

# Mass Fatality

## OVERVIEW

The Medical Examiners (ME) Office has legal jurisdiction and responsibility to examine and dispose of human remains from deaths known or suspected to be due to unnatural causes, homicides, and known or suspected contagious disease(s) that constitutes a public health hazard. Deaths due to bioterrorism are homicides.

In the event of a bioterrorism attack, the ME's office is responsible for recovering and identifying deceased persons, and investigating the cause and manner of death including the collection of forensic evidence and release of bodies to families or legal disposition of the remains. Many decisions, such as the handling of remains, the decontamination of bodies, clothing, bedding or other surfaces as well as the safety of the ME staff, will need to be made collaboratively with the County Health Department. Therefore, the primary public health role in handling mass fatalities is one of collaboration and consultation with the ME's Office.

## OBJECTIVES

- Provide public health and medical advice to the County Coroner concerning the spread of disease from corpses.
- Assist in identifying and inspecting sites where bodies can be temporarily stored.
- Support recovery of human remains.
- The Health Officer/designee and Environmental Health will work to suppress potential vectors originating from inaccessible human corpses or animal carcasses.

## ACTIVATION



## ADDITIONAL RESOURCES

Health Officer/designee notifies Medical Examiner's Office of confirmed or suspected disease threat through the Emergency Response Communication System.	For More Information: Tab C, Medical Care Point Tab G, Risk Communication Tab J, Personal Protective Equipment Tab M, Mental Health Tab Q, Security  Federal Response Plan ESF #8 (Health and Medical Services) DMORT <a href="http://www.fema.gov/r-n-r/frp/frpesf8.htm">http://www.fema.gov/r-n-r/frp/frpesf8.htm</a> Portland Metropolitan Medical Response System Sheriff Dispatch/Medical Examiner 24/7/contact number:
--	--

## Requesting Assistance from the Medical Examiner’s Office

TASK	APPENDIX	COMPLETED
<p><b>Justify need for extra surveillance.</b> The Health Officer (HO)/designee notifies ME’s Office of confirmed or suspected disease threat through the Emergency Response Communication System. Requests for enhanced surveillance from the ME’s Office is made if there is:</p> <ul style="list-style-type: none"> <li>• Increase in death data.</li> <li>• Unusual illness/death.</li> </ul>	<p>Oa, Ob</p> <p>Tab A</p>	
<p><b>Establish protocols.</b> Upon confirmation of the disease threat, the HO/designee collaborates with the ME’s Office on necessary protocols for:</p> <ul style="list-style-type: none"> <li>• Processing deceased patients, including determination of the cause of death.</li> <li>• Recovery and decontamination of personal property.</li> <li>• Personal protective equipment required for ME staff and others handling the bodies and/or potentially contaminated property.</li> <li>• Prophylaxis and/or immunizations/biologic requirements for involved staff.</li> </ul> <p>These decisions will be influenced by the type of biologic agent involved.</p>	<p>Oa and related County-specific appendix</p>	
<p><b>Dispose bodies.</b> HO/designee consults with the Coroners Office on sites for temporary mortuary facilities and appropriate disposal of bodies (burial or cremation).</p>	<p>Oa</p>	
<p><b>Report fatality data.</b> The ME’s Office is responsible for reporting fatality data to the Health Department’s epidemiology (Epi) unit on a regular basis (to be determined by the nature and magnitude of the event). The Epi staff provides an analysis of the data to the HO/designee on a regular basis. The HO/designee and Information System staff collaborate with the ME’s Office on methods and procedures for data sharing.</p>	<p>Oa and related County-specific appendix</p>	
<p><b>Coordinate mass burials.</b> The ME’s Office consults with the HO/designee on the need for local mass burial if maximum morgue capacity is reached.</p> <ul style="list-style-type: none"> <li>• The ME requests mutual aid through the Emergency Operations Center (EOC) Operations Chief.</li> <li>• The HO/designee participates in establishing criteria for determining and documenting cause of death and protocols for safely handling and transporting bodies if this has not been done prior to the occurrence of death.</li> <li>• The HO/designee and Environmental Health (EH) works to suppress potential vectors originating from inaccessible human corpses or animal carcasses.</li> </ul>	<p>Oa and related County-specific appendix</p>	

### Appendix Oa: **PROTOCOLS FOR HANDLING MASS FATALITIES**

Health Officer (HO)/designee reviews the ME’s plans, procedures, and protocols for the proper handling, storage and sanitary management of mass fatalities and provides medical feedback as appropriate.

