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

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **1.** Initiate and maintain unit activity log:<br>● Complete activity log and use to support a common operating picture<br>● Transfer information to additional documents, positions, and displays | E, F, I | | |
| **2.** Prepare temporary morgue facility for DPMU:<br>● Ensure operational readiness<br>● Determine design and setup of DPMU inside the facility<br>● Develop staffing and training schedules | E, F, I | | |

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

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **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:<br>● Estimated time of arrival for equipment, supplies, and staff<br><br>● All resources deploying with the DPMU<br>● Location of DPMU upon arrival | E, F, I | | |

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

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **4.** Ensure security resources are in place around the DPMU:<br>● Security personnel<br><br><br>● Barricades and fencing<br>● 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 | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **7.** Activate unit:<br>● Establish appropriate unit organization and assign staff responsibilities, while maintaining span of control<br>● Ensure availability of appropriate resources<br>● Conduct supporting activities within operational period<br>● Follow protocol for communicating unit's daily accomplishments to the Documentation Unit or appropriate personnel<br>● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel<br>● Follow process for resource requests/releases for operational planning purposes<br>● Assign staff as appropriate<br>● 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:<br>● Maintain common operating picture throughout the unit<br>● Provide for functional and geographical supervision as necessary<br>● Ensure effective use and coordination of all assigned resources<br>● 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**

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **9.** Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:<br>● Submit incident narrative to supervisor<br>● Complete and submit activity log to Documentation<br>● Unit or appropriate personnel for each operational period<br>● 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

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **11.** Coordinate facility issues:<br>● Transportation for DPMU personnel<br>● Food services<br><br>● Communications<br><br>● IT support<br><br>● Medical services | E, F, I | | |
| **12.** Ensure that the work completed is consistent with direction, policy, and incident objectives:<br>● Supervisor's direction<br>● Incident Action Plan (IAP) goals and objectives<br>● Other planning goals and objectives | E, F, I | | |
| **13.** Make appropriate decisions based on analyzed and validated information:<br>● 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

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **14.** Coordinate with Safety Officer as necessary for incident:<br>● Identify hazards and ensure compliance with safety regulations | E, F, I | | |
| **15.** Support FM Human Remains Recovery Team Leader and recovery team needs:<br>● Ensure provision of supplies and equipment<br>● Ensure establishment of IT and communications with all other teams and IC | E, F, I | | |
| **16.** Support Morgue Forensic Team Leader and forensic team needs:<br>● Ensure provision of supplies and equipment<br>● Ensure building and facilities, including security, are adequate<br>● Ensure establishment of IT and communications with all other teams, IC, and VIC/FAC | E, F, I | | |

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **17.** Support Morgue Processing Unit Leader and processing unit needs:<br>● Ensure provision of supplies and equipment<br>● Ensure building and facilities, including security, are adequate<br>● 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:<br>● Support the duties of the Supply Specialist, Facilities Specialist, Building Arrangements Specialist, Communications Coordinator, and other unit members<br>● Ensure appropriate staffing<br>● Ensure staff is properly trained | E, F, I | | |

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

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **19.** Coordinate with leadership to plan DPMU demobilization:<br>● Determine date and time of demobilization<br>● Identify equipment to be taken out of service<br>● Plan the process for demobilizing DPMU equipment and personnel | C, E, F, I, J, T | | |

## *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**

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---|---|---|
| **20.** Ensure effective use and coordination of all assigned resources:<br>● 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:<br>● Vendors providing facilities and supplies, including emergency supplies<br>● Provision of Information Technology (IT) support | E, F, I | | |