

MINUTES

MI-MORT Meeting Minutes

January 15, 2015

10:00 a.m. – 2:00 p.m.

Attendees: Brook Babcock (OPHP), Dr. Gary Berman, Shelley Norris Chapman (OPHP), Kevin Chau (OPHP), Kesha Dixon, Jerry Ellsworth (OPHP), Dr. David Foran (MSU), Bill Funk, Hilary Gentry, Lou Hunt (phone), Jim Koval (OPHP), Patti Lyons, Dutch Nie, Tom Poirier, Tim Schramm, Linda Scott, Gloria Zunker (OPHP)

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	Kevin Chau passed out status updates and exercise materials. The VIC and MIC exercise plan activities were reviewed. Since Kevin has not received any updates since the previous meeting and wanted feedback on what each section is exercising. Kevin summarized the big change from previous meetings was the exercise location was moved from Detroit to Lansing.		
Communication Plan Logistics	The Office of Public Health Preparedness Community Health Emergency Coordination Center (CHECC) will be activated; the Medical Examiner (ME) will be changed from Detroit to Lansing. Dr. Berman will email Dr. Markey from Sparrow Hospital to fill that position. During the meeting, Dr. Markey emailed Dr. Berman that he will provide support during the exercise, but needed details. Dr. Berman will	Dr. Berman	Provide Updates and be the Point of Contact for Dr. Markey

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<p>Facility Logistics</p>	<p>CHECC. Kevin will make a request for two event channels, one for administration and one primary for exercise communications.</p> <p>The VIC will be located at either one of two locations: the hotel or in the JAR at OPHP. The JAR can hold 75 participants.</p> <ul style="list-style-type: none"> • Dutch stated the Morgue will need 10,000 square feet of space, but the Filley warehouse has 5,500 square feet, which may necessitate setting up ¾ of the equipment. • Jerry Ellsworth stated there is a military site across the street from OPHP that could be used. This site, however, is restricted to military access protocol. • Bill Funk thought the Filley warehouse would work if the weather was nice. • Hilary Gentry suggested getting a tent for resupply. Filley’s parking lot is 5,000 square feet. Jerry Ellsworth suggested working out of trailers, but Dutch thought that would not allow an option to practice re-supplying. • Brook Babcock of OPHP uploaded the Filley warehouse site to a screen to view. • Jerry Ellsworth will establish a shuttle for volunteers from OPHP to Filley. 	<p>Jerry Ellsworth</p>	<p>Establish Shuttle Service</p>

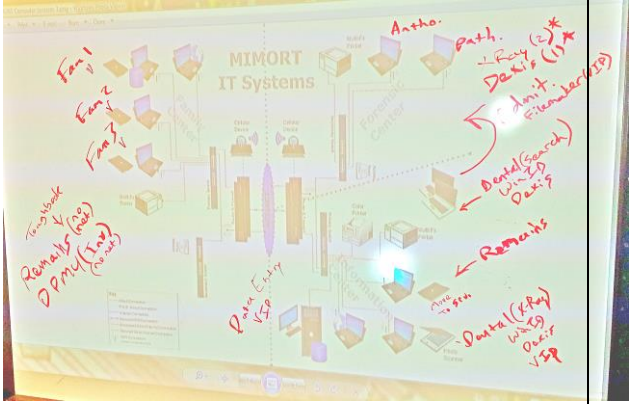
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Registration	<p>Jerry Ellsworth is also looking the military site across OPHP for use of their conference room for the debriefing/hot wash. This conference room holds 200.</p> <ul style="list-style-type: none"> • Gloria Zunker suggested having the entire exercise at the Ingham County fairgrounds. Gloria will check on prices and availability. • MSP is conducted courses during the exercise, so OPHP has use of their grounds only. • Jerry Ellsworth suggested renting tents and portable bathrooms from American Rentals. He also suggested using the parking lot for equipment storage. • Kevin since all volunteers will meet at OPHP on Terminal road to be shuttled to Filley, but thought the search should continue to locate a larger facility. • Jerry Ellsworth was made Site Location Coordinator, and will forward a map of the Filley location to Dutch. The MIC needs to be in an office environment. <p>Kevin Chau then provided an update on the registration template, which all volunteers need to complete in order to participate for</p>	<p>Gloria Zunker</p> <p>Jerry Ellsworth</p> <p>Kevin Chau</p>	<p>Contact Ingham County fairgrounds</p> <p>Coordinate Site Locations</p> <p>Develop Registration Template</p>