The HO/designee assures the Coroners Bureau Mass Fatalities Operation Plan (See Appendix B) includes:

- Body substance precautions.
- Specimens needed for determining cause of death.
- Disposition-of-deceased requirements for each of the five CDC Category A Agents as identified in the table below:

<b>Disease</b>	<b>Precautions for Handling Bodies</b>	<b>Specimens for Determining Cause of Death</b>	<b>Disposition of Deceased</b>
Inhalation Anthrax	Body Substance Precautions; Minimal Contact	Blood, CSF for culture or other tests	Cremation
Brucellosis	Body Substance Precautions; Minimal Contact	Blood for culture or other tests	Cremation
Pneumonic Plague	Body Substance Precautions; Minimal Contact	Sputum, blood or lymph node aspirate for culture or other tests	Cremation
Smallpox	Body Substance Precautions; Minimal Contact	Initial vesicular/pustular fluid/scabs; then clinical history and picture	Cremation
Tularemia	Body Substance Precautions; Minimal Contact	Blood for culture or other tests	Cremation

## Appendix Ob: **AUTHORITY FOR ACTION**

Oregon law (ORS 146.090) states that the medical examiner shall investigate and certify the cause and manner of all human deaths:

(1) The medical examiner shall investigate and certify the cause and manner of all human deaths:

- (a) Apparently homicidal, suicidal or occurring under suspicious or unknown circumstances;
- (b) Resulting from the unlawful use of controlled substances or the use or abuse of chemicals or toxic agents;
- (c) Occurring while incarcerated in any jail, correction facility or in police custody;
- (d) Apparently accidental or following an injury;
- (e) By disease, injury or toxic agent during or arising from employment;
- (f) While not under the care of a physician during the period immediately previous to death;
- (g) Related to disease which might constitute a threat to the public health; or
- (h) In which a human body apparently has been disposed of in an offensive manner.

See Chapter 1, Appendix 1A, for Oregon Revised Statutes, Chapter 431 and 433: Authority of the Health Department and Health Officer.

## Appendix Oc: MASS FATALITIES OPERATION PLAN

### MCHD's Mass Fatalities Plan of Operation

A mass fatality incident is defined as an occurrence of multiple deaths that overwhelms the usual routine capability of the agency.

#### **Evaluation Team**

An evaluation team consisting of three or four individuals from the Medical Examiners Office, i.e., State Medical Examiner and/or his deputy, Multnomah County Chief Deputy Medical Examiner and one Deputy Medical Examiner will go to the site of the mass fatality incident to evaluate the following:

1. Number of fatalities involved.
2. Condition of the bodies, i.e., burned, dismembered.
3. Difficulty anticipated in the recovery of the bodies and the types of personnel and equipment needed, i.e., fire search and rescue, heavy equipment.
4. Location of the incident as far as accessibility and the difficulty that may be encountered in transporting bodies from the scene.
5. From the information gathered at the scene, try and begin formulating a plan as far as documentation, body recovery, and transportation.
6. Also the types and numbers of personnel possibly needed to staff the morgue for identification, body examination, evidence collection, etc.
7. Try to anticipate what type of a facility would be the most useful for the families of the victims as far as a family assistance center, i.e., are most of the victims local whereby the families would also be local and housing would not be of a critical issue; is the incident one where the bodies are mostly from out of the particular area where they are located and the families would be in need of housing.
8. Evaluate the scene for possible chemical, radiological, or biological hazards.

**NOTE:** If this incident is of such magnitude that it is anticipated that personnel and equipment from outside of the Medical Examiner's Office may be needed, the following should be considered:

#### **Disaster Mortuary Team**

The Disaster Mortuary Unit provided through FEMA will send an evaluation team to the location to help evaluate the personnel and equipment that may be necessary to take care of the mass fatalities incident. They can activate the evaluation team and have experienced, reliable individuals on site within 8 to 12 hours.

The National Foundation for Mortuary Care has a mobile morgue at Sky Harbor Airport, Phoenix, Arizona. This resource can be dispatched by the FEMA evaluation team.

#### **Three Major Operations**

<b>Scene:</b>	Body recovery
<b>Examination Center:</b>	Body identification and processing
<b>Family Assistance Center:</b>	Ante-mortem information, care of families

Someone must be assigned to be in charge of each operation. All three need to be set up and coordinated at the same time.

