



## FATALITY MANAGEMENT VICTIM INFORMATION CENTER DATA/RECORDS COORDINATOR

<b>RESOURCE CATEGORY</b>	Medical and Public Health
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Fatality Management (FM) Victim Information Center (VIC) Data/Records Coordinator manages the collection and storage of antemortem data on victims reported missing and its timely transfer into the database
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team).</li> <li>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</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>	<p>The FM VIC Data/Records Coordinator:</p> <ol style="list-style-type: none"> <li>1. Manages the collection and storage of antemortem data on victims reported missing</li> <li>2. Reports directly to the FM VIC Team Leader</li> <li>3. Works closely with logistics and communications managers to ensure computer linkages between the VIC and Morgue Operations Units, and to ensure internet connectivity</li> <li>4. Oversees data collection and related procedures, including data entry, dental/medical records acquisition, family history, family affairs, and records management teams</li> <li>5. Coordinates use of volunteer groups, if applicable</li> <li>6. Coordinates data management protocols and disseminates them to affected personnel</li> <li>7. Ensures that the FM Volunteer Training Specialist trains new VIC personnel and orients them on proper data collection and data entry procedures</li> <li>8. Ensures the collection of antemortem data and its timely transfer into the database</li> <li>9. Ensures the security and timely transfer of antemortem dental/medical records to the FM Records Management Specialist</li> <li>10. Handles all verbal and written communication about the deceased, next-of-kin (NOK), and family members with discretion and confidentiality</li> </ol>	Not Specified
<b>EDUCATION</b>	Bachelor's degree in science, criminal justice, public administration, social services, or related field	Personnel may substitute five years of directly related work experience for a degree.
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. IS-700: National Incident Management System, An Introduction</li> <li>4. IS-800: National Response Framework, An Introduction</li> <li>5. Psychological First Aid (PFA) Training (minimum 4 hours)</li> </ol>	Not Specified



Position Qualification for Fatality Management Services  
Medical and Public Health

COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	Knowledge, Skills, and Abilities: Advanced computer skills including e-mail, internet, word processing, and spreadsheet proficiency  Experience: Two years of investigative, supervisory, management, or administrative experience in a Medical Examiner/Coroner (ME/C) system or law enforcement agency, including direct experience with missing persons or deceased persons	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	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.
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five 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.

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## REFERENCES

1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. FEMA, NIMS 509: Fatality Management Victim Information Center Team Leader
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