

MINUTES

MI-MORT Meeting Minutes

February 12, 2015

10:00 a.m.

Attendees: Dr. Gary Berman, Brook Babcock, Kevin Chau, Shelley Norris Chapman, Kesha Dixon, Jerry Ellsworth, Dr. David Foran, William Funk, Hilary Gentry, Lou Hunt, Patti Lyons, Tracee McIntosh, Dutch Nie, Tom Poirier, Tim Schramm, Roger Simpson, Gloria Zunker

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	<p>Roger Simpson introduced himself to the committee. Roger will be in the Chief of the Remains Management Plan.</p> <p>Kevin Chau then reviewed the exercise site from the diagram of the Ingham County Fairgrounds. The exercise will take place from April 13-16, with the full-day exercise taking place on April 15 from 7:00 a.m. – 4:00 p.m.</p>		
Communication Plan	<p>The Communication Plan was reviewed. Simulation will begin with a call from the Medical Examiner to the State Emergency Operations Center (SEOC) on Tuesday, April 14th. Two event channels will be reserved on the 800 MHz radio. The radio communication plan for every section will have one person to monitor radio communication during the entire event. This person is not the chief, but may be a branch commander who can pass information to the section chief. Radio communication is</p>		

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	<p>located in some trailers. For Morgue operations this person could be Dr. Gary Berman or Tom Poirier since they are not working in the dental section. Volunteers who monitor the radios cannot have any contact with the bodies, and need to follow the communication chain of command. Six radios will be needed.</p> <p>Day 1 Summary (April 14)</p> <ul style="list-style-type: none"> • 8:00 a.m. - DPMU and DART begin set-up • 11:00 a.m. MIC/VIC IT set up • 12:00 noon - box lunch • 2:00 p.m. – Continue with set-up • Exercise Registration begins at 3:00 p.m. (This is when all remaining volunteers show up) • 4:00 p.m. – 6:00 p.m. – Briefing/Orientation session • 6:00 p.m. dinner in the Reception Hall • Badging machine will be available for walk-ins. Pre-requirements remain the same for walk-ins. • Order 10% more meals for walk-ins who are those that have previously communicated participation. • Dutch Nie will work on generic team badges. 		

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	<ul style="list-style-type: none"> • March 16 will be the registration deadline for registration for badging and hotels. <p>Day 2 Summary (April 15)</p> <ul style="list-style-type: none"> • 7:00 a.m. - Breakfast begins from the Salvation Army • 8:00 a.m. - Exercise begins • Eight Post Mortem records will begin process. • Morgue operations begins • VIC/MIC will use records from previous day's activities. • Family center will begin. • Greg Klimetz from FEMORS (Florida) will provide additional consultation for the VIC and MIC. • 11:30 a.m. – 1:00 p.m. Lunch break. • Two vans will be reserved to transport volunteers to and from the banquet hall, and rotate from the reception hall to a pick up and drop off location, without pausing. • Chiefs can decide when to break for lunch. • 2:00 p.m. - Exercise ends. • 3:00 p.m. - Everyone will meet at the banquet hall for Hot Wash • 3:00- p.m. - 4:00 p.m. – Hot Wash. Volunteers can leave following Hot 	<p>OPHP</p>	<p>Reserve two state vans for volunteer transportation</p>

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<p>Hotel Reservations</p> <p>DART Exercise</p>	<p>Wash unless they are re-packing.</p> <ul style="list-style-type: none"> • Remaining volunteers will be served either box lunch or pizza. • DPMU may need an additional 5-10 people to move boxes • Continue mobilization until 7:00 p.m. <p>Day 3 Summary (April 16)</p> <ul style="list-style-type: none"> • Small group will return to continue re-packing process. • Shelley Norris Chapman will need numbers who will be staying overnight for hotel reservations. <p>Three hotels located in Okemos will be used. Sandy West of MDCH will finalize arrangements. Hotels are: Comfort Inn, Fairfield Inn, and Holiday Day Inn Express. Each has agreed to the \$75/night state rate.</p> <p>DART (Tracee McIntosh) is creating paperwork and will send to Shelley Norris Chapman to incorporate paperwork into the Morgue. Roger Simpson and team will bring the remains to the Morgue. A question was asked what will be on the carts besides paperwork. Shelley will put together entire remains packages, and once she gets records she will incorporate information into the records. OPHP has the body parts and personnel affects. DART will</p>	<p>OPHP</p> <p>Sandy West</p> <p>Tracee McIntosh</p> <p>Shelley Norris Chapman</p>	<p>Order Dinner</p> <p>Finalize Hotel arrangements.</p> <p>Finalize Paperwork</p> <p>Assemble Remains Packages</p>

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<p>Exercise Details</p>	<p>use gators to move remains outside the grid. Tom Chenowsky (Roger Simpson's deputy) will provide a few vans to simulate. A route will be created to simulate the transportation piece around the fairgrounds. DPMU will have access to a gator and will bring the Rhino to move items. Cars would be used for transporting remains or personal items in a normal situation. A system for DART moving remains to the morgue will need development. Roger Simpson stated that trailers could be used, and there is a science to it. All documentation has to be perfect. He said during Katrina bodies were moved many times, and that documentation is on the forms, not in the applications. Forms can be discussed further at the March 12 or March 19 meetings. If the transportation team would like to hold a separate meeting at OPHP to discuss further, let Shelley Norris Chapman know so she can book a room. The DART team will need body bags as well as updated forms. Once forms are final, Shelley will review DART forms with Tracee, and load forms to Google docs.</p> <p>The exercise will consist of a tornado scenario. Count numbers include: MIC/VIC – 17, DART 25 – Dental – 20; Remains management -5 – DPMU – 12, Morgue Operations - ? NO numbers for MSU participants. Registration</p>	<p>DART Team</p> <p>OPHP</p> <p>Brook Babcock</p>	<p>Develop system for moving remains to morgue</p> <p>Order Body Bags for DART team</p> <p>Develop and Print badges</p>

