

## FATALITY MANAGEMENT INFORMATION COLLECTION COORDINATOR

<b>RESOURCE CATEGORY</b>	Medical and Public Health
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Fatality Management (FM) Information Collection Coordinator coordinates the call center intake operators and the interview team collecting antemortem data on victims reported missing
<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 working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</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 Fatality Management (FM) Information Collection Coordinator:</p> <ol style="list-style-type: none"> <li>1. 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>2. Oversees call center, interviewing, and volunteer training functions</li> <li>3. Ensures that the FM Volunteer Training Specialist trains and assists new VIC personnel and volunteers on proper call taking and interview procedures</li> <li>4. Oversees the collection, security, and timely transfer of interview forms to the data entry team</li> <li>5. 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>	High school diploma or equivalent	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: Basic Incident Command System for Initial Response, ICS-200</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 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 Specified

**Superseded**

Position Qualification for Fatality Management Services  
Medical and Public Health

COMPONENT	SINGLE TYPE	NOTES
<b>PHYSICAL/MEDICAL FITNESS</b>	1. Moderate 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	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
<b>CURRENCY</b>	1. Functions in this position during an operational incident, planned event, 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	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.
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified

Superseded



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## 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 Incident Management System (NIMS), October 2017
4. FEMA, National Qualification System Guide, November 2017
5. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

Superseded