## **Plan of Operation**

### **A. Things to get in place early:**

- Communications: Telephones, hard line and cellular
- Body bags
- Refrigerated Trucks: Trucks at the scene and morgue
- Transportation: Transportation for personnel, i.e., cars and vans
- Security: Security for scene, examination center, and family assistance center
- Identification: I.D. badges for all personnel

### **B. Select an examination site:**

- Multnomah County Medical Examiners Office
- Hangers: Portland International Airport, Troutdale Regional Airport
- Multnomah County Expo Center
- National Guard Armories throughout the region

### **C. Select a location for Family Assistance Center:**

- Churches
- Hotels/Motels
- Office Buildings
- Public buildings such as community center, etc.

### **D. Scene:**

Get things organized before moving bodies!!!!

1. EQUIPMENT & SUPPLIES - Put someone in charge of equipment and supplies
2. PROTECTIVE CLOTHING - Gloves, boots, coats, hard hats, rain suits, etc.
3. BODY BAGS - Heavy bags with 6 handles, c-zipper
4. REFRIGERATED TRUCKS - Metal walls and floor
5. TRANSPORTATION - For personnel, i.e., cars, vans, etc.
6. TRANSPORTATION OF BODIES - Contract service, funeral homes
7. TENTS AND TRUCKS - For storage of supplies and equipment
8. PAINT - White for numbering body bags
9. FLAGS - Stakes for marking location of body, body parts, etc.
10. PLASTIC TOE TAGS - Tags with permanent markers to number them
11. BIOHAZARD BAGS AND BOXES - For safe disposal of biohazard debris
12. DOCUMENTATION - Document body location, body parts, and personal effects by gridding or laser surveying equipment
13. FOOD - Have someone in charge of this for Medical Examiner's Office workers
14. NUMBERING - All numbers will be assigned at scene. Use simple numbers, i.e., 1,2,3,... Body numbers should be 1,2,3,... Body part numbers should be P1,P2,P3,... Personal effect numbers should be E1,E2,E3,....
15. PERSONNEL ORGANIZATION - A plan to organize and schedule volunteers in a

major incident.

16. **WORKER SAFETY** - Ensure that provisions are in place for the health of the scene workers.

### **SCENE BODY RECOVERY TEAMS:**

**BODY RECOVERY TEAMS** - Comprised of one of each of the following:

1. Medical Examiner Investigator
2. Medical Examiner Assistant
3. Scribe - Documentation
4. Photographer

**BODY MOVING TEAMS** - Comprised of at least two persons to move body out of scene to body staging area.

### **EXAMINATION CENTER:**

Get personnel and equipment in place! Put someone in charge of supplies and equipment. Have someone tracking personnel, i.e., who, where they are from and what hours they work each day.

1. **SECURITY** - I.D. badges
2. **REFRIGERATED TRUCKS** - Ramps into trucks
3. **PROTECTIVE CLOTHING** - Gloves, scrubs, shoe covers, masks, coveralls, hats, etc.
4. **COMMUNICATIONS** - Telephones, cell phones, fax machines, P.A. system
5. **COMPUTERS** - Programs, someone in charge of data processing
6. **RECORDS** - Postmortem and ante-mortem (see Family Assistance Center); must have someone in charge
7. **OFFICE EQUIPMENT** - Copiers, typewriters, fax machine, etc.
8. **RECEIVING** - Bodies at examination center; must have someone in charge
9. **BODY HANDLERS** - Need body handlers to move bodies
10. **NUMBERING OF BODIES** - Same numbers used on the body as marked on the body bag and as used at the scene, i.e., 1,2,3,... This number should be used throughout the same process.
11. **LOG BOOKS** - Three: one for bodies, one for parts, one for effects
12. **CASE FILE** - Initiated with body number. File must stay with body during entire processing. All forms and paperwork used should be available at each station. The case number should be placed on each form as it is used.
13. **BODY RECEIVING** - Someone must be in charge. Each body received should be documented in the log-in book by date, time received, person receiving the body and the person delivering the body. Person in charge of bodies must know location and final disposition of bodies at all times.
14. **BODY TRACKERS** - Personnel to escort body and all paperwork from station to station in the order so intended.
15. **STATION PROCESSING SYSTEM** - The stations and order may change with type of incident.
16. **WORKER SAFETY** - Ensure that provisions are in place for the health of the examination center workers.

