



**FEMA**

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT  
MANAGEMENT SYSTEM (NIMS)  
FATALITY MANAGEMENT MORGUE FORENSIC  
TEAM LEADER**

## FATALITY MANAGEMENT MORGUE FORENSIC TEAM LEADER

### 1. Competency: Assume position responsibilities

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

#### 1a. Behavior: Successfully assume the role of FM Morgue Forensic Team Leader and initiate position activities

| TASK  | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---------|---------------------|-----------------------------|
| 1. Act as liaison with local Medical Examiner/Coroner (ME/C) on relevant matters: <ul style="list-style-type: none"> <li>● Human remains processing and recovery</li> <li>● Human remains identification</li> <li>● Evidence collection</li> <li>● Coordination with FM Human Remains Recovery Team Leader</li> </ul> | E, F, I |                     |                             |
| 2. Brief team on evidence needs during recovery and processing: <ul style="list-style-type: none"> <li>● Gunshot residue</li> <li>● Fingernails</li> <li>● Hair</li> <li>● DNA swabs (not for identification)</li> <li>● Trace or tool marks</li> <li>● Sexual assault kits</li> </ul>                                | E, F, I |                     |                             |
| 3. Initiate and maintain team activity log: <ul style="list-style-type: none"> <li>● Complete activity log and use to support a common operating picture</li> <li>● Transfer information to additional documents, positions, and displays</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 |
|--|---------|---------------------|-----------------------------|
| 4. Activate team: <ul style="list-style-type: none"> <li>● Establish appropriate team 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 team’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 team organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period</li> </ul> | E, F, I |                     |                             |

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|--|----------------|--|--|
| <p><b>5.</b> Supervise and adjust team organization and operations based on changes in incident situation and resource status:</p> <ul style="list-style-type: none"> <li>● Maintain common operating picture throughout the team</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 team operations for efficacy and safety</li> </ul> | <p>E, F, I</p> |  |  |
|--|----------------|--|--|

## 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 the exchange of relevant information during briefings and debriefings

| TASK  | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---------|---------------------|-----------------------------|
| 6. Communicate with the Mass Fatality Group in conjunction with AHJ and Incident Commander (IC) to address the needs of evidence recovery and processing teams. | E, F, I |                     |                             |

### 2b. Behavior: Ensure documentation is complete and disposition is appropriate

| TASK   | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|---------|---------------------|-----------------------------|
| 7. 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 |                     |                             |
| 8. Ensure the protection of Personally Identifiable Information (PII).   | E, F, I |                     |                             |

### 2c. Behavior: Communicate incident priorities and operations

| TASK   | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|---------|---------------------|-----------------------------|
| 9. Communicate forensic stations' supply and equipment needs to FM DPMU Supply Specialist. | 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 |
|--|---------|---------------------|-----------------------------|
| 10. 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>● AHJ requirements</li> <li>● Other planning goals and objectives</li> </ul> | E, F, I |                     |                             |
| 11. Establish guidelines for assigning a morgue reference number (MRN) under direction of the local ME/C.  | E, F, I |                     |                             |
| 12. Maintain evidentiary procedures during remains processing.   | E, F, I |                     |                             |

#### 3b. Behavior: Establish and manage the FM Morgue Forensic Team and support job functions and processes

| TASK   | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|---------|---------------------|-----------------------------|
| 13. Determine expectations and procedures for evidence collection and remains processing in accordance with local ME/C: <ul style="list-style-type: none"> <li>● Determine evidence limitations during processing</li> </ul>   | E, F, I |                     |                             |
| 14. Determine photographic and documentation needs: <ul style="list-style-type: none"> <li>● Photographs of body</li> <li>● Documentation of wounds, birthmarks, scars, tattoos</li> </ul>   | E, F, I |                     |                             |
| 15. Ensure staff collect evidence in accordance with local ME/C and law enforcement agency needs: <ul style="list-style-type: none"> <li>● Gunshot residue</li> <li>● Fingernails</li> <li>● Hair</li> <li>● DNA swabs (not for identification)</li> <li>● Trace or tool marks</li> <li>● Sexual assault kits</li> </ul> | E, F, I |                     |                             |
| 16. Maintain evidentiary procedures and chain of custody during remains processing.  | E, F, I |                     |                             |
| 17. Oversee forensic specialists <ul style="list-style-type: none"> <li>● Pathologists</li> <li>● Autopsy technicians</li> <li>● Radiologists</li> <li>● Anthropologists</li> <li>● Odontologists and assistants</li> <li>● DNA specialists</li> <li>● Fingerprint specialists</li> </ul>                                | E, F, I |                     |                             |
| 18. Support processes within the team.   | E, F, I |                     |                             |

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|---|----------------|--|--|
| <p><b>19.</b> Support the duties of the FM Human Remains Recovery Team, FM Morgue Processing Unit, and FM Morgue Forensic Team:</p> <ul style="list-style-type: none"> <li>● Maintain status of assigned resources, such as photographer and evidence collectors</li> <li>● Ensure completion of necessary forms and documentation</li> </ul> | <p>E, F, I</p> |  |  |
|---|----------------|--|--|

#### 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: Model leadership values and principles

| TASK  | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---------|---------------------|-----------------------------|
| 20. Handle human remains with utmost dignity and adhere to religious, cultural, and privacy standards, as the Authority Having Jurisdiction (AHJ) requires. | E, F, I |                     |                             |

##### 4b. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel

| TASK  | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---------|---------------------|-----------------------------|
| 21. 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 |                     |                             |
| 22. 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 |                     |                             |
| 23. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: <ul style="list-style-type: none"> <li>• Appropriate work/rest ratio</li> <li>• Crisis counseling</li> </ul>  | E, F, I |                     |                             |

##### 4c. Behavior: Coordinate interdependent activities

| TASK   | CODE    | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|---------|---------------------|-----------------------------|
| 24. Brief recovery and processing teams.   | E, F, I |                     |                             |
| 25. Coordinate with appropriate team and unit leaders: <ul style="list-style-type: none"> <li>• FM Human Remains Recovery Team Leader</li> <li>• FM Morgue Processing Unit Leader</li> <li>• FM Disaster Portable Morgue Unit (DPMU) Leader</li> </ul> | E, F, I |                     |                             |