologist.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

- X–ray – Request Form
- X–ray – Specimen Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- Data Management System X-ray station (including computer and data entry mechanisms)
- Portable X-ray unit
  - Digital X-ray system (cassettes with digital plates/sensors and reader) or Film-based system (film, cassettes, chemicals, etc)
- Portable developing unit (if not using a digital X-ray)
- Portable protective radiation shields
- Radiation dosimeters
- Tables
- Chairs
- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- Consider the use of X–ray at the triage station in addition to identify co-mingled remains and potential hazards. This may require additional support staff (see Triage Station). Consider data management issues related to two X–rays for the same case.
- When utilizing radiology equipment be sure to set up and utilize proper shielding equipment to prevent continued exposure of personnel to the x-rays. Be sure all personnel are aware of the safety equipment and protocols and adherence of these measures.

4.3 Pathology Team Job Action Sheet	
Purpose / Mission	Complete a thorough external examination of each remain or decedent, removing associated evidence and personal effects (PE), and carefully documenting all necessary information in order to assess decedent identification and the cause and manner of death. Pathology staff will also perform internal examinations if instructed by the C/ME to do so.
Objectives	• Ensure a thorough external examination of each remain or decedent passing through the disaster morgue. • If ordered by the C/ME, perform a thorough internal examination of decedents passing through the disaster morgue and document all findings. • Conduct MFM tasks in accordance with established forensic standards: – Document, record, investigate, recover, and process decedents in a dignified and respectful manner; – Accurately determine the cause and manner of death; – Perform the accurate and efficient identification of victims; and, – Support judicial, public health, and investigative objectives and requirements. • Conduct the rapid return of decedents to their legal NOK.
Assigned Area	Pathology Station
Supervisor	Forensic Group Supervisor
Supporting Positions / Functions	Anthropology Team; Autopsy Team; DNA Sampling Team; Evidence Team; Fingerprinting Team; Forensic Odontology Team; Photography Team; Scribes; Morgue Support Group; Remains Storage Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Forensic Group Supervisor
- ❑ Meet with the Forensic Group Supervisor and determine the best approach for establishing the components of the Pathology Team and stations
- ❑ Receive instruction on policies that will affect the Pathology Station and subsequent stations:
    - Autopsy Policy
    - Identification Policy
- ❑ Obtain information on the current Morgue facility and operations:
    - Health and safety protocols and requirements
    - Security procedures
- ❑ Determine Pathology Station staffing requirements and subsequent station requirements
- ❑ Notify the following teams:

- ❑ Autopsy Team
- ❑ Fingerprinting Team
- ❑ Forensic Odontology Team
- ❑ DNA Sampling Team
- ❑ Photography Team
- ❑ Evidence Team
- ❑ Anthropology Team

❑ Assemble Pathology Team personnel and provide them with an operational briefing to include:

- ❑ Situational brief
- ❑ Health and safety protocols and requirements
- ❑ Morgue security protocols and procedures
- ❑ Pathology Team operations
- ❑ Staffing and scheduling information

❑ Evaluate the morgue space assigned to the Pathology Team and determine if adequate for team work flow and needs.

- If additional facility space is needed, discuss needs with the Forensic Group Supervisor.

❑ Set up team equipment and supplies at the designated location in the morgue facility.

❑ Test all team equipment to be sure all is in working order.

❑ Provide "just in time" training to team staff as needed.

❑ Identify Pathology Team resource needs and communicate all resource requests through the Forensic Group Supervisor to the Morgue Support Group Supervisor.

❑ Notify the Forensic Group Supervisor when the Pathology Team is ready for the commencement of operations.

Operational Responsibilities

The Pathology Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Pathology Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When a case enters the Pathology Station, scan or record the remains tag to ensure that all documentation (including photographs and evidence) will be associated with the correct file(s) in Data Management System
- Ensure remains are photographed (often in concert with Photography Team) and documented upon receiving and opening the remains pouch
- Perform the external examination, which may include (but is not limited to) the following:
  - Describe the condition of those remains present. Descriptions of human remains should be consistent and of such a level of detail as to be readily understandable and useful to the DVI Team and any other agency reviewing the case file
  - If fragmentation is present, perform body inventory. Consult the forensic anthropologist if necessary

- Document identifying features (e.g., tattoos, piercings, birthmarks or other skin marks, previous injuries or visible signs of pathology, prosthetics or other surgical hardware) in writing in Data Management System (and by photography)
  - Document injuries and injury patterns in writing in Data Management System (and by photography)
  - If applicable, complete a body diagram documenting all injuries
- Remove associated evidence (catalogue and store) in coordination with Evidence Team
- Assess the case to determine which Pathology Team stations are needed for consultation in order to provide identifying information: Autopsy, Dental , DNA, Fingerprinting, Anthropology, Histology, Toxicology
- Take appropriate samples.
  - DNA samples: For a small-scale MFI, DNA samples will be taken by Pathology staff, and there will be no separate DNA sampling station in the morgue. For an intermediate-scale MFI, a separate DNA sampling station may be established at the discretion of the Pathology TL; he or she may opt, however, to simply collect DNA samples at the Pathology station. For a large-scale MFI, a separate DNA sampling station should be established as the last station of the morgue prior to Exit Review (see the DNA Component Section of this SOP). Regardless of where DNA samples are collected, *all* available samples should be taken – at very minimum, both blood and bone samples should be collected from a body – in accordance with DNA collection protocol.
  - Toxicological samples: Toxicological samples may be taken in certain external exam-only cases, but such samples are typically taken during the internal exam.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all Team and team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

- Case Worksheet
- Pathology - External Form

- Pathology – Autopsy Form
- Evidence – Associated Log Sheet and Record Form
- Photography – Recovery Form
- Photography – Specimen (by station) Form
- Fingerprints Worksheet Record Form
- Forensic Anthropology Worksheet and Record Form
- Forensic Biology - DNA Worksheet and Record Form
- Specimen Tracking Form
- X-ray – Dental Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- Autopsy tables
- Autopsy lights
- Data management equipment, system
- Pathology equipment cart
- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

For most incidents (in a morgue free of contamination), both external and internal examinations will take place at the Pathology station. For incidents involving contaminated human remains, the external examination will take place at the Forensic Exam station (which is set amongst the other stations), whereas the internal examination will take place at the Autopsy station (which is set apart from all other stations). The equipment and supplies necessary to supply the Pathology Team at a contaminated morgue will therefore be considerably different from those necessary to supply the Pathology station in "clean" morgue.

4.3.1 Autopsy Team Job Action Sheet	
Purpose / Mission	Manage all aspects of all autopsies (internal exams) of decedents in the disaster morgue
Objectives	• If ordered by the C/ME, perform a thorough internal examination of decedents passing through the disaster morgue and document all findings. • Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Accurately determine the cause and manner of death – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal NOK
Assigned Area	Autopsy Station
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Autopsy Team personnel; Toxicology; Histology; Scribes; Technicians; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader, and receive situation briefing and Autopsy Team set up instructions.
- ❑ Receive instruction on policies that will affect the Autopsy Station:
  - Autopsy Policy
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine Autopsy Team staffing requirements
- ❑ Assemble Autopsy Team personnel and provide them with an operational briefing to include:
  - ❑ Situational brief
  - ❑ Health and safety protocols and requirements
  - ❑ Morgue security protocols and procedures
  - ❑ Autopsy Team operations
  - ❑ Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs
  - If additional facility space is needed, discuss needs with the Pathology Team Leader

- [ ] Set up team equipment and supplies at the designated location in the morgue facility
- [ ] Test all team equipment to be sure all is in working order
- [ ] Provide "just in time" training to team staff as needed
- [ ] Identify Autopsy Team resource needs and communicate all resource requests to the Pathology Team Leader
- [ ] Notify the Pathology Team Leader when the Autopsy Team is ready for the commencement of operations

Operational Responsibilities

The Autopsy Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Autopsy Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Scan or record the specimen barcode to call up the specimen file in Data Management System.
- Refer to remains' radiographs prior to beginning the examination.
- Upon assessment of the remains and the accompanying radiographs, mark in Data Management System all stations to which the remains must be routed.
- Ensure the forensic photographer documents the remains upon arrival at the Pathology station and all associated evidence and personal effects (PE) *in situ*.
- Ensure members of the Evidence Team at the Pathology station collect all associated evidence and PE to voucher each item and render each item to the appropriate agency. Descriptions of evidence and PE must be consistent and of such a level of detail as to be readily understandable and useful to the DVI Team and any other agency reviewing the case file.
- Ensure the forensic photographer documents the remains after all evidence, PE, and clothing has been removed.
- Ensure the forensic photographer will document all stages of the internal examination
- Perform the internal examination, if one is required. This exam may include (but is not limited to) the following:
  – Document injuries and injury patterns in writing in Data Management System (and by photography).
  – Identify the potential cause of death.
  – Take appropriate samples.
    -- Toxicological samples: Toxicological samples should always be taken when an internal exam is performed. In the event of a plane crash, it is important that the morgue have an FAA TOX-BOX on hand, or know how to access one, so that toxicological samples from all pilots present can be sent to the FAA.
    -- Histology samples: Stock tissue samples should always be taken when an internal exam is performed. Pathologists may also consider taking tissue for microscopic analysis.
  – Handle any unresolved commingling issues, and remove any evidence that may be deeply embedded in tissue.
    -- If an element from another decedent is found to be embedded in the tissue of the current decedent (e.g., a tooth from Individual A is embedded in the muscle tissue of Individual B), the element will be removed at this point. The foreign element will be routed to Triage, where it will be assigned a new ME case number.