## **EXAMINATION CENTER (MORGUE):**

### **ANATOMICAL CHARTING/PERSONAL EFFECTS/CLOTHING**

- Personnel Needed:
  - ◆ Forensic Pathologist
  - ◆ Pathologist Assistant
  - ◆ Personal Effects Officer
  - ◆ Photographer
- If evidence is going to be collected, a law enforcement officer may also be present at the station to receive the evidence. The personal effects and clothing should be collected, inventoried and bagged with the appropriate case number. All personal effects and clothing should be placed in a secure area with a designated person in charge of the area.
- Pictures should be taken before clothing is removed.
- All paperwork generated at this station should be placed in the case file to go with the body to the next station.

### **FINGERPRINTS**

- Personnel Needed:
  - ◆ Fingerprint Specialist
  - ◆ FBI Fingerprint Squad, Washington, D.C.
  - ◆ OSP-ID Bureau Specialist
  - ◆ Local Law Enforcement Specialist
- Fingerprint specialists should attempt to print all bodies. Fingers should only be removed on non-viewable bodies at the discretion of the Deputy State Medical Examiner. If fingers are removed they should be placed in a sealed bag with the case number and placed back with the body after processing.

### **PHOTOGRAPHY**

- Personnel Needed:
  - ◆ Photographer
  - ◆ Two Photography Assistants
- Full body pictures should be taken of each body with the case number in each picture taken.

### **X-RAY/RADIOLOGY**

- Personnel Needed:
  - ◆ X-Ray Technicians
  - ◆ Assistants
- EQUIPMENT NEEDED:
  - ◆ Portable x-ray units
  - ◆ Film
  - ◆ Developers (or runners to closest facility)
- Type and numbers of x-rays will be determined depending on type of incident. All x-rays should be given to tracker to go with body through the rest of the stations.

#### DENTAL

- Personnel Needed:
  - ◆ Odontologists
  - ◆ Assistants
- Jaws are only removed on non-viewable bodies and at the discretion of the Deputy State Medical Examiner. Funeral Directors could be used to determine if the body is viewable.
- All records become part of the case file.

#### AUTOPSY (IF REQUIRED)

- Personnel Needed:
  - ◆ Forensic Pathologist
  - ◆ Pathologist Assistant

#### OPTIONAL STATIONS

- Toxicology
- Anthropology
- Area for examination of X-rays

#### **FAMILY ASSISTANCE CENTER:**

A representative of the Medical Examiner's Office needs to be in charge during the initial setting up of the Family Assistance Center. Personnel may be recruited from the Oregon Funeral Directors' Association. The Family Assistance Center is a multi-agency organization and cannot be handled by the Medical Examiner alone.

**SITE SELECTION** - It is extremely important that the site selected for the Family Assistance Center be functional for the incident that you're taking care of, i.e., if the families are coming from out-of-town the site may be a hotel or motel. If it is a local incident and the families are local then housing would not be a consideration and churches, business offices and such should be considered. The location should not be close to the actual scene and it should be easily accessible to the families. Parking should be a consideration depending on the number of families expected. Security for the parking lot and the outside, as well as the inside, of the Family Assistance Center is the number one priority.

**MEDICAL EXAMINER/GENERAL ADMINISTRATION** – Ante-mortem records, family information and death notification.

**AMERICAN RED CROSS/SALVATION ARMY** - Family support, transportation, housing, supplies, equipment, volunteer coordination.

**SECURITY** - Parking lot, outside check points, inside check points, family escorts

**FOOD SERVICE** - For the families and staff

COMMUNICATIONS - Telephones, fax machines and cell phones for families and Family Assistance Workers. Ante-mortem forms for identification purposes should be faxed from FAC to morgue and confirmation on deaths should be sent back and forth via fax for accuracy and security.

MENTAL HEALTH - Family support, staff support, assisting with death notification

MEDICAL - Family care, staff care, assisting with death notification

RELIGIOUS SUPPORT - Family support, staff support, assisting with death notification

SITE SUPPORT - Custodial, site maintenance

## **Mass Fatalities Resource List**

### **AMERICAN RED CROSS**

David Gassaway – 503-280-1455 (emergency #)

Scott Etlinger - 503-284-1234 (24 hr #)