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<p>FEMORS Participation</p> <p>Exercise Logistics</p>	<p>insurance purposes. Dutch Nie stated that as of today, there are seventy-seven (77) participants registered consisting of: Dental 24; Anthropology 3; MIC/VIC 17; DNA 1, (4); Remains Management 1; Trailer Management 1; DART, 10 (25). Dutch will sort by section, and provide an updated summary on the MI-MORT website on the Google drive. Dutch questioned that if participants had not completed all ICS courses, would that affect their attendance in the exercise?</p> <p>Shelley Norris Chapman provided an update that Greg Klimetz from FEMORS has reserved April 14-16 to assist with the exercise. OPHP sent him a training document indicating what his activities. Greg will arrive on April 14th, and participate with the exercise on April 15th. Greg will assist the VIC with matching, work with the IT Chief (Julius) to ensure everything is set up correctly since there is new software and equipment. Although it is critical for Greg to provide training, it is more critical that he assist with the matching process.</p> <p>Day 1 – Tuesday, April 14th</p> <ul style="list-style-type: none"> • DART/DPMU setting up from 8:00 a.m. – 2:00 p.m. • Orientation/briefing from 3:00 p.m. - 	<p>Dutch Nie</p> <p>Shelley Norris Chapman</p>	<p>Provide registration participation list</p> <p>Provide exercise training document to Greg Klimetz from FEMORS</p>

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<p>Briefing Location Logistics</p>	<p>7:00 p.m. suggested. Topics to include: share components of the team; local response; state response theory; response and request process for the state resource (MI-MORT).</p> <ul style="list-style-type: none"> • Prior to the afternoon briefing conference call with ME, touch base with who is playing. • At the briefing, discuss the process of the various locations and how they are included; • Communication piece – discuss how each team will communicate with each other; • Briefing is where participants will pick up packages and badges and get ready for the exercise the following day. This will allow additional time to focus on training during the exercise. • Shelley reviewed the exercise document, which she will update. Once finalized, Shelley will provide document to Dutch to post on the website so that all information is located in one area. <p>Three options for the briefing have been discussed: one of the hotels, across the street from OPHP at the military base, or at OPHP. A</p>	<p>Shelley Norris Chapman</p>	<p>Update Exercise Document and provide to Dutch Nie to post on</p>

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<p>Lodging</p> <p>Registration Deadline Discussion</p>	<p>briefing agenda is needed, along with an area to host over 100 participants. AV may be required. Kevin asked if the briefing session should be from 3:00 p.m. – 7:00 p.m. on the 14th. Prior to the briefing, everyone should have their badges or they can pick them up at the briefing, along with agendas and directors to their exercise site. Any changes, please advise Shelley Norris Chapman.</p> <p>Shelley Norris Chapman contacted seven hotels for lodging information. She was waiting to hear back from them on how many rooms will be available at the state rate of \$75.00/night. Currently rates range from \$169.00 up. Some hotels are located in Diamondale, near the DART exercise, while others are located near the Eastwood Town Center, which is closer to OPHP. Registrants need to reserve rooms with a credit card, which will charge for no shows or incidentals. The master bill will go to MFDA for payment.</p> <p>Registration will go live by February 16, with a registration deadline of Monday, March 16 for both hotel and registration. This should allow ample time to create packets, logistics, and agenda. Late registrants may not get lodging. To register for hotels, participants must live at least 60 miles from the exercise, city to city.</p>	<p>Shelley Norris Chapman</p>	<p>website.</p> <p>Provide hotel update.</p>

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Salvation Army Participation	<p>Travelers, who live under the 60 mile radius, may still receive permission to stay on Tuesday night if prior arrangements are made.</p> <p>Gloria Zunker stated the Salvation Army has agreed to serve meals during the exercise. They have tents and volunteers, but may need specific directions and a participant count. Tentatively the Salvation Army will serve a continental breakfast and lunch on the full day of exercise, April 15th at all three locations. If the hotel is used for a portion of the exercise, hotel logistics will need to be determined. The Salvation Army provided excellent meals and service at the 2014 MI-TESA exercise. The Salvation Army will be given a stipend for their services.</p>	Gloria Zunker	Provide details to Salvation Army
Computer/Logistics	<p>Brook Babcock questioned whether 240 volt appliances were being used for the exercise. It was found that the only 240 volt connection would be the DART trailer connection to a generator, and Brook has already purchased a cord for that unit. All other units are 110 volt. Brook has not received any further information from Julius Gajdos. If anyone hears from Julius, please advise Brook.</p> <p>Brook then provide an update from the computer spreadsheet.</p>	Brook Babcock	Update Computer Software/Hardware and provide set-up logistics