- Order any additional analyses or procedures at any time.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

Pathology – Autopsy Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera and one MC-70, MC-75, or other wireless EDA with the required specifications (see Photography component)
- Autopsy tables
- Autopsy lights
- Data Management System Pathology station
- Sink
- Specimen containers
- Evidence heat sealer
- PPE
- Pathology equipment cart, tools:
  - The Pathology TL should ensure pre-mobilization that all necessary tools have been ordered and included in this toolkit.
  - Head blocks
  - Saws

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

When possible, the same pathologist performing the external exam on a decedent should also perform the internal exam for that decedent; if the morgue is operating in a DDICP workflow, the internal exam will occur as the very last station in the morgue, and the pathologist performing both the external and internal exams will accompany the remains into the separate autopsy suite.

4.3.2 Fingerprint Team Job Action Sheet	
Purpose / Mission	Obtain friction ridge surface prints from human remains.
Objectives	• Capture as much friction ridge surface as possible from each decedent's hands to maximize potential for making an identification • Document fingerprints via digital photographs and written notes in Data Management System. • Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal NOK
Assigned Area	Fingerprint station
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Fingerprint Team personnel; Forensic photographer; Scribe; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader, and receive situation briefing and Fingerprint Team set up instructions.
- ❑ Receive instruction on policies that will affect the Fingerprint Station and subsequent stations:
  - Identification Policy
- ❑ Obtain information on the current Morgue facility and operations:
  - ❑ Health and safety protocols and requirements
  - ❑ Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Fingerprint Team personnel and provide them with an operational briefing to include:
  - ❑ Situational brief;
  - ❑ Health and safety protocols and requirements;
  - ❑ Morgue security protocols and procedures;
  - ❑ Fingerprint Team operations; and,
  - ❑ Staffing and scheduling information.
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.
  - – If additional facility space is needed, discuss needs with the Pathology Team Leader.

- ❑ Set up team equipment and supplies at the designated location in the morgue facility.
- ❑ Test all team equipment to be sure all is in working order.
- ❑ Provide "just in time" training to team staff as needed.
- ❑ Identify Fingerprint Team resource needs and communicate all resource requests to the Pathology Team Leader.
- ❑ Notify the Pathology Team Leader when the Fingerprint Team is ready for the commencement of operations.

Operational Responsibilities

The Fingerprint Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Fingerprint Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When remains are brought to the Finger Printing station, scan the specimen barcode to call up the correct specimen file in Data Management System.
- Assess the condition of the friction ridge surfaces to determine if they are suitable for printing, and document all observations in the Data Management System file.
  - Be aware of complicating factors, including:
    - Decomposition;
    - Adipocerous or water damage;
    - Mummification;
    - Skin slippage; and,
    - Fire damage.
- If obtaining prints from the victim is possible, determine the appropriate methodology and procedures to be utilized.
- Attempt to obtain legible prints from the decedent.
  - Record as much friction ridge surface as possible (i.e., hands and feet) in order to maximize the potential for results.
- Allow the forensic photographer to document the victim's friction ridge surfaces.
  - Shots to be taken:
    - Establishing shots;
    - Medium-range shots;
    - Close-ups; and,
    - Macro.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.

- Follow and adhere to all health and safety protocols.
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

Fingerprint Worksheet Record Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera and one MC-70, MC-75, or other wireless EDA with the required specifications (See Photography component)
- Fingerprint kits
- Portable morgue table
- Data Management System Law Enforcement station
- Tables and chairs
- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- Though many jurisdictions are making a switch to digital fingerprint capturing systems, inked prints are currently still standard in the disaster morgue.
- Although pilots should typically have footprints on file, there will most likely be no antemortem footprint records available for most decedents. This may change in the future.
  - Baby footprints (and handprints) are not acceptable antemortem records for comparison, as an individual's friction ridges will continue to develop until approximately four years of age.
- Numerous civilian and criminal fingerprint databases exist. These databases can be searched for antemortem records to compare with postmortem prints taken in the morgue. When searching these databases for a possible identification, limiting one's search to certain databases and omitting others may limit one's potential to get a hit, as the databases are populated with different profiles. Those performing the search will need to be mindful of this issue and take calculated steps to maximize their potential for getting results.
- The Finger Printing Team may use a standard ten-print card to record friction ridge surface prints or they may opt to use a major case print card. The latter contains not only the usual ten fingerprints, but also the friction ridge surfaces on the palm, chop (side of the hand), and fingertips. The major case print card is typically used by law

enforcement when investigating an incident determined to be criminal in nature. It is recommended that responders treat every MFI as a criminal act until it is proven otherwise. Staff at the Finger Printing station should also be allowed to suggest the use of the major case print card if they feel it would be in the best interest of the investigation or overall operations.

- Depending on the condition of the remains (i.e., if they are decomposed, exhibit water or fire damage, etc.), alternative techniques may be required to collect friction ridge surface adequate for analysis.
  - Working with decedents to obtain prints can be challenging. Gentle massaging may help to restore some flexibility to the hand or foot being printed. In addition, rather than ink and roll one surface at a time, it can often be easier to use a roller to ink all friction ridge surfaces at the same time, then roll all inked surfaces onto a print card.
  - If digits cannot be successfully printed on an intact hand or foot, the Team may need to consult the pathologist and get his or her permission to remove the finger(s) or toe(s) from the others.
  - As it can be difficult to roll a decedent's finger across a print card, a metal postmortem card strip holder (fingerprinting spoon) can be used to more easily roll the print card over the finger. The print card is inserted through the slots in the concave spoon, and the card surface is rolled around the friction ridge surface.
  - A PVC pipe or other wide cylinder can be used to facilitate rolling handprints onto a major case print card. The print card is fastened to the cylinder using rubber bands. All friction ridge surfaces should be inked. The whole hand is then printed onto the card, beginning at the base of the palm (near the wrist) and rolling toward the fingertips. Once the palm and all digits have been printed in this fashion, the chop and the fingertips should then be printed (the card will need to be carefully angled to capture the fingertips).
  - If skin slippage is apparent, the layer of skin sloughing off (the epidermis) may be carefully removed. The epidermis will retain the victim's friction ridge surfaces and may be printed. Once the skin has been removed, the fingerprint technician, wearing fresh latex or nitrile gloves (preferably double-layered), can shape the skin to his or her finger and roll the print onto a print card. This process is referred to as *de gloving*.
  - If the skin surface is desiccated or the friction ridges, for whatever reason, are no longer prominent enough to be printed, hot water (brought to a boil in an electric kettle, for example) can be poured over the digits. The hot water will restore and fix the friction ridge surfaces so that they can be successfully printed.
  - Other techniques exist for special cases. Upon characterization of the MFI and assessment of the condition of the remains, the Finger Printing TL should ensure that the Team is made aware of potential and necessary techniques for use in the disaster morgue.