### **ATTORNEY GENERAL**

via State Medical Examiners Office – 503-988-3746/503-280-6061

### **BATTERIES**

Multnomah County Central Stores – 503-988-5111

### **BIOHAZARD DISPOSAL & SUPPLIES**

Stericycle, Inc. - 1-800-457-9167 / 1-360-496-5988

### **BODY BAGS**

Medical Examiners Office keeps 30-50 in stock

Port of Portland Fire (PDX), 75 held in reserve, Officer on Duty 503-460-4600

Oregon Funeral Service, 24 hour service – 503-252-5882

### **BODY HANDLERS**

Oregon Funeral Directors Association, Chuck Parks – 1-503-397-5581

Mt. Hood C.C. Funeral Service School, Bill Malcolm - 669-6941 (home-669-0819)

### **BOOTS, STEEL TOE**

Sandersons Safety Supply Co. – 503-238-5700

United Fire Health & Safety Supply – 503-249-0771

### **CHAIRS**

Bob's Rentals – 503-255-4671

Portland Rent All – 503-252-3466

**CLEANING SUPPLIES**

Multnomah County Central Stores – 503-988-5111

**CLERGY**

Ecumenical Ministries of Oregon - 221-1054

**COATS**

Sandersons Safety Supply Co. – 503-238-5700

United Fire Health & Safety Supply -503- 249-0771

**COMMUNICATIONS**

Multnomah County Radio Shop – 503-988-5050

Multnomah County Telecommunications – 503-988-3100 (afterhours – 503-988--3322)

**COMPUTERS & SOFTWARE PROGRAMS**

Multnomah County Information Services Division – 503-988--3749

**COPIER**

Multnomah County Purchasing Division – 503-988--5111

**DENTAL PERSONNEL**

Dr. Fred Sorenson - 636-6091 (hm #)

Dr. Doug Barnett, OHSU Dental School -503-494-8930/8931

**DISASTER MORTUARY TEAM (D-MORT)**

State Emergency Management - via State Medical Examiner  
or 1-800-USA-NDMS

**FAX MACHINES**

Multnomah County Purchasing Division – 503-988-5111

**FINGERPRINT TECHNICIANS**

Local Law Enforcement Agencies

FBI – 503-224-4181 (local)

**FIRE MARSHALL**

State Fire Marshall – 1-503-378-3473

**FLAGS AND STAKES**

F.R.E.D.S. (Fleet, Records, Electronic, Distribution Services) – 503-988--5050

Multnomah County Signs & Signals Shop – 503-988-5171

**FLASHLIGHTS**

Multnomah County Central Stores – 503-988-5111

**FOOD & BEVERAGE**

American Red Cross, David Gassaway –503-280-1455  
Scott Etlinger 24 hr emergency # 503-284-1234

**GLOVES, LEATHER**

Sanderson Safety Supply Co. – 503-238-5700  
United Fire Health & Safety Supply – 503-249-0771

**GOVERNOR'S OFFICE**

Contact State M.E. Office who will go through OEM via Maj. Willis

**GRIDDING & LASER SURVEYING EQUIPMENT**

Multnomah County Transportation & Land Use Planning Division – 503-988-5050

**HARD HATS**

Sandersons Safety Supply Co. – 503-238-5700  
United Fire Health & Safety Supply – 503-249-0771

**HEALTH DEPARTMENT**

Dr. Gary Oxman, Multnomah County Health Officer – 503-988-3674  
Dr. Grant Higginson, Oregon State Health Officer -503-731-4829

