

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 security, lodging, transportation, and meals, prior to deployment 3. This position typically works 6 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

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: 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) 	Not Specified

Superseded

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 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 <p>Experience: Two years of training experience</p>	Not Specified
PHYSICAL/MEDICAL FITNESS	<ol style="list-style-type: none"> 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 	Not Specified
CURRENCY	<ol style="list-style-type: none"> 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 	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

Superseded



Position Qualification for Fatality Management Services
Medical and Public Health

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 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

Superseded