4.3.3 Dental Team Job Action Sheet	
Purpose / Mission	Collect, radiograph, and analyze postmortem dental evidence that will be compared to antemortem dental records in order to identify disaster victims.
Objectives	• Gather postmortem dental data by thoroughly examining, charting, photographing, and radiographing all specimens that enter the Forensic Odontology station in the disaster morgue. forensic odontology • Compare antemortem and postmortem records to make positive victim identifications. • Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal NOK
Assigned Area	Forensic odontology station
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Dental Team members; Forensic Photographer; Scribes; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by you're the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader, and receive situation briefing and Dental Team set up instructions.
- ❑ Receive instruction on policies that will affect the Dental Station and subsequent stations:
  - Identification Policy
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Dental Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Dental Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs

- If additional facility space is needed, discuss needs with the Pathology Team Leader

❑ Set up team equipment and supplies at the designated location in the morgue facility

❑ Test all team equipment to be sure all is in working order

❑ Provide “just in time” training to team staff as needed

❑ Identify Dental Team resource needs and communicate all resource requests to the Pathology Team Leader

❑ Notify the Pathology Team Leader when the Dental Team is ready for the commencement of operations

Operational Responsibilities

The Dental Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Dental Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When remains are brought to the Forensic Odontology station, scan the specimen barcode to call up the specimen file in Data Management System.
- Perform the dental examination; chart all observations in the data management system.
  - Radiograph the remains using an intraoral sensor and software (e.g., DEXIS). All radiographs should be saved utilizing the ME case number as the label and then uploaded to the appropriate the data management system. Once loaded in the data management system, the Team should verify that the images are assigned to the correct record.
  - If necessary, create dental models to assist in the identification of a decedent. If using this method, standard impression materials will be used (follow manufacturer’s instructions) and universal infectious control procedures will be followed.
- If applicable, compare antemortem and postmortem dental records within the data management system at the Forensic Odontology morgue station. This comparison may also be performed by forensic deontologists assigned to a separate location to aid the DVI Team in antemortem and postmortem comparison.
- Ensure consensus among the Forensic Odontology Team before submitting any potential dental identification for DVI review.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.

- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

X–ray – Dental Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera and one MC-70, MC-75, or other wireless EDA with the required specifications (See Photography component)
- Portable morgue table
- Data Management System Dental station
- DEXIS digital X-ray hardware (sensor and components) and software
- Aribex NOMAD (charged); Extra battery pack
- Dental morgue cart; Tools
- The Forensic Odontology TL should ensure pre-activation that all necessary tools have been ordered and included in this toolkit.
  - Dental impression materials (if necessary)
  - Complete Forensic Odontology instrumentation kit
- Radiographic flatbed scanner (unlocked – placed in non-transport mode)
- PPE
- Dental radiographic “lead shielding” and portable partitions

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- It should be kept in mind that the Forensic Odontology Team in the morgue represents just one function of the forensic deontologists who work in MFM operations. Forensic deontologists also work in the Victim Identification Center (VIC) within the Family Assistance Center (FAC) to gather antemortem dental records for the individuals on the manifest and to compare antemortem and postmortem data to make victim identifications. This document focuses solely on the role of the forensic odontology staff within the disaster morgue.
- The charting, radiographing, and comparison processes at the Forensic Odontology station may be complicated by the condition of the remains (e.g., remains that are macerated, fragmented, badly burned, or decomposed); special precautions may need to be taken or special methods applied.
- The Forensic Odontology station may sometimes experience difficulty in sharing data with other stations due to system interoperability issues; care must be taken when two stations have opened the same record, as file locking has not been implemented.
  - When the pathologist assigns the specimen to the Forensic Odontology station and requests a dental

radiograph in Data Management System, this will create a new record in the postmortem section.

- Certain identification features may prove inaccessible without facial dissection or jaw resection. These procedures may be performed only with permission from the C/ME.
- Smile comparison, via antemortem photographs and postmortem photographs of dentition, has been used in the past to aid in making identifications. This method may not be appropriate for certain MFIs, but the technique is an option.
- Personnel safety is a high priority. When using any device to capture radiographs, staff must be sure to follow all safety instructions so as to limit the risk of exposure to radiation
- The Photography Team will thoroughly photograph all dentition so that the Forensic Odontology Team can revisit their work and check their charting, if necessary.

4.3.4 DNA Team Job Action Sheet	
Purpose / Mission	Collect the best quality DNA samples possible from all remains in the disaster morgue in an effort to make scientific identifications of victims.
Objectives	• Obtain and appropriately store as many DNA samples as possible from all remains for further testing • Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal NOK
Assigned Area	DNA Sampling Station
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other DNA Team personnel; Forensic photographer; Scribe; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by you're the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader, and receive situation briefing and DNA Team set up instructions
- ❑ Receive instruction on policies that will affect the DNA Station and subsequent stations:
  - Identification Policy
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble DNA Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - DNA Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs
  - If additional facility space is needed, discuss needs with the Pathology Team Leader
- ❑ Set up team equipment and supplies at the designated location in the morgue facility

- ❑ Test all team equipment to be sure all is in working order
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify Team resource needs and communicate all resource requests to the Pathology Team Leader
- ❑ Discuss with the Pathology Team Leader and agree upon an arrangement to collect blood samples for DNA testing purposes (these samples can be taken at Pathology or they can be taken at the DNA Sampling station; therefore, these TLs must communicate about the issue beforehand)
- ❑ Notify the Pathology Team Leader when the DNA Team is ready for the commencement of operations

Operational Responsibilities

The DNA Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The DNA Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When remains are brought to the DNA Sampling station, scan the specimen barcode to call up the correct specimen file in Data Management System.
- Assess the remains and decide what sample(s) will be the most likely to yield results.
- Ensure that the forensic photographer documents all materials to be sampled and all samples before, during, and after the sampling process. See the Photography component for DNA station-specific instructions for the forensic photographer.
- Collect ***all*** of the following, if applicable and possible:
  - A buccal swab;
  - A deep muscle tissue sample;
  - A bone sample; and,
  - A bladder swab (for fire victims).
- Aim to collect seven to ten grams per sample. Four grams may suffice, but extra material should be taken to account for the potential need for further testing.
- If the blood is in adequate sampling condition, collect a blood sample; however, a blood sample may be taken at the Pathology station.
- Collect a tooth sample, if applicable.
- Log all samples in Data Management System.
- Package all samples appropriately.
- Label each sample with a barcode or label bearing the appropriate ME case number.
- Store all samples appropriately for further lab testing. This may require repackaging in appropriate containers and freezer space.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.

- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

Forensic Biology - DNA Worksheet and Record

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera and one MC-70, MC-75, or other wireless EDA with the required specifications
- See Photography component
- Portable morgue table
- Data Management System DNA station
- DNA morgue cart
  - Buccal swabs
  - Storage envelopes for buccal swabs
  - Specimen cups
  - Falcon tubes (50 ml)
- Tools: The DNA TL should ensure pre-mobilization that all necessary tools have been ordered and included in this toolkit.
  - Scalpels
  - Forceps
  - Dremel cutting wheels
  - Autopsy saw blades
  - Autopsy saw and/or Dremel saw and replacements parts
- The tools used at the DNA station should be disposable (i.e., disposable scalpel and saw blades) if at all possible. If such tools will not be available, the Team must have the following to clean all tools between decedents:
  - 10% bleach
  - Ethanol
  - Water

- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- DNA Sampling Team members should be cognizant of the conditions of the DNA samples collected. Analysts can often tell by the appearance and odor of the tissue whether or not it will likely yield results.
- Bone samples will take far longer than blood or buccal samples to process in the laboratory (bone can take two to three days to obtain a DNA extract for testing, whereas blood or buccal samples can yield an extract for testing in a matter of hours). This fact should be taken into consideration when sampling; nevertheless, *all* available samples should be collected.
- In sampling bone, cortical bone is optimal (as opposed to trabecular bone), but the DNA Sampling team should collect whatever samples are available.
- Teeth should *only be sampled if necessary*. This is usually only done if the teeth are the only samples recovered (i.e., intact in a mandible), and the decision to collect a tooth sample is dependent on the condition of the tooth. If a tooth sample is the only sample that can be recovered, unrestored teeth with roots are preferable. The sample(s) should have been examined previously by a forensic deontologist at the Forensic Odontology station, and radiographs and photographs of the tooth should have been taken. DNA testing can destroy the morphology of the tooth, and the tooth may be consumed in DNA testing; therefore, ensure that the tooth has been well documented prior to DNA sampling.

