



FATALITY MANAGEMENT TRAINING SPECIALIST

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Fatality Management (FM) Training Specialist manages staff training activities in the Victim Information Center (VIC)
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

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
DESCRIPTION	<p>The FM Training Specialist:</p> <ol style="list-style-type: none"> 1. Reports to the FM Information Collection Coordinator 2. Manages the training of staff in the VIC, including training on: <ol style="list-style-type: none"> a. Overall orientation on VIC activities b. Telephone etiquette c. Interview procedures d. Completing an interview package with victims' family members and acquaintances e. High-level records management procedures f. Confidentiality of all verbal and written communication about the deceased victim 3. Develops or customizes training materials and procedures 4. Finds instructors for any additional training courses, such as Psychological First Aid 5. Treats all verbal and written communication about the deceased, next of kin (NOK), and family members with discretion and confidentiality 	Not Specified
EDUCATION	Education or certification in adult education or training	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Psychological First Aid (PFA) Training (minimum 4 hours) 	Not Specified



Position Qualification for Fatality Management Services
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COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Knowledge, Skills, and Abilities: 1. Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency 2. Strong interpersonal skills 3. Demonstrated awareness of challenges to adult education 4. Advanced knowledge of NOK laws and coroner policies Experience: Two years of training experience	Not Specified
PHYSICAL/MEDICAL FITNESS	1. Moderate 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
CURRENCY	1. Functions in a training position during an operational incident, planned event, exercise, drill, or simulation at least once every five years 2. Background checks as applicable law permits or requires	Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	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 Victim Information Center Team
2. FEMA, NIMS 509: Fatality Management Information Collection Coordinator
3. FEMA, National Incident Management System (NIMS), October 2017
4. FEMA, NIMS Guideline for the National Qualification System, November 2017
5. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders