POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
FATALITY MANAGEMENT DISASTER PORTABLE MORGUE UNIT LEADER
FATALITY MANAGEMENT DISASTER PORTABLE MORGUE UNIT LEADER

1. Competency: Assume position responsibilities

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

**1a. Behavior:** Successfully assume the role of FM DPMU Leader and initiate position activities

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| 1. Initiate and maintain unit activity log:  
  ● Complete activity log and use to support a common operating picture  
  ● Transfer information to additional documents, positions, and displays | E, F, I | | |
| 2. Prepare temporary morgue facility for DPMU:  
  ● Ensure operational readiness  
  ● Determine design and setup of DPMU inside the facility  
  ● Develop staffing and training schedules | E, F, I | | |

**1b. Behavior:** Ensure readiness for assignment

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| 3. Coordinate with on-scene leadership to help guide DPMU operations by communicating pertinent information to the Incident Commander (IC), Operations Section Chief, or Logistics Section Chief:  
  ● Estimated time of arrival for equipment, supplies, and staff  
  ● All resources deploying with the DPMU  
  ● Location of DPMU upon arrival | E, F, I | | |

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

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| 4. Ensure security resources are in place around the DPMU:  
  ● Security personnel  
  ● Barricades and fencing  
  ● Identification checkpoint | E, F, I | | |
| 5. Ensure supplies are available for deployment readiness and operational needs. | E, F, I | | |
| 6. Order supplies needed to maintain DPMU equipment. | E, F, I | | |

**1d. Behavior:** Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources
### Task Book: Fatality Management Disaster Portable Morgue Unit Leader

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| 7. Activate unit:  
- Establish appropriate unit organization and assign staff responsibilities, while maintaining span of control  
- Ensure availability of appropriate resources  
- Conduct supporting activities within operational period  
- Follow protocol for communicating unit’s daily accomplishments to the Documentation Unit or appropriate personnel  
- Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel  
- Follow process for resource requests/releases for operational planning purposes  
- Assign staff as appropriate  
- 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 | E, F, I | |
| 8. Supervise and adjust unit organization and operations based on changes in incident situation and resource status:  
- Maintain common operating picture throughout the unit  
- Provide for functional and geographical supervision as necessary  
- Ensure effective use and coordination of all assigned resources  
- Constantly monitor objectives and overall unit operations for efficacy and safety | 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

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| 9. Ensure incident documentation and administrative requirements are complete, according to the supervisor’s direction:  
- Submit incident narrative to supervisor  
- Complete and submit activity log to Documentation  
- Unit or appropriate personnel for each operational period  
- Ensure all personnel and equipment time records are complete and submitted at the end of each operational period | E, F, I | | |
| 10. Ensure the protection of Personally Identifiable Information (PII). | 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

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| 11. Coordinate facility issues:  
- Transportation for DPMU personnel  
- Food services  
- Communications  
- IT support  
- Medical services | E, F, I | | |

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| 12. Ensure that the work completed is consistent with direction, policy, and incident objectives:  
- Supervisor’s direction  
- Incident Action Plan (IAP) goals and objectives  
- Other planning goals and objectives | E, F, I | | |

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| 13. Make appropriate decisions based on analyzed and validated information:  
- Make adjustments in response to new information, changing conditions, or unexpected obstacles | E, F, I | | |

### 3b. Behavior: Establish and manage humans remains processing and job positions that support morgue operations

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| 14. Coordinate with Safety Officer as necessary for incident:  
- Identify hazards and ensure compliance with safety regulations | E, F, I | | |

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| 15. Support FM Human Remains Recovery Team Leader and recovery team needs:  
- Ensure provision of supplies and equipment  
- Ensure establishment of IT and communications with all other teams and IC | E, F, I | | |

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| 16. Support Morgue Forensic Team Leader and forensic team needs:  
- Ensure provision of supplies and equipment  
- Ensure building and facilities, including security, are adequate  
- Ensure establishment of IT and communications with all other teams, IC, and VIC/FAC | E, F, I | | |
17. Support Morgue Processing Unit Leader and processing unit needs:
   ● Ensure provision of supplies and equipment
   ● Ensure building and facilities, including security, are adequate
   ● Ensure establishment of IT and communications with all other teams, IC, and Victim Information Center (VIC)/Family Assistance Center (FAC)

   E, F, I

18. Support processes within the unit:
   ● Support the duties of the Supply Specialist, Facilities Specialist, Building Arrangements Specialist, Communications Coordinator, and other unit members
   ● Ensure appropriate staffing
   ● Ensure staff is properly trained

   E, F, I

3c. Behavior: Plan for demobilization and ensure staff follow procedures

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<td>19. Coordinate with leadership to plan DPMU demobilization:</td>
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<td>● Determine date and time of demobilization</td>
<td>C, E, F, I, J, T</td>
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<td>● Identify equipment to be taken out of service</td>
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<td>● Plan the process for demobilizing DPMU equipment and personnel</td>
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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: Coordinate interdependent activities

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| 20. Ensure effective use and coordination of all assigned resources:  
  ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods | E, F, I |                      |                             |
| 21. Establish and maintain communication and contracts with assigned channels for logistical support:  
  ● Vendors providing facilities and supplies, including emergency supplies  
  ● Provision of Information Technology (IT) support | E, F, I |                      |                             |