4.3.5 Photography Team Job Action Sheet	
Purpose / Mission	Objectively and thoroughly document the passage of all remains through each station of the disaster morgue. Photography allows morgue staff to document the condition of the remains, to support the chain of custody, and to allow investigators and analysts to review evidence at a later date.
Objectives	• Document all exams and procedures performed on all remains at each station of the disaster morgue, from Triage through DNA (with the exception of Forensic Radiology). • Transfer photos immediately (transfer will preferably be automatic) to the appropriate case file so that they may be used immediately by anyone accessing the file in Data Management System. • Ensure that photographs are accompanied by appropriate written documentation in a photo log. • Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Support judicial, public health, and investigative objectives and requirements
Assigned Area	Pathology team stations, as needed and assigned
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Photography Team personnel; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader, and receive situation briefing and Photography Team set up instructions.
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements based on photography needs requested by the Pathologist
- ❑ Assemble Photography Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Photography Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.

- If additional facility space is needed, discuss needs with the Pathology Team Leader

- ❑ Set up team equipment and supplies at the designated location in the morgue facility
- ❑ Test all team equipment to be sure all is in working order
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify Photography Team resource needs and communicate all resource requests to the Pathology Team Leader
- ❑ Notify the Pathology Team Leader when the Photography Team is ready for the commencement of operations

Operational Responsibilities

The Photography Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Photography Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When remains enter the Pathology station, scan the specimen barcode with the MC-70. Doing so will call up the Data Management System case file so that all subsequent photos (until the next barcode is scanned) will be uploaded to the appropriate file.

  Note: *C/ME offices that do not have a computerized data management system should be recording this information in the photo log to ensure the photographs are matched with the case number.*

- Include a scale bearing the remains' ME case number in *every photograph*.

  Note: A*ll shots in the photo log. Include the photo number, the ME case number, the time the photo was taken, and a brief description of the shot.*

- Photograph all evidence or personal effects (PE) removed from the remains by the Pathology Team and given to the Evidence Team for vouchering. These items should be photographed against the center of a piece of neutral-colored paper. Photographer should ensure that the item is placed on the paper such that no splashing fluids stain the paper surface surrounding the item.
- Take overall photographs of the body, including:
  - Lateral views, both sides of the head, trunk, and legs;
  - Anterior views of the head, trunk, and legs (anterior shots of the face are especially important); and,
  - Posterior views of the head, trunk, and legs.
- Take overall photographs of the body after the body and table have been thoroughly cleaned and dried.
- Photograph any individualizing features and/or injuries present.
  - Show the location of the feature or injury (by establishing shots and medium-range shots) before taking close-up views.
  - Ensure that there is an anatomical landmark in the frame so that each injury can be properly placed when images are reviewed.
  - If photographing any organs, bullets, or other evidence/objects outside the body, place the object on a neutral-colored paper.
- Capture any other images as ordered by the pathologist.

- When remains enter the Forensic Odontology station, make sure all photos are still being transferred to the correct Data Management System file (scan the specimen barcode with the MC-70 if necessary).
- Include a scale bearing the remains' ME case number in every photograph.

  Note: *All shots in the photo log. Include the photo number, the ME case number, the time the photo was taken, and a brief description of the shot.*
- Capture the following views, as well as any others ordered by the forensic deontologist:
  - Full face, lips retracted;
  - Close-up view of anterior teeth;
  - Lateral views of teeth in slightly open position and in occlusion; and,
  - Occlusal views, upper and lower teeth.
- When remains enter the Fingerprinting station, make sure all photos are still being transferred to the correct Data Management System file (scan the specimen barcode with the MC-70 if necessary).
- Include a scale bearing the remains' ME case number in *every photograph*.

  Note: *All shots in the photo log. Include the photo number, the ME case number, the time the photo was taken, and a brief description of the shot.*
- Picture the entire hand or foot before focusing on individual digits (if applicable).
- Use a macro lens and oblique lighting to capture as much ridge detail as possible on each digit.
- When remains enter the DNA station, make sure all photos are still being transferred to the correct Data Management System file (scan the specimen barcode with the MC-70 if necessary).
- Include a scale bearing the remains' ME case number in every photograph.

  Note: *All shots in the photo log. Include the photo number, the ME case number, the time the photo was taken, and a brief description of the shot.*
- Prior to sampling, photograph the area of the remains from which the DNA Team will remove the sample.
- Photograph the sampling process.
- Photograph the area of the remains from which the sample was removed.
- Photograph the sample after it has been removed.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of the Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

- Photo Log
- Photography – Recovery Form
- Photography – Specimen (by station) Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera per station (also, one per autopsy table, one for Evidence at Triage, and one for Evidence at Pathology)
  - Spare batteries for each camera
  - Battery charger for each camera
  - Strap for each camera
  - Flash with batteries for each camera
  - Tripods (optional)
- One MC-70, MC-75, or other wireless EDA with advanced data and image capture capabilities (must be able to scan barcodes and instantly capture and transmit image and data files to a designated file location) per station
  - Spare batteries for each wireless EDA
  - Battery charger for each wireless EDA
  - Cables to attach unit to camera for each wireless EDA
  - Photo application installed and configured on each wireless EDA
- Photo log materials
- Adhesive scales to which specimen barcode label is printed/affixed
- Neutral-colored paper background for photographing objects removed from the body
- Alternative light source(s)
- Filters
- Infrared photography equipment
- PPE

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- All photographers in the morgue should ideally have morgue photography experience.
- The photographer will typically operate his or her own MC-70 or MC-75. Alternatively, another staff member can act as an MC-70 or MC-75 operator.

Settings

- Aperture: The photographer will want to capture as much depth of field as possible. To maximize depth of field, the camera should be set on an aperture setting of F8 or higher.
- Flash: Flash (particularly balance fill flash) should be used; built-in flash is not recommended, but will be a better option than photographing items with no flash whatsoever.
- Shutter speed: Shutter speed should not be set below 1/60 of a second.
- ISO: Low ISO settings (typically 100) should be used; higher settings will render a pixilated image.
- File type: Images should preferably be saved as JPEG files.

Practices

- Digital cameras should be used, as they offer far more in capabilities and usability than do film cameras.
- In establishing or medium-range shots, the scale and label should be placed at the bottom of the frame. When taking close-ups, however, the scale and label should be placed on the side of the frame nearest the decedent's feet. This practice will help to orient the viewer.
- Unless a decedent needs to be photographed as received, the body should be cleaned of all bodily fluids, dirt, debris, etc., and thoroughly dried before photos are taken. Dirt and blood can obscure injuries and may become distracting to those viewing the images; the body and autopsy table must be completely dry to avoid flash reflecting off any wet surfaces. Although some photographers may help with light clean-up to get the best photograph, Photography Team members are not obligated to clean, dry, or move the bodies.
- In addition to cleaning the body, the autopsy table needs to be cleared of all tools, hoses, and bags, cleaned, and thoroughly dried prior to taking any photographs.
- Other individuals working alongside the photographer at a given station should avoid being in the frame.
- If the photographer requires assistance setting up a shot (e.g., needs someone to hold a case label or stabilize an appendage); the photographer may ask an autopsy technician or other station staff member to assist.
- Where applicable and possible, photographs should be taken at an angle perpendicular to the surface on which the body rests.
- All disaster morgue images should exist in multiple locations for backup purposes:
  - They should remain on the camera's memory card and be either a) burned to a disc and retained in a physical file or b) saved to a hard drive location.
  - The MC-70 will retain images until they are deleted.
  - Images will be uploaded to and saved in the appropriate Data Management System file.
- No photographs should be deleted. If any are deleted, accidentally or otherwise, this should be documented in the photo log.
- The forensic photographer should maintain a photo log throughout disaster morgue operations.
  - The log will be particularly useful when photographing more than one specimen at a time (to avoid losing time switching between ME case numbers, the photographer may capture all images, documenting to which file each belongs, and reconcile the images and their appropriate case numbers later).

- It will also be useful when many close-up shots will be taken in rapid succession. A viewer may be unable to recognize the subject of the photographs without some context information.
- The log is also important for documenting when and why any photographs have been deleted. As it is considered best practice not to delete any photos taken in the disaster morgue, any deletions, accidental or otherwise, should be noted in detail at the time of their deletion.

• No photographs should be taken in the disaster morgue unless by the Photography staff. No candid photographs should be taken in the disaster morgue from the commencement to the conclusion of operations, unless they are taken for the purpose of documenting morgue operations.