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	 <ul style="list-style-type: none"> • Dental needs two laptops, one in the forensic center and one in the information center. Win-ID should be on both. • Dexus will have its own computer system. • Admitting will need one computer and VIP (FileMaker). • If Dental is not in MIC, they will need access to VIP (one computer). If Brook purchases, it will need VIP and FileMaker software installed. • Full body X-ray machine and scanner has two Toughbook computers. If computers are networked they can use same printer. • The main Server will be located in Information office. • DPMU will be set-up near the Morgue. 		

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	<ul style="list-style-type: none"> • Remains Management will be located near the Morgue and will need one computer. Network access is not required. • Some Data entry will take place on the server. Also 1 Toughbook from the full body X-ray machine could be used for this purpose since only one is needed for X-Ray. • MERC (there are two 45-patient capacity units) will not be used during this session. Jerry Ellsworth stated this system has never been set up before, and the manufacturer owes OPHP a training and set up session. This will be done at a later time. • DPMU did a condensed set up in June. DPMU will supply equipment for all sections. • Tim Schramm asked whether VIC/MIC is required to set up. • DPMU will deliver equipment, roll out carts, and IT will set up. Brook stated that it would require a total of 6-8 hours to set up IT for both sites. This step will be part of the exercise. All computer equipment is color-coded. Brook recommends 4-5 participants to assist with set-up. Whoever is involved 		

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	<p>with set up should review the instructions. Others may also want to review them for familiarity.</p> <ul style="list-style-type: none"> • Tim asked whether it would be better to set up on Tuesday prior to the 3:00 p.m. orientation with Mike, Jerry, Jean and himself assisting. Systems cannot be set up until tables are in place, but can be completed on Tuesday. • Set up may require one-two hour set up for each site. (Brook, Julius, Kevin IT set up crew). • Teams could be split (Brook – Julius – Kevin with teams) to set up. • MIC/VIC will set up from 12:00 noon - 2:00 p.m., with the DPMU, so they know how to run cables. • By Wednesday all IT will be set up. • Three groups will be active on Wednesday with half set up in tents. • Dual groups (red groups dual DPMU). James has completed all training. DART will wear black. • Kevin will pull existing files to perform matching process. • How many actors are needed? Two to do telephone calls and two to do in-person roles and they could swap roles to aid diversity. There will be scripts. 		

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<p>Morgue Operations</p>	<ul style="list-style-type: none"> • Section Chief: 28 count minimum. • Location of volunteers? Admitting computer will also do badging? • After briefing the computer for the Volunteer Registration Center (VRC) could be moved to admitting. • Badges will be made prior to exercise, so only late registrations will be made day of exercise. • Call Center phone will be established for interviews. List provided to Tim. • Are phones needed? Phones will be in the VIC. If using phones, Kevin suggested establish contact numbers. If using OPHP office, someone will call from outside exercise site. • The exercise scenario is a tornado. In person simulation? Yes, based on simulation. • MIC – VIP form will be processed through Morgue with input into Post-Mortem system. Begin search in a separate room? Which is better? <p>Lou Hunt will identify a lead person for Morgue operations. Shelley suggested reaching out to Region 1 to find a Section chief for fingerprints and personnel to manage the personal effects/photo piece. Dutch asked if anybody in</p>	<p>Lou Hunt</p>	<p>Establish Morgue Lead. Locate a fingerprint person from MSP. Provide update</p>

