

## FATALITY MANAGEMENT VICTIM INFORMATION CENTER TEAM LEADER

TYPE	TYPE 1	NO TYPE 2
<b>DESCRIPTION</b>	<p>The Fatality Management (FM) Victim Information Center (VIC) Team Leader:</p> <ol style="list-style-type: none"> <li>1. Establishes the VIC</li> <li>2. Manages a call center, if activated</li> <li>3. Reports directly to the FM Branch Director, Group Supervisor, or designee</li> <li>4. Ensures that team members properly interview families and acquaintances of victims using database forms</li> <li>5. Coordinates the exchange of information between the Morgue Identification Center (MIC), the Medical Examiner/Coroner (ME/C), and the VIC</li> <li>6. Coordinates with the FM Branch Director, Group Supervisor or designee, and local authorities to select a location for the VIC and call center, if activated</li> <li>7. Acts as liaison with the FM Disaster Portable Morgue Unit (DPMU) Communications Coordinator on form modifications, data collection techniques, and identifications made by the MIC Team and ME/C</li> <li>8. Monitors call volume surges and sets necessary staffing levels</li> <li>9. Directs the team's initial focus and resources to collecting missing persons data during database installation</li> <li>10. Assists the ME/C in providing current information about missing and deceased persons to the next of kin (NOK)</li> <li>11. Ensures that team members handle all verbal and written communication about the deceased, 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. ICS-300: Intermediate Incident Command System for Expanding Incidents</li> <li>4. IS-700: National Incident Management System, An Introduction</li> <li>5. IS-800: National Response Framework, An Introduction</li> <li>6. Psychological First Aid (PFA) Training (minimum 4 hours)</li> </ol>	Not Applicable
	<b>NOTES:</b> Not Specified	

Superseded



TYPE	TYPE 1	NO TYPE 2
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency</li> <li>2. Advanced knowledge of NOK laws and coroner policies</li> </ol> <p>Experience:</p> <p>Two years of experience in investigation with an ME/C office or law enforcement agency, including direct experience with missing or deceased persons</p>	Not Applicable
	<b>NOTES:</b> 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 Applicable
	<b>NOTES:</b> Not Specified	
<b>CURRENCY</b>	<ol style="list-style-type: none"> <li>1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years</li> <li>2. Background checks as applicable law permits or requires</li> </ol>	Not Applicable
	<b>NOTES:</b> 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 Applicable
	<b>NOTES:</b> 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 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
6. In the absence of the FM VIC Team Leader, the VIC Information Collection Coordinator may assume the duties listed here

## REFERENCES

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1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. FEMA, National Qualification System Guide, November 2017
3. 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**