4.3.6 Evidence Team Job Action Sheet	
Purpose / Mission	Receive, voucher, and secure all evidence and personal effects (PE) found in the disaster morgue (both associated and unassociated) before rendering it to the appropriate law enforcement agency.
Objectives	• Receive and document associated and unassociated evidentiary items and PE • Voucher evidence and PE, as necessary • Package, catalog, and secure items until release • Release items to the appropriate authorities or agencies for testing or return to next of kin (NOK) • Maintain chain of custody of items from accession to final disposition
Assigned Area	Pathology station
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Evidence Team personnel; Forensic photographers; Scribes; Security officers; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader and receive situation briefing and Evidence Team set up instructions
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Evidence Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Evidence Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.
  - If additional facility space is needed, discuss needs with the Pathology Team Leader
- ❑ Set up team equipment and supplies at the designated location in the morgue facility.
- ❑ Test all team equipment to be sure all is in working order.
- ❑ Provide "just in time" training to team staff as needed.
- ❑ Identify Evidence Team resource needs and communicate all resource requests to the Pathology Team Leader.

- [ ] Notify the Pathology Team Leader when the Evidence Team is ready for the commencement of operations.

Operational Responsibilities

The Evidence Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Evidence Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When remains enter the Pathology station, scan or record the specimen barcode to ensure that all items removed by Evidence will be associated with the correct file(s) in the Data Management System.
- Ensure the barcode or label is recorded on Data Management System station to enter documentation of evidentiary items in same file as the Autopsy Team.
- Collect all evidence or PE that are associated with the remains (that is, they are spatially associated with the remains – they are found on or in the remains).
- Ensure that the Photography Team thoroughly photographs all items removed.
- Voucher all items properly, in accordance with law enforcement requirements, such that a record of the item exists for the C/ME's office and another exists for law enforcement.
- Record a detailed description in Data Management System. Descriptions must be consistent in the terminology used and the level of detail recorded. This is vital to being able to link PE with individuals and return items to NOK (see Considerations below for more information on the importance of description detail).
- Ensure all items are documented, via photography and written notation, and vouchered appropriately and released.

Note: *They may be released to appropriate law enforcement representatives or other agency for testing or secure storage. They may also be released to NOK when appropriate (see Considerations below for more information on release of items).*

- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

Evidence – Associated Log Sheet and Record Form ***[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]***
Equipment and Supplies
See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List
Considerations

- Item descriptions should be thorough and detailed.
  - Poor example: "One (1) ring"
  - Good example: "One (1) yellow metal ring with white stone and '01.01.01 forever' engraved on inner surface"
- Item descriptions must also be consistent and preferably standardized so that they can be searchable in Data Management System.
  - Prior to the commencement of operations, it would be advisable for all Evidence Team members to be made aware of what terminology will be used in the disaster morgue for this specific incident. Both the Triage Evidence Team and the Evidence Team should be in agreement regarding the terminology to be used.
- To release evidence to NOK:
  - Evidence staff will release PE to the NOK after a written request has been received and reviewed by the C/ME's legal department.
  - Evidence staff will release evidentiary items to the appropriate law enforcement agency. Law enforcement will be responsible for releasing any evidentiary items to NOK.
- Valid contact information must be obtained for all individuals, departments, and agencies involved with evidence collection. If multiple agencies are involved and evidence is released to multiple locations, it is imperative that all involved in the response be able to contact those having evidence or PE in their custody.

4.3.7 Anthropology Team Job Action Sheet	
Purpose / Mission	Augment the analysis of human remains at Pathology by providing focused and comprehensive forensic anthropological documentation of human remains processed in the disaster morgue. Such an analysis will aid in identifying the decedent and in determining the cause and manner of death.
Objectives	• Assess the remains and provide the pathologist a biological profile, comprising estimations of the decedent's sex, age at death, ancestry, and stature, as appropriate. • Identify and document all antemortem, peri mortem, and post mortem trauma. • Identify and document any evidence of pathological conditions. • Identify and document any individualizing characteristics that may aid in the decedent identification process, including surgical hardware or prosthetic devices. • Assist other stations and analysts, when requested. – Take and/or read radiographs. – Collect DNA samples from bone. • Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal NOK
Assigned Area	Anthropology station
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Anthropology Team personnel; Forensic photographer; Scribe; Morgue Support Group ; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader and receive situation briefing and Anthropology Team set up instructions
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Anthropology Team personnel and provide them with an operational briefing to include:
  - Situational brief

- Health and safety protocols and requirements
- Morgue security protocols and procedures
- Anthropology Team operations
- Staffing and scheduling information

❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.

- If additional facility space is needed, discuss needs with the Pathology Team Leader

❑ Set up team equipment and supplies at the designated location in the morgue facility.

❑ Test all team equipment to be sure all is in working order.

❑ Provide "just in time" training to team staff as needed.

❑ Identify Anthropology Team resource needs and communicate all resource requests to the Pathology Team Leader.

❑ Discuss and obtain agreement with the Pathology Team Leader on the arrangements regarding when, where, and how to conduct anthropology consultations.

❑ Notify the Pathology Team Leader when the Anthropology Team is ready for the commencement of operations.

Operational Responsibilities

The Anthropology Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Anthropology Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When the Anthropology Team has been asked to consult on a case at Pathology, scan the specimen barcode at the Anthropology Data Management System station to call up the correct specimen file.
- Assess the remains themselves and the radiographs of the remains.
- Instruct the forensic photographer on what photographs need to be taken.
- Based on the assessment of the remains and radiographs, complete the following (as applicable and practical):
  – Evaluate and document the condition of the remains, describing the anatomical features present.
  – Compile a biological profile of the decedent, including estimations of the individual's sex, age at death, ancestry, and stature.

  Note:

  1. *The circumstances of the incident and the incident response, as well as the condition of the remains, may dictate the extent to which this will be possible and/or useful.*
  2. *Certain analyses may be performed on dental evidence; the Anthropology Team may choose to work with the Forensic Odontology Team when analyzing dentition.*
- Evaluate any evidence of trauma in order to distinguish between antemortem, peri mortem, and postmortem insults to the remains.

  Note: Failing to distinguish between trauma inflicted before, during, and after the MFI can result in skewed interpretations of the cause of death and of the character of the incident itself.
- Identify any evidence of pathology, as it may be matched to antemortem medical records.

- Identify any other individualizing features present, including surgical hardware or prosthetic devices (which may bear serial or lot numbers, or other manufacturer information, which can help to lead the DVI team to an identification).
- Thoroughly document all findings in Data Management System. Consistency and standardization of terminology is crucial, as numerous entities of diverse backgrounds will review this information. See note in Personnel section regarding scribe qualifications.
- Complete the following (upon specific request):
  - Take and/or read radiographs.
    - Collect DNA samples from bone. This task is generally within the purview of the DNA Team, but under certain circumstances the anthropologist(s) may serve to help perform the sampling.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

Forensic Anthropology Worksheet and Record Form

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- One camera and one MC-70, MC-75, or other wireless EDA with the required specifications (See Photography component)
- Data Management System for Anthropology station
- PPE
- Tools
- Tables
- Chairs

Note: *The Anthropology Team should ensure pre-mobilization that all necessary tools have been ordered and*

included in this toolkit.   ***See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List***
Considerations

4.3.8 Histology Team Job Action Sheet	
Purpose / Mission	Collect histology samples when instructed by the Pathology Team to assist in the determination of cause and manner of death
Objectives	• Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements
Assigned Area	Pathology Station / Histology
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Histology Team personnel; Scribe; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by you're the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader and receive situation briefing and Histology Team set up instructions
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine Histology Team staffing requirements
- ❑ Assemble Histology Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Histology Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.
  - If additional facility space is needed, discuss needs with the Pathology Team Leader
- ❑ Set up team equipment and supplies at the designated location in the morgue facility
- ❑ Test all team equipment to be sure all is in working order
- ❑ Receive or provide "just in time" training to team staff as needed
- ❑ Identify Histology Team resource needs and communicate all resource requests through the Pathology Team Leader to the Morgue Support Group Supervisor
- ❑ Notify the Pathology Team Leader when the Histology Team is ready for the commencement of operations

Operational Responsibilities

The Histology Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Histology Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- As directed by the Pathologist, take appropriate histological samples
- Document samples taken in the Data Management System
- Package samples appropriately for transfer to histology laboratory
- Label all samples with the case number
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

