

## FATALITY MANAGEMENT INFORMATION COLLECTION COORDINATOR

TYPE	TYPE 1	NO TYPE 2
<b>DESCRIPTION</b>	<p>The Fatality Management (FM) Information Collection Coordinator:</p> <ol style="list-style-type: none"> <li>1. Coordinates the call center intake operators and the interview team collecting antemortem data on victims reported missing</li> <li>2. Reports directly to the FM Victim Information Center (VIC) Team Leader under direction from the local Medical Examiner/Coroner (ME/C) and is part of the FM VIC Team</li> <li>3. Oversees call center, interviewing, and volunteer training functions</li> <li>4. Ensures that the FM Volunteer Training Specialist trains and assists new VIC personnel and volunteers on proper call taking and interview procedures</li> <li>5. Oversees the collection, security, and timely transfer of interview forms to the data entry team</li> <li>6. 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>	High school diploma or equivalent	Not Applicable
	<b>NOTES:</b> The equivalent of a high school diploma is a certificate of high school equivalency.	
<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 Applicable
	<b>NOTES:</b> 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 supervisory, management, investigative or administrative experience in an ME/C system or law enforcement agency, including direct experience with interviewing, dispatch, missing persons, or deceased persons</p>	Not Applicable
	<b>NOTES:</b> Not Specified	

Superseded



TYPE	TYPE 1	NO TYPE 2
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	1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years OR currently works in a call center or high volume medical office setting 2. Background checks as applicable law permits or requires	Not Applicable
	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.	
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**