



## FATALITY MANAGEMENT TRAINING SPECIALIST

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	The Fatality Management (FM) Training Specialist: 1. Reports to the FM Information Collection Coordinator 2. Manages the training of staff in the Victim Information Center (VIC), including training on: 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 Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Education or certification in adult education or training  <b>NOTES:</b> Not Specified	Not Applicable
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resources and Initial Action Incidents 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)  <b>NOTES:</b> Not Specified	Not Applicable

**OBSOLETE**

Superseded



TYPE	TYPE 1	NO TYPE 2
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  NOTES: Not Specified	Not Applicable
PHYSICAL/MEDICAL FITNESS	1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time 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  NOTES: Not Specified	Not Applicable
CURRENCY	1. Functions in a training position during an operational incident, exercise, drill, or simulation at least once every five years 2. Background checks as applicable law permits or requires  NOTES: 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.	Not Applicable
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified  NOTES: Not Specified	Not Applicable

## ORDERING SPECIFICATIONS OR DESIGNATIONS

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1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team)
3. ( ) Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 6 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

## REFERENCES

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1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. FEMA, NIMS 509: Fatality Management Information Collection Coordinator
3. FEMA, National Qualification System Guide, November 2017
4. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

## NOTES

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