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	<p>DART was retired and could provide assistance. Shelley suggested Lou contact Tracee McIntosh to find personnel who could monitor expectations of positions. Hilary Gentry said there is a fingerprint policy in the guidelines. A suggestion was made to locate a fingerprint person from the Michigan State Police or local lab. Lou and Tracee will provide follow-up to these issues prior to the February 5 call.</p> <p>Katrina Steinsultz from MSU stated earlier that the full body X-ray machine had to be cool. Shelley thought the X-ray machine area may need to be in a separate area, such as a corner where the cages were located. Shelley stated that since radiation safety is a concern, movable screens and tents have been purchased. The X-ray machine is working. Remains Management needs one computer. Spare computers from OPHP office may be used. DPMU needs a computer to update spreadsheets for tracking inventory. DPMU will supply gowns.</p> <ul style="list-style-type: none"> • Morgue will begin simulation with no bodies, since most operators do this portion on a daily basis. The exercise is just making sure the system works, that IT systems communicates with each other, X-rays can be pulled, and 	<p>OPHP</p>	<p>prior to Feb 5 call.</p> <p>Provide computer for DPMU</p>

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	<p>that everyone knows all processes. Tracking bodies can be bypassed, so no one is waiting.</p> <ul style="list-style-type: none"> • Bringing in bodies: Make sure administration piece is in place in VIP, enter body numbers, generate forms. • One tracker/person to stay with body throughout the entire process, and makes sure body goes through all stations. • First triage is personal affects or fingerprints. Personal affects should not go through the Morgue. • The body (all pieces) should be tracked by law enforcement. Law enforcement may be in charge of this piece. • Mannequins will be used and labeled and processed from disaster site. Information will be provided to the MIC so that all pieces are tracked. • OPHP will work on record process. • The X-ray machine is where Dr. Fenton will supply bones to make sure X-ray machine is working. • Body pieces will go through the Forensic station. • Not sure if pathologists will be at the station. • Dental participants are to be kept busy. 	Shelley Norris Chapman	Create record processes

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Funeral Director Participation	<p>There may be 40 dentists. If the dentist's system is networked, they can do matching, or assist with tracking, or admitting. An OPHP classroom may be necessary so all can view. Real dental records may be brought in to match.</p> <ul style="list-style-type: none"> • Pathologist may be needed to check for supplies (Dr. Markey). • Important piece for Morgue operations is matching processing. Create forms so information is entered correctly. • Eight (8) bodies will begin the matching process, which can be re-processed throughout the day. • Numbering process needs clarification since the VIP uses Morgue number, but Morgue and autopsy numbers are different (for field reference numbers assigned by DART). Morgue number are given to the VIC and then entered into VIP. All counties number pieces differently. <p>Kevin asked Dutch Nie to locate Funeral Directors to simulate the movement of bodies to the Morgue. Dutch agreed to do so. Tom Schraminsky may be asked to contact Roger Simpson to assist with the simulation piece. The MIC will begin the transportation piece</p>	<p>OPHP</p> <p>Kevin Chau</p> <p>Dutch Nie</p>	<p>Locate classroom space for dentists.</p> <p>Clarify number process.</p> <p>Establish Funeral Director participation for simulation piece.</p>

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X-Ray Machine Transport from MSU	<p>with the first eight bodies arriving early, and the next eight bodies will not be put in the system, but recovery will take place.</p> <p>The X-ray machine will be transported from Michigan State University (MSU) to exercise site as part of exercise plan. Shelley will have this plan in place by the February 5th meeting.</p>	Shelley Norris Chapman	Establish MSU X-ray transport piece.
Operational Evaluation Training Guide	<p>Dr. Berman will coordinate the activities with the dentists on operation day to ensure that everyone is busy. Kevin will provide a dental mock tabletop to the Morgue, which Dr. Berman will develop.</p> <p>Kevin will need assistance from all chiefs with the development of the Operational Evaluation Training Guide. All Chiefs will be in operation mode, and should be Subject Matter Experts (SMEs). Lou Hunt and Tracee McIntosh will locate fingerprint personnel to simulation the Morgue Operation piece.</p>	Dr. Berman/Kevin Chau	Coordinate Dentist's activities.
Future MI-MORT meetings February 5, 2015 Webinar Conference Call and February 12, 2015 meeting at Michigan Funeral Directors Association (MFDA)	Forward webinar conference call information for February 5, 2015 call to Dutch Nie. Kevin advised the next two meeting dates: a webinar/conference call on February 5, and an in-person meeting at MFDA on February 12, which was changed during the meeting.	All Chiefs MI-MORT Team	Provide assistance for development of Operational Evaluation Training guide. Attend Webinar on February 5, 2015, in-person meeting at MFDA on February 12, 2015.