

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

Superseded

COMPONENT	SINGLE TYPE	NOTES
<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>	Not Specified
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <p>Advanced computer skills including e-mail, internet, word processing, and spreadsheet proficiency</p> <p>Experience:</p> <p>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</p>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	<ol style="list-style-type: none"> <li>1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time</li> <li>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</li> </ol>	Not Specified
<b>CURRENCY</b>	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	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.

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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 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