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CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN**8. ANNEX B: Care & Management of the Deceased**

→Lead Department: Fire & Life Safety
→Lead ICS Section: Operations

8.1 PURPOSE

This Annex describes steps to be taken in the care and handling of individuals who are deceased due to the occurrence of a disaster. Activities are outlined concerning care and management for the deceased, including tagging of bodies, identification of the deceased, execution of the evidentiary process, transportation of bodies, notification of next of kin, and coordination with mortuary facilities.

8.2 SITUATION AND ASSUMPTIONS**8.2.1 Situation**

The occurrence or the ensuing impact of a disaster often results in loss of life. The magnitude of loss will vary depending on the type and intensity of the emergency. Even when the number of fatalities is relatively low, the normal process and facilities for handling of the deceased may be overburdened, especially given the impact of other activities that will take place during a disaster situation. Care must be taken to properly identify and preserve the deceased.

8.2.2 Assumptions

- In most disaster situations there will be loss of life;
- Existing fire and police personnel and equipment will be able to handle most emergency situations, utilizing on-duty resources and emergency callout in addition to the use of existing mutual aid agreements. If additional support is required, assistance will be requested from state and federal agencies;
- The Lane County Medical Examiner's Office will assume overall responsibility for management of the remains of deceased individuals;
- Local funeral directors will be available to provide assistance during an emergency situation.

8.3 GENERAL PROCEDURES AND RESPONSIBILITIES

Overall coordination and management of the remains of deceased individuals is the responsibility of the Lane County Medical Examiner's Office. The County's responsibility includes, but may not be limited to, identification of the deceased, preservation of remains, and notification of next of kin.

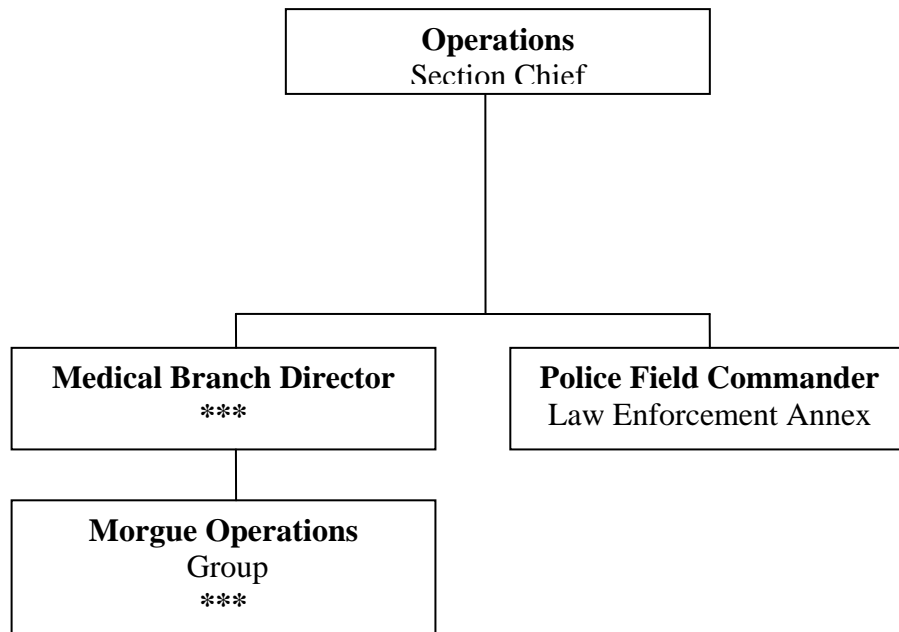
The accomplishment of this function requires the cooperation and coordination of Police, Fire, and EMS responders, as well as the Medical Examiner and investigators from all jurisdictions involved. In all cases, bodies and body parts will, in so far as possible, be treated with respect and appropriate decorum.

- The initial emergency responders to a mass casualty incident will be Police and Fire & Life Safety personnel, with the Medical Operations Branch having responsibility for triage, treating, and transporting patients; Police will secure the scene;
- After the safety of the scene is stabilized, and all surviving patients have been treated and transported, attention will turn to recovering the deceased;
- The Medical Examiner will, with the assistance of EMS personnel, estimate the number of fatalities to determine the scale of resources needed;
- At that time the responsibility for managing the scene transfers from Fire/EMS to law enforcement. Deceased at the scene are treated as evidence, i.e., not disturbed until examined *in situ*;
- The scene at that time is considered a crime scene or other fatal incident, requiring death investigation;
- The scene is processed by Police and any other law enforcement or investigative personnel appropriate to the legal jurisdiction;
- The Medical Examiner will recover, identify, and process the deceased within the scene's investigation, with the assistance of Police and Fire/EMS personnel as needed.