**ID BADGES - PLASTIC**

Sanderson Safety Supply Co. – 503-238-5700  
Kinko's – 503-284-2129

**LAUNDRY SERVICE**

Multnomah County Facilities Management – 503-988-3322

**MAINTENANCE SUPPLIES**

Multnomah County Central Stores – 503-988-5111

**MEDIA**

**MEDICAL SERVICES**

See Health Department

**MENTAL HEALTH**

See Health Department

**MOBILE MORGUE (PHOENIX) - D-MORT**

1-800-USA-NDMS

**MORGUE SUPPLIES**

**NATIONAL GUARD**

OFFICE SUPPLIES

Multnomah County Central Stores – 503-988-5111

OREGON FUNERAL DIRECTORS ASSOCIATION

Mark Stehn, Exec Director- 503-639-1186

PHOTOGRAPHERS

Local Law Enforcement

PROTECTIVE CLOTHING

Sandersons Safety Supply Co. – 503-238-5700

United Fire Health & Safety Supply – 503-249-0771

PUBLIC SAFETY

Local Law Enforcement

RADIATION HEALTH, ENVIRONMENTAL QUALITY

State of Oregon Health Department – 503-731-4014

RAIN GEAR

Sanderson Safety Supply Co. – 503-238-5700

United Fire Health & Safety Supply – 503-249-0771

REFRIGERATED TRUCKS

Multnomah County Motor Pool – 503-988-5050

Oregon National Guard - see State Emergency Management

SALVATION ARMY

503-234-0825

SECURITY

Local Law Enforcement

SPRAY PAINT

County Signs/Signals Shop – 503-988-5171

STATE EMERGENCY MANAGEMENT

to be contacted through OSP Maj. Willis via State Medical Examiner

TABLES

TENTS

Oregon National Guard

TOE TAGS - PLASTIC

Kinko's – 503-284-2129

**TRACKERS**

Mt. Hood Funeral Service School (Bill Malcolm) – (w)503-669-6941/(h)503-669-0819

**TRAILERS FOR STORAGE**

Multnomah County Motor Pool – 503-988-5050

Oregon National Guard - via Oregon Department of Emergency Management

**TRANSPORTATION OF BODIES**

Oregon Funeral Service – 503-252-5882

**TRANSPORTATION FOR MCME EMPLOYEES**

Motor Pool – 503-988-5050

American Red Cross – 503-280-1455/503-284-1234

**TRAVEL & HOUSING FOR WORKERS**

American Red Cross 503-280-1455/503-247-1234

**TYPEWRITERS**

**WEATHER SERVICES**

U.S. Weather Service -

**X-RAY PERSONNEL**

**X-RAY SUPPLIES & EQUIPMENT**

**Family Assistance Centers**

**PURPOSE:**

- To provide relatives of victims with information and access to services they may need in the days following the incident.
- To protect families from the media and curiosity seekers.
- To allow investigators and the ME access to families so they can get ante-mortem information more easily.

The FAC needs to be separate from the incident site(s) and the morgue. Areas include counseling, security, transportation and registration. A location for the FAC could be a hotel or school. It should have a large assembly area as well as private areas. Food service should be another consideration. If the majority of families are coming from out-of-town, sleeping rooms might be needed.

## **Mass Fatalities Personnel Descriptions**

### **State Medical Examiner**

- Will maintain overall responsibility and provide command supervision for the entire operation.
- Will conduct meetings with key personnel during the operation to discuss problems encountered and to brief on the overall status of the operation as well as consultations with key personnel, as needed.
- Responsible for approving all final identifications made of the fatalities.

### **Chief Deputy Medical Examiner**

- Will implement mass fatalities plan.
- Will coordinate and direct the entire operation.
- Will provide support and direction to all personnel to ensure a smooth operation.
- Will keep the State Medical Examiner informed about the status of the operation.

### **Public Information Officer (PIO)**

- Responsible for the release of information to the public news media concerning the operation.
- Will coordinate with the Chief Deputy Medical Examiner concerning all press releases.

**Search and Recovery Team** is responsible for the search operation at the disaster site, which includes searching for, locating, numbering, and recovering human remains and personal effects.

**Team Leader** is responsible for the overall operation of the Search and Recovery Team and will:

- Establish a search plan that provides for a thorough, deliberate, overlapping search of the disaster area by Search and Recovery Team personnel.
- Coordinate with other authorities to ensure that a cordon is established around the disaster area, that access is controlled, and that remains and personal effects are not moved or disturbed in any way until approved by the Search and Recovery Team Chief.
- Ensure that a sufficient quantity of pre-numbered stakes and pre-numbered body tags are available for use at the disaster site.
- Ensure that a log is maintained to record numbers assigned to found remains/body fragments and that each number is used only once.
- Ensure that the exact location of a body or fragment is marked by placing a pre-numbered stake in the ground adjacent to the body/fragment, while at the same time, placing a pre-numbered tag, with the same number, on the remains.
- Ensure that a meter-square grid chart is prepared to accurately chart the location of each body or fragment in relation to other remains, natural landmarks, and significant debris or other evidence.
- Supervise the removal of remains from the disaster site.
- Ensure that personal effects found on a body are removed from the disaster site and transported with that body to the morgue.

**Search and Recovery Team Members** will search for, number and process human remains, fragments, and personal effects as directed by the Search and Recovery Team Leader.

**Dental Consultant** will:

- Advise Search and Recovery Team members on the procedures for identifying and collecting dental fragments.
- Assist in the search operation.
- Ensure that, as necessary, the jaws of the human remains are wrapped with ace bandages, or the like, to prevent loss of dentition during movement and transportation of bodies.

