



**FEMA**

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT  
MANAGEMENT SYSTEM (NIMS)  
FATALITY MANAGEMENT MORGUE  
PROCESSING UNIT LEADER**

## FATALITY MANAGEMENT MORGUE PROCESSING UNIT LEADER

### 1. Competency: Assume position responsibilities

*Description:* Successfully assume the role of Fatality Management (FM) Morgue Processing Unit Leader and initiate position activities at the appropriate time according to the following behaviors.

#### 1a. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain number of fatalities and fragmented human remains: <ul style="list-style-type: none"> <li>● Maintain daily census of human remains in morgue</li> <li>● Obtain daily recovery numbers of human remains</li> </ul>	E, F, I		

#### 1b. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Activate unit: <ul style="list-style-type: none"> <li>● Establish appropriate unit organization and assign staff responsibilities, while maintaining span of control</li> <li>● Ensure availability of appropriate resources</li> <li>● Conduct supporting activities within operational period</li> <li>● Follow protocol for communicating unit’s daily accomplishments to the Documentation Unit or appropriate personnel</li> <li>● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel</li> <li>● Follow process for resource requests/releases for operational planning purposes</li> <li>● Assign staff as appropriate</li> <li>● Participate in planning meetings to determine unit organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period</li> </ul>	E, F, I		
3. Maintain staffing levels and provide necessary tools and equipment to meet operational needs based on remains processed: <ul style="list-style-type: none"> <li>● Monitor operational capabilities and potential for demobilization of morgue based on human remains census</li> <li>● Monitor personnel changes</li> </ul>	E, F, I		
4. Supervise and adjust unit organization and operations based on changes in incident situation and resource status: <ul style="list-style-type: none"> <li>● Maintain common operating picture throughout the unit</li> <li>● Provide for functional and geographical supervision as necessary</li> <li>● Ensure effective use and coordination of all assigned resources</li> <li>● Constantly monitor objectives and overall unit operations for efficacy and safety</li> </ul>	E, F, I		

**2. Competency: Communicate effectively**

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

**2a. Behavior: Ensure documentation is complete and disposition is appropriate**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Ensure completion of all forms for assigned human remains after each morgue station has completed its processing.	E, F, I		
6. Ensure incident documentation and administrative requirements are complete, according to the supervisor’s direction: <ul style="list-style-type: none"> <li>● Submit incident narrative to supervisor</li> <li>● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period</li> <li>● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period</li> </ul>	E, F, I		
7. Ensure the protection of Personally Identifiable Information (PII).	E, F, I		
8. Submit completed morgue case folders to the Morgue Identification Center (MIC)/Victim Information Center (VIC)/Family Assistance Center (FAC) and Authority Having Jurisdiction (AHJ) when human remains processing is complete.	E, F, I		

### 3. Competency: Ensure completion of assigned actions to meet identified objectives

*Description:* Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

#### 3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>9.</b> Ensure processing teams in the morgue complete their assigned actions: <ul style="list-style-type: none"> <li>● All forms and case folders signed and completed</li> <li>● Personal effects documented and stored properly</li> <li>● Daily census taken on human remains in storage units</li> </ul>	E, F, I		
<b>10.</b> Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> <li>● Supervisor's direction</li> <li>● Incident Action Plan (IAP) goals and objectives</li> <li>● Other planning goals and objectives</li> </ul>	E, F, I		
<b>11.</b> Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> <li>● Make adjustments in response to new information, changing conditions, or unexpected obstacles</li> </ul>	E, F, I		

#### 3b. Behavior: Establish and manage the FM Morgue Processing Unit

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>12.</b> Collect daily morgue processing statistics: <ul style="list-style-type: none"> <li>● Body counts</li> <li>● Number of released remains</li> <li>● Number of admitted remains</li> <li>● Number of remains in refrigeration storage</li> </ul>	E, F, I		
<b>13.</b> Coordinate with FM Human Remains Recovery Team Leader and FM Morgue Forensic Team Leader: <ul style="list-style-type: none"> <li>● When remains will be received and ready for processing</li> <li>● Supervision of mutual assets (FM Forensic Photographer)</li> </ul>	E, F, I		
<b>14.</b> Ensure site security during admitting and storing of remains and property: <ul style="list-style-type: none"> <li>● Security staff properly trained on morgue access procedures</li> <li>● Human remains properly cataloged and secured in storage units</li> </ul>	E, F, I		
<b>15.</b> Ensure that the unit receives, stores, and moves remains in a timely manner for processing by the FM Morgue Forensic Team.	E, F, I		
<b>16.</b> Provide supervision for FM Forensic Photographers during morgue admitting and property processing: <ul style="list-style-type: none"> <li>● Ensure photographer takes an overall photo and an ID/facial photo of each body</li> <li>● Ensure all property is photographed either with the decedent or with the morgue identification number</li> </ul>	E, F, I		
<b>17.</b> Support processes within the unit.	E, F, I		

<b>18.</b> Support the duties of the FM Forensic Photographer, FM Morgue Admitting Specialist, FM Morgue Escort, FM Personal Effects Specialist, FM Human Remains Storage and Release Specialist, and other team members.	E, F, I		
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**4. Competency: Lead assigned personnel**

*Description:* Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

**4a. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>19.</b> Comply with relevant health and safety requirements: <ul style="list-style-type: none"> <li>● Direct operations based on health and safety considerations and guidelines</li> <li>● Ensure that assigned personnel follow safety guidelines appropriately</li> <li>● Spot-check operations to ensure compliance with safety considerations</li> </ul>	E, F, I		
<b>20.</b> Ensure safety monitoring during recovery process: <ul style="list-style-type: none"> <li>● Follow Occupational Safety and Health Administration (OSHA) mandates regarding personnel monitoring during hazardous materials (hazmat) incidents, including “on air” times, entry and exit from hot zones, and personal health</li> </ul>	E, F, I		

**4b. Behavior: Coordinate interdependent activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>21.</b> Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> <li>● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods</li> </ul>			