N/A

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

4.3.9 Toxicology Team Job Action Sheet	
Purpose / Mission	Collect toxicology samples when instructed by the Pathology Team to assist in the determination of cause and manner of death
Objectives	• Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements
Assigned Area	Pathology Station / Toxicology
Supervisor	Pathology Team Leader
Supporting Positions / Functions	Other Toxicology Team personnel; Scribe; Morgue Support Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Pathology Team Leader
- ❑ Check in with the Pathology Team Leader and receive situation briefing and Toxicology Team set up instructions
- ❑ Obtain information on the current Morgue:
  - HASP
  - Security procedures
- ❑ Determine Toxicology Team staffing requirements
- ❑ Assemble Toxicology Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Toxicology Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.
- If additional facility space is needed, discuss needs with the Pathology Team Leader
- ❑ Set up team equipment and supplies at the designated location in the morgue facility.
- ❑ Test all team equipment to be sure all is in working order.
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify Toxicology Team resource needs and communicate all resource requests through the Pathology Team Leader to the Morgue Support Group Supervisor
- ❑ Notify the Pathology Team Leader when the Toxicology Team is ready for the commencement of operations

Operational Responsibilities

The Toxicology Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Toxicology Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.
• As directed by the Pathologist, take appropriate toxicological samples • Document samples taken in the Data Management System • Package samples appropriately for transfer to toxicology laboratory • Label all samples with the case number • Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures • Ensure all team personnel are using applicable portions of the FOG and their position checklists • Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs • Follow all Universal Precautions against exposure to communicable disease and biohazards • Follow and adhere to all health and safety protocols • Be aware of the Team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel **At the end of each operational period** • Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period • Report the depletion and restocking needs of your area/station at the end of each operational period
Forms / Job Aids
N/A
Equipment and Supplies
See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List
Considerations

5.0 Morgue Support Group Supervisor Job Action Sheet	
Purpose / Mission	Coordinate with other Morgue Group Supervisors to provide logistical support of facilities, equipment/supplies and Information Technology aspects of morgue operations
Objectives	• Coordinate with Deputy FM Branch Director- PM to ensure the appropriate equipment, vehicles, and supplies are available to support morgue operations • Ensure that all operations are conducted in a safe and efficient manner
Assigned Area	Morgue
Supervisor	Deputy FM Branch Director – PM
Supporting Positions / Functions	Facilities Team; Supply Team; Equipment Team; Information Technology Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Deputy FM Branch Director-PM
  - Receive information regarding the morgue type, workflow, etc.
- ❑ Meet with the Deputy FM Branch Director-PM to determine morgue set up and support needs
- ❑ Determine Support Group staffing requirements
- ❑ Ensure the area is clean and clear and ready to receive equipment
- ❑ Participate in the Initial walk-through with the Deputy FM Branch Director – PM, Morgue Security Officer, the Morgue Health and Safety Officer, other Morgue Group Supervisors, and Team Leaders to determine set up requirements, space requirements, layout, etc. During the walk-through:
  - Identify security check-in and check-out station
  - Identify forensic examination station locations
  - Assess the storage capacity of the current infrastructure and consider augmentations, if needed
  - Identify Disaster Morgue admin/command center
  - Identify staff respite area
- ❑ Develop layout sketch to identify the location of stations in relation to each other and ensure all Team Leaders approve of layout
- ❑ Establish timeline for the set-up of equipment
- ❑ Determine Support Group staffing needs based on morgue type and size, incident characteristics and operational periods
- ❑ Assign and notify Support Group Team Leaders to report to the morgue:
  - ❑ Facilities Team
  - ❑ Supply Team
  - ❑ Equipment Team

- ❑ Information Technology Team

- ❑ Assemble Support Group Team Leaders and staff and provide them:
  - All necessary information regarding the MFI
  - Support Group operations, staffing, and schedules
  - Morgue type and Workflow
  - PPE requirements and use
  - Health and Safety Plan information
  - Equipment / supply request procedure
  - Issues
  - Direct personnel to use the FOG and their position checklists
- ❑ Initiate morgue set up and:
  - Identify additional personnel needed for support of morgue mobilization
  - Determine deployment schedule for equipment to the disaster morgue
  - Identify staging locations for equipment
- ❑ Ensure that Team Leaders set up Support Group equipment in the morgue facility
- ❑ Ensure that Team Leaders test all Support Group equipment to be sure all is in working order
- ❑ Determine Support Group communication needs (i.e., radios, phones)
- ❑ Ensure the placement signage (outside and inside) as per facility set up walk through. (Facilities Team task)
- ❑ Receive and process morgue resource needs from other morgue groups and teams
- ❑ Identify resource gaps and make resource requests as appropriate to the Agency Operations Center to be sourced.
- ❑ Advise the Deputy Branch Director—PM of any Support Group issues, foreseeable or actual, and make corrective recommendations
- ❑ Notify the Deputy FM Branch Director – PM that the Support Group is ready for the commencement of operations

Operational Responsibilities

The Support Group Supervisor is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Support Group Supervisor should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Attend daily walk-through minimally 1 hour prior to Morgue opening with Deputy FM Branch Director – PM, Group Supervisors and Morgue Support Team Leaders to ensure set up per initial walk through requirements.
  - Determine the type and quantity of equipment sufficient to set up and continue the Morgue operation for each operational period.
- Develop and maintain a weekly group staff schedule.
- Maintain awareness of the Morgue scale, scope and required operations.
- Participate in Morgue Operational Briefings.
- Monitor use of supplies and anticipate replenishment needs.

- When possible, fulfill resource requests from Morgue Group Supervisors. If the Morgue Support Group cannot fulfill a request:
  - Coordinate with the Agency Operations Center to procure the requested resources through contract or resource request submitted to the Emergency Operations Center (EOC).
- Brief Deputy FM Branch Director – PM on any logistics issues or changes in procedure.
- Prepare and maintain facility, supply, equipment records and reports as appropriate.
- Manage all Morgue Support Group personnel:
  - Assemble, brief and assign work locations and preliminary work tasks to Morgue Support Group Teams/personnel.
  - Ensure all personnel observe established level of operational safety and adhere to all health and safety protocols.
  - Maintain communications with Group personnel on issues related to changes to or deviations from established disaster specific processing procedures.
  - Ensure all Group personnel are using applicable portions of the FOG and their position checklists.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Be aware of Support Group personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Ensure Morgue is thoroughly cleaned and resupplied at end of every operational period.
- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Report the depletion and restocking needs of morgue operations at the end of each operational period.

Forms / Job Aids
[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]
Equipment and Supplies
See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List
Considerations

5.1 Facilities Team Job Action Sheet	
Purpose / Mission	Set up and manage the morgue facility
Objectives	• Manage morgue facility • Respond to facilities requests from morgue personnel during operations
Assigned Area	Morgue facility
Supervisor	Morgue Support Group Supervisor
Supporting Positions / Functions	Other Facilities Team personnel

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Morgue Support Group Supervisor
- ❑ Check in with the Morgue Support Group Supervisor, and receive situation briefing and Facilities Team set up instructions.
- ❑ Determine morgue facility requirements:
  - ❑ Needed space
  - ❑ Specific location
  - ❑ Access
  - ❑ Parking
  - ❑ Security and Safety
- ❑ Prepare layout of morgue facility in accordance with facility requirements
- ❑ Direct and assist set up of morgue facility; work with Morgue Group and Team Leaders
- ❑ Place signage (outside and inside) as per facility set up walk through
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Facilities Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Facilities Team operations
  - Staffing and scheduling information
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify morgue facility resource needs and communicate all resource requests through the Morgue Support Group

Supervisor

- ❑ Notify the Morgue Support Group Supervisor when the Facilities Team is ready for the commencement of operations

Operational Responsibilities

The Facilities Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Facilities Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Respond to requests for additional facilities by Morgue Groups and Teams
- Provide facility maintenance services (e.g., sanitation, lighting, clean up)
- Maintain facility records
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

Morgue Type and Workflow depictions

Morgue facility schematics

Field morgue schematics, if exist

Power supply schematics

Heavy equipment specifications

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

5.2 Supply Team Job Action Sheet

Purpose / Mission	Order, receive, distribute, and store supplies and equipment

Objectives	• Receive and respond to supply orders from authorized morgue staff • Maintain inventory of supplies and equipment
Assigned Area	Morgue Facility / Storeroom
Supervisor	Morgue Support Group Supervisor
Supporting Positions / Functions	Other Supply Team personnel