**Photographer** will take photographs as directed by Search and Recovery Team Leader.

**Forensic Dentistry Team** will utilize forensic methods in conducting dental examinations of each set of remains in an attempt to effect identification or to assist in the identification process.

**Team Leader** is responsible for the overall operation of the Forensic Dentistry Team and will:

- Brief all team personnel involved in charting records on the charting methods to be utilized in ensure consistency.
- Review all identifications made by the team.
- Ensure that information pertaining to each positive identification is provided to the Fingerprint Team to assist with their fingerprint card search and fingerprint identification process.
- Monitor personnel working in the Dental Radiology Section for excessive exposure.

**Postmortem Dental Examination Section** will:

- Accomplish a thorough postmortem dental examination on each set of remains, to include a thorough cleaning of dental structures and charting of all dental evidence on a Postmortem Dental Record Form.
- Compare completed postmortem dental records and radiographs with assembled ante-mortem records and radiographs in an attempt to effect an identification or exclusion.
- Complete a Dental Identification Summary Sheet for each dental identification made.

**Photographer** will take photographs as directed by the Forensic Dentistry Team Leader.

**Security Team**

**Team Leader** is responsible for the overall security of the operation and will:

- Establish an access control system to prevent unauthorized entry into controlled area.
- Brief personnel concerning security requirements, to include physical security, information security and communications security.
- Ensure that only authorized photographers are allowed to take photographs or videotape in and around the controlled area.

**Security Officers** will control check points, check ID badges, ensure that only authorized personnel are allowed into the controlled area, and other duties as assigned by team leader.

**Records Management Team** is responsible for the acquisition, maintenance, and security of all records pertaining to the fatalities, i.e. medical, dental, completed morgue files, etc.

**Team Leader** is responsible for:

- The overall operation of the Records Management Team.
- Collecting a list of all possible victims of the mass disaster so that acquisition of ante-mortem records can begin at the earliest possible time.
- Overseeing the collection of pre-death information and the control of these files.

**Registrar** is responsible for all morgue files and will:

- Maintain a control log for the records pertaining to each fatality, identifying which records are on-hand, when they were received, from whom they were received and where the records are or in whose possession they are at the time.
- Ensure that completed identification files are strictly controlled.

**File Clerks** will perform duties assigned by the registrar.

**Communication Section** will:

- Conduct telephone communications, as directed, to support the operation.
- Communicate with those persons necessary to acquire records pertaining to the fatalities which may assist in the identification process.
- Not communicate directly with next of kin.
- Will, upon request from the Records Management Team Leader, coordinate with Family Assistance Center Team Leader.

### **Administration Team**

Responsible for all administration matters with the exception of those related functions specifically performed by another component of the morgue, e.g. the Records Management Team.

**Team Leader** is responsible for the overall operation of the Administration Team and will personally monitor all high-priority administrative matters.

**Administrative Officer** is responsible for the operation of the administrative section and will:

- Supervise the administrative clerk(s) and word processing clerk(s)/clerk typist(s) in the performance of their duties.
- Coordinate with the Records Management Team to establish procedures for the transfer and filing of paperwork after final typing.
- Be responsible for the acquisition of housing for morgue personnel.
- Maintain records of all personnel tasked to support operation.

**Administrative Clerk(s)** will perform duties assigned by the Administrative Officer to include, but not be limited to, processing and hand-carry paperwork, reviewing paperwork before submission to typists, reviewing paperwork after typing but before return to originator, reviewing final product before filing, etc.

**Logistics Team** is responsible for the operation of the logistics section, including the acquisition, storage, issue, and accountability of all supplies and equipment necessary to support the operation.

**Team Leader** will:

- Monitor the status of all procurement actions.
- Hand-carry, as necessary, all high-priority supply actions.
- Maintain expense date, accountability documents, procurement documents, and other information pertaining to the logistics operation.
- Ensure that the logistics section is staffed at all times during operating hours.

**Supply Clerk** will perform duties assigned by the team leader to include, but not be limited to, staffing the logistics section of the morgue, making supply runs, preparing supply documents, issuing supplies and equipment, etc.

