

## FATALITY MANAGEMENT VICTIM INFORMATION CENTER TEAM

<b>DESCRIPTION</b>	The Fatality Management (FM) Victim Information Center (VIC) Team collects and manages information about missing persons and coordinates antemortem investigation, information gathering, and recording, under the authority of the presiding law enforcement and medico-legal agencies
<b>RESOURCE CATEGORY</b>	Medical and Public Health
<b>RESOURCE KIND</b>	Team
<b>OVERALL FUNCTION</b>	<p>The FM VIC Team:</p> <ol style="list-style-type: none"> <li>1. Establishes and operates a VIC</li> <li>2. Collects and manages missing persons information within the VIC</li> <li>3. Coordinates or supports call center operations for reports from the public about status of missing persons</li> <li>4. Secures and maintains all records about disaster fatalities in accordance with the Authority Having Jurisdiction's (AHJ) policies and procedures</li> <li>5. Collects and manages antemortem medical and dental records and biometric records, such as fingerprints</li> <li>6. Operated under the direction of law enforcement and Medical Examiner/Coroner (ME/C)</li> </ol>
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>2. Team members work in six-day rotations</li> <li>3. Requestor orders the Disaster Portable Morgue Unit (DPMU) equipment and supply cache separately from this team, and the FM VIC Team has access to applicable portions of DPMU cache for its mission</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
<b>MINIMUM PERSONNEL PER TEAM</b>	27	Not Specified
<b>MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM</b>	1 - National Incident Management System (NIMS) Type 1 FM VIC Team Leader	Not Specified
<b>SUPPORT PERSONNEL PER TEAM</b>	1 - NIMS Type 1 FM Information Collection Coordinator 5 - NIMS Type 1 FM Call Taker Specialist 7 - NIMS Type 1 FM Interview Specialist 2 - NIMS Type 1 FM Volunteer Training Specialist 1 - NIMS Type 1 FM Behavioral Health Chaplaincy Specialist or NIMS Type 2 Behavioral Health Specialist 1 - NIMS Type 1 FM VIC Data/Records Coordinator 1 - NIMS Type 1 FM Dental/Medical Records Acquisition Specialist 5 - NIMS Type 1 FM Data Entry Specialist 2 - NIMS Type 1 FM Records Management Specialist 1 - NIMS Type 1 FM VIC Documentation Specialist	Additional Call Taker Specialists and Interview Specialists may be ordered as single resources based on the size and scope of the incident.

COMPONENT	SINGLE TYPE	NOTES
<b>INFORMATION TECHNOLOGY EQUIPMENT PER TEAM</b>	26 - Laptop computer and software 19 - Scanner 3 - Printer 19 - Bar code/QR reader capability or other method to track records	The software assists with forensic data assessments and includes spreadsheets and database programs.
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) EQUIPMENT PER TEAM MEMBER</b>	PPE is mission specific and may include: 1. Respirators 2. Eye protection 3. Gloves 4. Protective footwear	The following regulations address PPE: Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Waste Operations and Emergency Response, OSHA 29 CFR Part 1910.134: Respiratory Protection, and OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens.
<b>COMMUNICATIONS EQUIPMENT PER TEAM</b>	14 - Short-range, two-way portable radio 28 - Cell phone 1 - Satellite phone	Not Specified

## NOTES

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1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. Medico-legal refers to any death that requires official medical examiner or coroner investigation.
3. Personnel consider and adhere to religious and cultural customs concerning the handling of remains if these customs do not affect the examination of remains or the incident investigation.
4. DPMU equipment and supply cache is self-sufficient for 72 hours of processing operations. Complete self-sufficiency requires base camp housing that is not included in the DPMU cache.
5. The FM VIC Team gathers information solely to identify deceased victims. Other Family Assistance Center personnel perform other social service activities.

## REFERENCES

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1. FEMA, NIMS 508: Fatality Management Morgue Processing Team
2. FEMA, NIMS 509: Fatality Management Behavioral Health Chaplaincy Specialist
3. FEMA, NIMS 509: Behavioral Health Specialist
4. FEMA, NIMS 509: Fatality Management Call Taker Specialist
5. FEMA, NIMS 509: Fatality Management Data Entry Specialist
6. FEMA, NIMS 509: Fatality Management Dental/Medical Records Acquisition Specialist
7. FEMA, NIMS 509: Fatality Management Information Collection Coordinator
8. FEMA, NIMS 509: Fatality Management Interview Specialist
9. FEMA, NIMS 509: Fatality Management Records Management Specialist
10. FEMA, NIMS 509: Fatality Management Victim Information Center Data/Records Coordinator
11. FEMA, NIMS 509: Fatality Management Victim Information Center Documentation Specialist
12. FEMA, NIMS 509: Fatality Management Victim Information Center Team Leader
13. FEMA, NIMS 509: Fatality Management Volunteer Training Specialist
14. FEMA, National Incident Management System (NIMS), October 2017
15. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Waste Operations and Emergency Response, latest edition adopted
16. OSHA 29 CFR Part 1910.134: Respiratory Protection, latest edition adopted
17. OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens, latest edition adopted