



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
FATALITY MANAGEMENT MORGUE
ADMITTING SPECIALIST**

FATALITY MANAGEMENT MORGUE ADMITTING SPECIALIST

1. Competency: Assume position responsibilities

Description: Successfully assume the role of FM Morgue Admitting Specialist and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Communicate personnel needs to team leader: <ul style="list-style-type: none"> ● Determine number of staff necessary for processing 	E, F, I		
2. Determine type of forms and supplies necessary to complete the admitting process: <ul style="list-style-type: none"> ● Maintain proper number of case folders and processing forms ● Ensure morgue admitting number is accurate ● Conduct daily audits of forms and case folders 	E, F, I		
3. Ensure maintenance and upkeep of refrigeration trailers for storage: <ul style="list-style-type: none"> ● Maintain sufficient number of refrigeration trailers ● Coordinate with FM Disaster Portable Morgue Unit (DPMU) Supply Specialist for all refrigeration and body collection supplies 	E, F, I		
4. Identify kind, type, and quantity of resources necessary to achieve objectives: <ul style="list-style-type: none"> ● Processing of human remains 	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Collect information from outgoing Fatality Management (FM) Morgue Admitting Specialist or other personnel responsible for the position activities: <ul style="list-style-type: none"> ● Information on incident relevant to support activities ● Information on the organizational structure ● Information on problems or issues throughout the previous operational periods ● Census on human remains in storage, admitted, and released 	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
<p>6. Ensure all documents and files that contain a deceased person’s information is protected:</p> <ul style="list-style-type: none"> ● Reinforce accountability of all files ● Ensure files are locked and secured daily ● Maintain privacy 	E, F, I		
<p>7. Ensure proper documentation of every set of human remains processed, from initial receipt from the field through final release to funeral service providers.</p>	E, F, I		
<p>8. Follow procedures to maintain security and control over logbooks or case file folders.</p>	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: Process human remains entering and leaving the morgue

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>9. Assign FM Morgue Escort to physically move each set of human remains through the appropriate morgue stations:</p> <ul style="list-style-type: none"> ● Staff trained on the movement and procedures involved in escorting remains ● Human remains paperwork maintained, collected, and properly secured with the remains 	E, F, I		
<p>10. Issue morgue reference numbers (MRN):</p> <ul style="list-style-type: none"> ● The Medical Examiner/Coroner (ME/C) creates and approves a simple numbering system ● Ensure numbers are consistent, with no duplications 	E, F, I		
<p>11. Provide documentation to FM Morgue Processing Unit Leader for Victim Information Center (VIC)/Family Assistance Center (FAC) and Authority Having Jurisdiction (AHJ):</p> <ul style="list-style-type: none"> ● Ensure proper receipt of ante-mortem records at the morgue 	E, F, I		

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
<p>12. Comply with relevant health and safety requirements:</p> <ul style="list-style-type: none"> ● Direct operations based on health and safety considerations and guidelines ● Ensure that assigned personnel follow safety guidelines appropriately ● Spot-check operations to ensure compliance with safety considerations 	E, F, I		
<p>13. Evaluate mental and physical fatigue of assigned personnel and make resources available to support:</p> <ul style="list-style-type: none"> ● Appropriate work/rest ratio ● Crisis counseling 	E, F, I		