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Morgue Support Group Supervisor
- ❑ Check in with the Morgue Support Group Supervisor and receive situation briefing and Supply Team set up instructions.
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Supply Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Supply Team operations
  - Staffing and scheduling information
- ❑ Determine type and amount of supplies and equipment on hand and en route
- ❑ Determine ordering parameters, authorities and restrictions
- ❑ Confirm ordering process.
- ❑ Determine scope of supply process.
- ❑ Develop and implement safety and security requirements for supply areas
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.
  - If additional facility space is needed, discuss needs with the Morgue Support Group Supervisor
- ❑ Set up team equipment and supplies at the designated location in the morgue facility.
- ❑ Test all team equipment to be sure all is in working order.
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify Supply Team resource needs and communicate all resource requests through the Morgue Support Group Supervisor
- ❑ Notify the Morgue Support Group Supervisor when the Supply Team is ready for the commencement of operations

Operational Responsibilities

The Supply Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Supply Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Monitor and maintain morgue station supplies
  - An inventory must be kept up to date throughout the operation to ensure that the Morgue Support Group can replenish used supplies
- Order supplies as needed
- Arrange to receive ordered supplies and equipment
- Coordinate and maintain morgue stockpile (inventory)
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

5.3 Equipment Team Job Action Sheet	
Purpose / Mission	Order, receive, distribute, and store equipment
Objectives	• Receive and respond to equipment orders from authorized morgue staff • Maintain inventory of equipment
Assigned Area	Morgue Facility
Supervisor	Morgue Support Group Supervisor
Supporting Positions / Functions	Other Equipment Team personnel

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Morgue Support Group Supervisor
- ❑ Check in with the Morgue Support Group Supervisor and receive situation briefing and Equipment Team set up instructions.
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Equipment Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Equipment Team operations
  - Staffing and scheduling information
- ❑ Determine type and amount of equipment on hand and en route
- ❑ Determine equipment ordering parameters, authorities and restrictions
- ❑ Confirm equipment ordering process.
- ❑ Develop and implement safety and security requirements for equipment
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs.
  - If additional facility space is needed, discuss needs with the Morgue Support Group Supervisor
- ❑ Set up equipment at the designated location in the morgue facility.
- ❑ Test all equipment to be sure all is in working order.
- ❑ Provide “just in time” training to team staff as needed
- ❑ Identify Equipment Team resource needs and communicate all resource requests through the Morgue Support Group Supervisor

- [ ] Notify the Morgue Support Group Supervisor when the Equipment Team is ready for the commencement of operations.

Operational Responsibilities

The Equipment Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Equipment Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Monitor and maintain morgue station equipment
- Order equipment as needed
- Arrange to receive ordered equipment
- Coordinate and maintain morgue equipment stockpile (inventory) as appropriate
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of equipment and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

5.4 Information Technology Team Job Action Sheet	
Purpose / Mission	Provide Information Technology support to Postmortem Processing
Objectives	• Identify and establish IT connectivity at Fixed Facility, Off-Site Disaster Morgues, and DDICPs • Identify and establish IT connectivity for postmortem data collection, which allows for appropriate decedent case management • Identify and establish IT connectivity for laboratory specimen processing and return – Establish cross-leveling decedent manifests reports with postmortem Data • Provide IT connectivity tutorials for staff • Establish virtual aids (e.g., websites or portals) to share real-time or close to real-time information for specific mass fatality management or workers
Assigned Area	Morgue Facility
Supervisor	Morgue Support Group Supervisor
Supporting Positions / Functions	Other IT Team personnel

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Morgue Support Group Supervisor
- ❑ Check in with the Morgue Support Group Supervisor and receive situation briefing and IT Team set up instructions
- ❑ Identify facility IT needs: desktops; server(s); network; applications based on the data management system and/or capabilities following the incident
- ❑ Identify additional IT needs based on the incident (infrastructure)
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Assemble IT Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - IT Team operations
  - Staffing and scheduling information
- ❑ Identify any issues that need to be addressed related to:
  - Telephone lines (preferably pre-existing)
  - Internet connectivity in all areas (pre-identify bandwidth necessary to support operations)

- Computer availability for staff use (not at the morgue stations)

- ❑ Prior to the initiation of disaster morgue operations, test all data management systems to ensure proper functionality.
  - Assist stations with the testing of equipment prior to operations
- ❑ Report any operation altering issues to the Deputy FM Branch Director – PM through the Morgue Support Group Supervisor
- ❑ Troubleshoot any issues that arise
- ❑ Set up and staff a help desk function to oversee the maintenance of the data management system through the duration of the morgue operations
- ❑ Set up IT Team equipment and supplies at the designated location in the morgue facility.
- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify IT Team resource needs and communicate all resource requests through the Morgue Support Group Supervisor
- ❑ Notify the Morgue Support Group Supervisor when the IT Team is ready for the commencement of operations

Operational Responsibilities

The IT Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The IT Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Maintain morgue IT operations: hardware and the data management system
- Maintain an IT help desk
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies
See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List
Considerations

- Software Tools: Data Management System capable of capturing all relevant antemortem and postmortem data
- IT/ Tracking will be available at all physical locations where postmortem data Is gathered including off-site morgues, fixed facility morgues and DDICPs
- Staff In-Processing Areas: Identify all data pertaining to staff working each day, checking in and checking out
- Mobile IT Data Gathering Tools: Hardware tools that are used to gather and store data
- Networks: Information data networks where data is downloaded and uploaded; to include back-up network
- Help Desk Services: Personnel onsite available to address IT concerns
- Just-in-Time Training: Orientation training modules so ad hoc staff can familiarize themselves with the IT system used to gather postmortem data
- Also see Morgue FOG Section 7.5

6.0 DVI Group Supervisor Job Action Sheet	
Purpose / Mission	Responsible for managing all aspects of postmortem data gathered for DVI in the disaster morgue, including case reports and QA/QC.
Objectives	• Ensure all MFM operations are conducted in a safe manner • Conduct MFM tasks in accordance with established forensic standards – Document, record, investigate, recover, and process decedents in a dignified and respectful manner – Accurately determine the cause and manner of death – Perform the accurate and efficient identification of victims – Support judicial, public health, and investigative objectives and requirements • Conduct the rapid return of decedents to their legal NOK • Ensure all postmortem documentation is complete and the case has been examined by the appropriate personnel
Assigned Area	Morgue / Exit Area
Supervisor	Deputy FM Branch Director – Postmortem
Supporting Positions / Functions	Exit Review Team; DVI Entry Team; Morgue Support Group; Remains Storage Group; Remains Escort Team

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the Deputy FM Branch Director-PM
- ❑ Meet with the Deputy FM Branch Director-PM to determine quality assurance and quality control program/ policy
- ❑ Participate in Morgue walk-through with the Deputy FM Branch Director-PM and other Group Supervisors / Team Leaders
- ❑ Evaluate morgue space to assess DVI Group capacity and needs
- ❑ Determine DVI Group staffing needs based on morgue type and size, incident characteristics and operational periods
- ❑ Assign and notify DVI Group Team Leaders to report to the morgue:
  - ❑ Exit Review Team
  - ❑ DVI Entry Team
- ❑ Assemble DVI Group Team Leaders and staff and provide them:
  - All necessary information regarding the MFI
  - DVI Group operations, staffing, and schedules
  - Morgue type and Workflow
  - PPE requirements and use

- Health and Safety Plan information
- Equipment / supply request procedure
- Issues
- Direct personnel to use the FOG and their position checklists

❑ Instruct staff to identify gaps in resources

❑ Instruct staff to identify if they will require scribes and make request to the Morgue Support Group Supervisor to provide adequate number of scribes

❑ Ensure that Team Leaders set up DVI Group equipment in the morgue facility

❑ Ensure that Team Leaders test all DVI Group equipment to be sure all is in working order

❑ Determine IT and communication needs (i.e., radios, phones) and make request to Morgue Support Group

❑ Identify any additional equipment / supplies required by DVI Group staff and make request to Morgue Support Group

❑ Advise the Deputy Branch Director—PM of any DVI Group issues, foreseeable or actual, and make corrective recommendations

❑ Notify the Deputy FM Branch Director – PM that the DVI Group is ready for the commencement of operations

Operational Responsibilities

The DVI Group is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The DVI Group should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Maintain robust quality assurance and quality control program
- Review all case work in accordance with relevant forensic specialists involved in determination of decedent identification to ensure that all are in agreement with each identification prior to release for final disposition
- Coordinate with Remains Storage Group Supervisor on the release of any remains
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period

- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

- Case Worksheet

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

A strict QA/QC program must be implemented and maintained by the DVI Group Supervisor. No remains should be released without prior approval of the DVI Group Supervisor.

