

## FATALITY MANAGEMENT VICTIM INFORMATION CENTER DATA/RECORDS COORDINATOR

TYPE	TYPE 1	NO TYPE 2
<b>DESCRIPTION</b>	<p>The Fatality Management (FM) Victim Information Center (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 Applicable
CATEGORY	CRITERIA	CRITERIA
<b>EDUCATION</b>	<p>Bachelor's degree in science, criminal justice, public administration, social services, or related field</p> <p><b>NOTES:</b> Personnel may substitute five years of directly related work experience for a degree.</p>	Not Applicable
<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: Incident Command System for Single Resources and Initial Action Incidents</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> <p><b>NOTES:</b> Not Specified</p>	Not Applicable

Superseded



TYPE	TYPE 1	NO TYPE 2
EXPERIENCE	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 Applicable
	NOTES: Not Specified	
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	Not Applicable
	NOTES: Not Specified	
CURRENCY	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Applicable
	NOTES: Not Specified	
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Applicable
	NOTES: Not Specified	

Superseded

## 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 Victim Information Center Team Leader
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.

**Superseded**