

## FATALITY MANAGEMENT MORGUE ADMITTING SPECIALIST (NQS)

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| <b>RESOURCE CATEGORY</b>                       | Medical and Public Health   |
| <b>RESOURCE KIND</b>                           | Personnel   |
| <b>OVERALL FUNCTION</b>                        | The Fatality Management (FM) Morgue Admitting Specialist processes human remains entering the morgue  |
| <b>COMPOSITION AND ORDERING SPECIFICATIONS</b> | <ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. This position can be ordered with a NIMS typed unit (Fatality Management Morgue Processing Unit).</li> <li>3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>4. Requestor specifies if hazardous materials are present in the operating area; provider ensures that individuals hold certifications required by applicable laws and regulations to operate in environments where hazardous materials are present</li> </ol> |

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

| COMPONENT          | SINGLE TYPE  | NOTES         |
|--------------------|--|---------------|
| <b>DESCRIPTION</b> | The FM Morgue Admitting Specialist: <ol style="list-style-type: none"> <li>1. Processes human remains entering the morgue</li> <li>2. Serves as leader for admitting and escort staff</li> <li>3. Receives instructions from FM Morgue Processing Unit Leader about duties and procedures</li> <li>4. Issues a morgue reference number (MRN) and assigns FM Morgue Escort to physically move each set of human remains through the appropriate morgue stations</li> <li>5. Ensures proper documentation of every set of human remains processed from initial receipt from the field through final release to funeral service providers</li> <li>6. Maintains security and control over logbooks or case file folders as directed</li> <li>7. Reports directly to the FM Morgue Processing Unit Leader</li> </ol> | Not Specified |
| <b>EDUCATION</b>   | High school diploma or equivalent  | Not Specified |
| <b>TRAINING</b>    | Completion of the following: <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-700: National Incident Management System, An Introduction</li> </ol>  | Not Specified |

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Position Qualification for Fatality Management Services  
Medical and Public Health

| COMPONENT   | SINGLE TYPE   | NOTES   |
|---|---|---|
| <b>EXPERIENCE</b>   | <p>Knowledge, Skills, and Abilities:<br/>Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency</p> <p>Experience:<br/>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Fatality Management Morgue Admitting Specialist, or equivalent Authority Having Jurisdiction (AHJ) documentation<br/>2. Body processing or investigative experience in a medical examiner's office, coroner system, law enforcement agency, mortuary, or other forensic-related career environment</p> | Not Specified   |
| <b>PHYSICAL/MEDICAL FITNESS</b>                               | <ol style="list-style-type: none"><li>1. Arduous</li><li>2. Performs duties with exposure to whole and fragmented human remains in various stages of decomposition</li><li>3. Performs duties with sights and smells associated with death, including encountering child victims, grieving survivors, and family members of missing victims</li><li>4. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) recommended immunization schedule</li></ol>   | The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions. |
| <b>CURRENCY</b>   | Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every two years  | Not Specified   |
| <b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b> | Not Specified   | Not Specified   |

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## NOTES

Nationally typed resources represent the minimum criteria for the associated category.

## REFERENCES

1. FEMA, NIMS 508: Fatality Management Morgue Processing Unit
2. FEMA, NIMS 509: Fatality Management Morgue Processing Unit Leader
3. FEMA, NIMS 509: Fatality Management Morgue Escort
4. FEMA, Position Task Book for Fatality Management Morgue Admitting Specialist, latest edition adopted
5. FEMA, National Incident Management System (NIMS), October 2017
6. FEMA, NIMS Guideline for the NQS, November 2017
7. FEMA, National Response Framework, June 2016
8. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

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