**Photography Team** is responsible for all photography support.

**Team Leader** is responsible for the overall operation of the photography team and will:

- Identify which sections require ongoing photographic support and will assign photographers to work in those sections, e.g., in-processing, autopsy area, search & recovery, etc.
- Review other requests for photographic support and dispatch photographers as applicable.
- Ensure that all photographs taken of remains are identified by the number assigned to that set of remains.
- Be responsible for the control and accountability of all film exposed of the operation.

**Photographers** will perform duties assigned by the Photography Team Leader.

### **Reception Team**

Responsible for the initial receipt and processing of the remains at the morgue, integration into the morgue processing system, proper storage and accountability of all remains.

**Team Leader** is responsible for the overall operation of the Reception Team and will:

- Ensure that a Morgue file is initiated on each set of remains.
- Ensure that a log is maintained showing which remains have been processed and where they are at all times.
- Ensure that an escort is assigned to each set of remains.

**Photographers** will take photographs as directed by the reception Team Leader.

**Forensic Pathology Team** will utilize forensic methods in an attempt to determine the cause of death and to discover individualizing and possibly identifying characteristics for each set of remains.

**Team Leader** is responsible for the overall operation of the Forensic Pathology Team and will:

- Brief all team members concerning autopsy protocol and the procedures for handling toxicology specimens.
- Oversee the autopsies and preparation of autopsy reports to ensure a uniformity of effort.
- Periodically rotate the forensic pathologists between the various positions requiring their expertise.

**Forensic Pathologists** will:

- Perform autopsies and/or thoroughly examine each set of remains, to include examination of clothing and a detailed external examination of the body, in an attempt to determine the cause of death and to discover individualizing characteristics that may assist in identification.
- Upon direction by the Forensic Pathology Team Leader, rotate to other positions and perform other duties requiring a forensic pathologist.

**Toxicology Section** is responsible for the receipt, chain of custody and proper storage and control of toxicology specimens received from the forensic pathologists, and will assist in the autopsy area by preparing toxicology containers for each set of remains.

**Forensic Anthropologist** will provide technical assistance to the forensic pathologists as requested.

**Photographer** will take photographs as directed by the Forensic Pathology Team Leader.

**FINGERPRINT TEAM** will examine all remains in an attempt to identify by fingerprints and/or footprints.

**Team Leader** is responsible for the overall operation of the Fingerprint Team and will review all identification made by the fingerprint specialists.

**Fingerprint Specialists** will utilize state-of-the-art methods in an attempt to identify remains based on fingerprints and/or footprints and annotate the control sheet in the morgue file indicating whether fingerprints/footprints could be obtained and whether the remains were identified.

## **RADIOLOGY TEAM**

**Team Leader** is responsible for the overall operation of the Radiology Team and will:

- Ensure that full-body radiographs are taken of all remains.
- Review all radiographs to ensure they are adequate for use by the forensic Pathology Team.
- Monitor personnel working in the radiology area for excessive exposure.

## **DUTY TEAM**

Performs as a ready work force, responsible for various duty functions within the operation to include, but not limited to, moving supplies and equipment, keeping work areas orderly and clean, and other duties assigned by the Team Leaders.

**Team Leader** is responsible for the overall operation of the Duty Team and will prioritize the missions assigned to the Duty Team and, when unsure of priority, will speak to the appropriate Team Leader.

**Team Members (Volunteers)** will perform duties assigned by the Duty Team Leader.

**FAMILY ASSISTANCE CENTER** is responsible for taking care of the families including:

- Gathering ante-mortem information
- Sharing information with the families
- Developing a notification procedure
- Helping provide information and services to family members that they may need in the days following the incident.

**Team Leader** is responsible for the overall operation of the medical examiner portion of the family assistance center and will:

- Establish a plan and assign personnel to receive ante-mortem information as quickly as possible following the incident.
- Coordinate with the records supervisor at the medical examiner's office to ensure the transmission of the collected ante-mortem data to the medical examiner's office.
- Conduct daily briefings with all family members to keep them updated on the progress of the incident.
- Coordinate and implement a death notification procedure so that the family members are properly notified.
- Ensure that the families are protected from the media and curiosity seekers.
- Coordinate and cooperate with all of the other agencies involved at the family assistance center.
- Ensure that all of the data received from the families and the information received back concerning the identifications is kept confidential so that no information is released prior to the families being notified.

**Family Assistance Members** will:

- Meet with families and obtain ante-mortem information.
- Provide the families with any information that they may need.
- Serve on the notification teams.
- Perform other duties as assigned by the Family Assistance Team Leader.