8.3.1 Care and Management of the Deceased Organizational Chart

See chart on the following page.

CHAIN OF COMMAND
Care & Management of the Deceased
Organizational Chart



***Also found in Medical Care & Transport Annex

8.4 PHASES OF EMERGENCY MANAGEMENT**8.4.1 Preparedness****→ Departments Involved: Fire & Life Safety, Police**

- Develop emergency response procedures and checklists for Fire & Life Safety personnel and display in each fire station [Fire & Life Safety];
- Provide training for emergency response personnel in disaster procedures;
- Review/revise disaster procedures on periodic basis [Fire & Life Safety];
- Conduct or participate in periodic disaster exercises in conjunction with other agencies [Fire & Life Safety];
- Establish emergency service agreements with local funeral directors' association (Oregon Funeral Directors Association), or individual funeral directors, regarding their handling of fatalities and ability to provide morgue facilities if hospital facilities' capabilities are exceeded [Fire & Life Safety];
- Identify resources to establish temporary morgue, including refrigerated trailers, as needed [Fire & Life Safety];
- Equip and maintain disaster trailer for dealing with multi-casualty incidents.

8.4.2 Response

→ Departments Involved: Fire/EMS, Police

Position:	Medical Branch Director
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Deputy Chief – Field Operations
Reports to (location):	Field Command Post
Applicable ICS Section:	Operations

Refer to the *MEDICAL CARE & TRANSPORT Annex M* for a more complete description of Medical Branch Director responsibilities.

The Medical Branch Director will:

- Notify Lane County Medical Examiner’s Office;
- For air or land transportation accidents, notify National Transportation Safety Board.

Position:	Morgue Operations Group
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Medical Branch Director
Reports to (location):	Medical Branch Headquarters
Applicable ICS Section:	Operations

The Morgue Operations Group will:

- Coordinate activities with responding federal identification teams;
- Mark location of body or body parts using body tags/markers (located in the Fire & Life Safety supply room) or use spray paint;
- Assign teams of personnel to move bodies to designated areas at appropriate time, as determined by the Medical Examiner;
- Ensure all identification and personal effects are kept with respective bodies;
- If number of deceased exceeds local funeral homes’ capacity to maintain remains (30 refrigerated body trays), coordinate with appropriate providers to obtain refrigerated trucks (with steel floors) to stabilize remains;
- If refrigerated trucks are necessary to set up temporary storage of bodies, cover all private sector company markings with plastic tarps or other material;
- If there are numerous bodies to process in hot weather, have available, and use as necessary, the following:

- Mentholatum, oil of wintergreen, or other strong odoriferous product that can be rubbed inside face masks to assist recovery personnel working at the incident to tolerate decomposing tissue odors;
- An insecticide agent to combat proliferation of maggots;
- Large fans to exhaust fumes/odors from temporary morgue sites;

- Ensure all recovery workers adhere to universal precautions to reduce risk of blood-borne pathogen exposure;
- Ensure all necessary and appropriate documentation is completed and copies sent to Cost Unit of Plan’s Finance/Risk Management section;
- Ensure incident recovery process is photographed as much as possible (include with documentation) for use with post-incident evaluation.

Air Transportation Accident

- If the incident involves aircraft, ensure location of cabin crew is photographed prior to removal of bodies from cabin;
- Remove deceased crew when advised to do so from National Transportation Safety Board.

Position:	Police Field Commander
Responsible Department/Division:	Police
Emergency Supervisor (title):	Police Incident Commander
Reports to (location):	Designated Unified Police/Fire or Police Command Post
Applicable ICS Section:	Operations

Refer to *Law Enforcement Annex* for more complete description of the responsibilities of Police Field Commander.

- Secure area from unauthorized persons.

8.4.3 Recovery**→ Departments Involved: Fire & Life Safety**

- Determine whether removal of soil saturated with blood and body fluids should be initiated (soil should be considered hazardous material in such circumstances);
- Evaluate supply levels and re-supply as necessary;
- Conduct debriefing sessions for Fire & Life Safety personnel;
- Conduct post-incident sessions to critically analyze overall operational effectiveness and identify areas needing improvement;
- Obtain information about and evaluate loss and damage to equipment, condition of personnel, and other pertinent data;
- Provide psychological counseling for all personnel [Fire & Life Safety];
- Complete all documentation reports necessary for records and reimbursement and send copies to Cost Unit;
- Evaluate operations and all information collected during response, make necessary improvements, and submit revisions to City's EMP;
- Return to normal operations as soon as possible;
- Prepare summary report critiquing the incident.

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