6.1 Exit Review Team Job Action Sheet	
Purpose / Mission	• The Exit Review Team serves to perform a QA/QC check on all morgue processing just prior to the body's release from the disaster morgue facility. This check ensures that all forensic analyses are complete and consistent; the Exit Review Team does not serve to question the quality of the analyses performed. • If the morgue process is paper-based, the Exit Review Team is responsible for collecting and maintaining the complete case file.
Objectives	• Perform a QA/QC check on all morgue processing just prior to the body's release from the disaster morgue facility. This check ensures that all forensic analyses are complete and consistent; the Exit Review Team does not serve to question the quality of the analyses performed. • Ensure complete case files are compiled and maintained.
Assigned Area	Exit Review Station
Supervisor	DVI Group Supervisor
Supporting Positions / Functions	Scribe; Remains Escort Team; Morgue Support Group

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the DVI Group Supervisor
- ❑ Check in with the DVI Group Supervisor and receive situation briefing and Exit Review Team set up instructions
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble Exit Review Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - Exit Review Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs
  - If additional facility space is needed, discuss needs with the DVI Group Supervisor
- ❑ Set up team equipment and supplies at the designated location in the morgue facility
- ❑ Test all team equipment to be sure all is in working order
- ❑ Provide "just in time" training to team staff as needed

- ❑ Identify Exit Review Team resource needs and communicate all resource requests through the DVI Group Supervisor to the Morgue Support Group Supervisor
- ❑ Notify the DVI Group Supervisor when the Exit Review Team is ready for the commencement of operations

Operational Responsibilities

The Exit Review Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Exit Review Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- When the remains are brought to Exit Review, scan (or record) the barcode on the remains container to call up the specimen file in Data Management System.
- Check to ensure that the ME case number on the Data Management System case file, and as scanned at every station, matches the number on the remains currently at Exit Review. Any human or technical errors must be caught as early as possible (preferably before the remains are released from the morgue) in order to prevent potential misidentifications.
- Check all the stations originally indicated by the pathologist against the stations through which the remains have passed to be sure that no vital analyses have been omitted. At Pathology, the pathologist examining the remains will have selected all the stations to which the remains should be brought. Not all stations will be necessary for all remains (e.g., decedents lacking dentition need not visit the Forensic Odontology station).
  - If the remains have failed to pass through any of the assigned stations, instruct the remains escort to bring the remains to that station (or stations) before returning to Exit Review.
- When the remains have passed through all assigned stations, check to ensure that all necessary documentation (written, photographic, and radiographic) is present and properly saved (or filed, if the process is paper-based).

  Note: *For several types of evidence, such as DNA samples or friction ridge prints, both of which will rapidly degrade postmortem, this critical window is the only opportunity that morgue personnel will have to collect samples and document observations. It cannot, therefore, be overemphasized how important it is to ensure the accuracy and completeness of the case file prior to the remains' exit from the morgue facility; it will be much more difficult, and sometimes impossible, to rectify mistakes at a later time.*
- Check the case file for duplicate analyses. Duplicate analyses should be deleted only after a thorough review is conducted to ensure that the deletion will not result in any lost information.
- Check for analyses from other remains that may have been mistakenly uploaded to the current specimen file. Such misfiled materials should be moved to the correct file at this time.
- When this review is complete and logged as such in Data Management System, instruct the remains escort to bring the remains to temporary storage or to be prepared for final disposition, as appropriate.
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures.
- Ensure all team personnel are using applicable portions of the FOG and their position checklists.

- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs.
- Follow all Universal Precautions against exposure to communicable disease and biohazards.
- Follow and adhere to all health and safety protocols.
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel.

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period.
- Report the depletion and restocking needs of your area/station at the end of each operational period.

Forms / Job Aids

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

- Data Management System ID/Exit station
- General office supplies (if paper-based)

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

- IF utilizing a paper-based system, the paperwork should remain with the case at all times. The escort will be responsible for ensuring that the paperwork remains with the case at all times. Each station will provide additional paperwork that will be added to the casework to the file.
- Ensure that all case numbers match.
- Ensure that all necessary examinations have taken place, per the direction of the pathologist.
- Ensure the proper documentation of all examinations.
- Eliminate all duplicate analyses.
- The Exit Review Team Leader, as well as all Team members, must possess a broad knowledge of the various morgue stations as well as of the overall DVI process. Given their training, members of certain professions (e.g., anthropologists, medico legal investigators) may be particularly well suited for such a role.

6.2 DVI Entry Team Job Action Sheet	
Purpose / Mission	Responsible for ensuring that all necessary decedent data is electronically entered in the C/ME's system.
Objectives	• Enter any information needed into the data management system to ensure the efficient and effective identification process. • Ensure all MFM operations are conducted in a safe manner. • Conduct MFM tasks in accordance with established forensic standards. – Document, record, investigate, recover, and process decedents in a dignified and respectful manner. – Support judicial, public health, and investigative objectives and requirements. • Conduct the rapid return of decedents to their legal NOK. • Ensure all postmortem documentation is complete and the case has been examined by the appropriate personnel.
Assigned Area	Morgue and/or Data Entry Office Area
Supervisor	DVI Group Supervisor
Supporting Positions / Functions	Other DVI Team personnel

Activation Checklist

- ❑ Upon notification, arrive at the disaster morgue location as directed by the DVI Group Supervisor
- ❑ Check in with the DVI Group Supervisor and receive situation briefing and DVI Entry Team set up instructions
- ❑ Obtain information on the current Morgue facility and operations:
  - Health and safety protocols and requirements
  - Security procedures
- ❑ Determine team staffing requirements
- ❑ Assemble DVI Entry Team personnel and provide them with an operational briefing to include:
  - Situational brief
  - Health and safety protocols and requirements
  - Morgue security protocols and procedures
  - DVI Entry Team operations
  - Staffing and scheduling information
- ❑ Evaluate the morgue space assigned and determine if adequate for team work flow and needs
  - If additional facility space is needed, discuss needs with the DVI Group Supervisor
- ❑ Set up team equipment and supplies at the designated location in the morgue facility
- ❑ Test all team equipment to be sure all is in working order

- ❑ Provide "just in time" training to team staff as needed
- ❑ Identify DVI Entry Team resource needs and communicate all resource requests through the DVI Group Supervisor to the Morgue Support Group Supervisor
- ❑ Notify the DVI Group Supervisor when the DVI Entry Team is ready for the commencement of operations

Operational Responsibilities

The DVI Entry Team is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The DVI Entry Team should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.

- Ensure all documentation from stations is properly entered into data management system if not done so at each station
- Provide general review of data during entry as QA/QC and to ensure accuracy
- Maintain communications with team personnel on issues related to changes to or deviations from established disaster specific processing procedures
- Ensure all team personnel are using applicable portions of the FOG and their position checklists
- Monitor use of supplies and notify Morgue Support Group Supervisor of anticipated replenishment needs
- Follow all Universal Precautions against exposure to communicable disease and biohazards
- Follow and adhere to all health and safety protocols
- Be aware of team personnel well-being and maintain communication with the Morgue Health and Safety Team to ensure that assistance, medical or otherwise, is available to personnel

At the end of each operational period

- Provide a situation report to your direct supervisor related to the accomplishments/issues encountered during the operational period
- Report the depletion and restocking needs of your area/station at the end of each operational period

Forms / Job Aids

[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]

Equipment and Supplies

See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List

Considerations

TO BE DEVELOPED

7.0 Contamination Control Group Supervisor Job Action Sheet	
Purpose / Mission	
Objectives	
Assigned Area	
Supervisor	
Supporting Positions / Functions	
Activation Checklist	
Operational Responsibilities *The Contamination Control Group Supervisor is responsible for the following items throughout the morgue operations. Several of these items will be ongoing or repeated through the course of the response. The Contamination Control Group Supervisor should identify the tasks and personnel necessary to ensure these responsibilities are accomplished.*	
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Forms / Job Aids	
[For printable copies of all forms referenced in the FOGs, please see the Regional MFM Response Toolkit]	
Equipment and Supplies	
See Disaster Morgue FOG Appendix 13.1 Morgue Operations Equipment / Supply List	
Considerations	