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Command Staff Site visit	A Command Staff site visit will take place at the Ingham county Fairgrounds on March 19 beginning at 9:00 a.m. Kevin Chau will check on the audio equipment at the reception center or Brook Babcock could bring a portable system. The MI-MORT Operational Plan has been uploaded to Google documents and will be updated, but the contents will not change. Photography fingerprinting and personal effects procedures are in the back of the manual. Tracee McIntosh will talk to her captain to see if they might partner on the exercise, and assist with fingerprinting. In a real situation they would call someone to assist. Shelley will also contact the Region 1 office to see if they could locate someone to assist in that capacity.	Command Staff	Attend Site Visit on March 19, 9:00 1.m., at Ingham County Fairgrounds
Salvation Army	Gloria Zunker stated Salvation Army will serve breakfast and lunch on day two. OPHP is responsible for the orientation dinner for day two, as well as box lunches for day one and day three. Beverages (water, coffee, and pop) will be purchased prior to the exercise by MFDA. Provide list to Dutch Nie.	Gloria Zunker Shelley Norris Chapman	Finalize meals with Salvation Army Send beverage list to Dutch Nie.
Computer Update	Brook Babcock of OPHP provided a computer update. Lou Hunt has an IT person who may assist. Jay Timco, Region 2S, will also assist with IT support. Lou Hunt will have his person	Lou Hunt	Have IT person contact Kevin Chau to add to meeting lists.

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<p>Trailer Logistics</p> <p>DPMU</p> <p>Fuel</p>	<p>contact Kevin Chau to be added to conference calls. Lou's IT person may have conflict since he works in for Private sector. Julius Gajdos never returned any calls, so he is not available.</p> <p>Jerry Ellsworth questioned the location for the 9-10 trailers within each building. Dutch Nie suggested this could be determined during the March 19 site visit. Jerry will also bring fork lift, but wanted to know how many pallet jacks would be needed. MI-MORT has two jacks, as well as two wheeler carts. If more equipment is needed, let Jerry know. Jerry will also purchase a Rhino hitch. DPMU will supply Jerry with a list of times they would like the trailers delivered. Dutch Nie will also contact Greg to see if there is a trailer management process.</p> <p>William Funk and Bob Gilbert are discussing tracking supplies, resupplying, and trailer repacking process. They will supply Dutch Nie with a list of supplies needed, but the supplies will not be re-ordered until after the exercise. Supplies will be ordered through MDFA.</p> <p>For re-fueling the eight rented heaters and other equipment, Jerry Ellsworth asked how he could purchase fuel. Jerry will get the MDFA charge card from Dutch Nie. Brook Babcock thought there were gas cans in each trailer.</p>	<p>Dutch Nie</p> <p>DPMU</p> <p>Dutch Nie</p>	<p>Contact Greg Klimetz from FEMORS (Florida) regarding Trailing management process.</p> <p>Send re-supply order to Dutch Nie.</p> <p>Arrange for fuel purchases with Jerry Ellsworth</p>

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DART Operations	<p>Inventory lists will be loaded to Google docs. New printers and printer ink cartridges have been purchased. Any old supplies should be given to Brook.</p> <p>Tracee McIntosh and Lou Hunt had a conversation with Jason Smith and Don Simpson, two Indiana partners who have decided to come and view the exercise. They will need to sign in, will get vests, but not badges. Lou stated they have additional supplies that will need to be that may need a trailer. There is a 16-foot SNS abandoned trailer that Jerry Ellsworth thought might work. Jerry will look into it. This could also store the second Zoomro tent and heater.</p> <p>Dr. Fenton from MSU will move the x-ray unit to the exercise. DMORT is having training in June with Indiana.</p>	<p>Tracee McIntosh/Lou Hunt</p> <p>Jerry Ellsworth</p>	<p>Work with Indiana partners Jason Smith and Don Simpson</p> <p>Ask about SNS 16-foot trailer inventory.</p>
Family Center	<p>Tim Schramm suggested using six fairgrounds ambassadors as actors. One session will be run at a time. Tim is working on records. VIP records will need to be printed.</p>	Tim Schramm	Develop records
Misc. Supplies	<p>If there are any other items needed, please send the list to Shelley Norris Chapman.</p> <p>Morgue signs are needed. Signs will need holes at the top so they can be hung high with either zip ties or shower curtain hooks.</p>	All Teams	Send supply lists to Shelley Norris Chapman

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<p>Full Body X-Ray Machine</p>	<p>Dutch then updated members on the mobile site.</p> <p>A question was asked on the temperature the full body X-ray machine would need. In a previous meeting Katrina Steinsultz, MUS, said that too hot is a problem, but not whether too cold would be an issue. Dr. Fenton needs to find information from the manufacturer.</p> <p>The next meeting will be a conference call from 10:00 a.m. – 12:00 noon on March 12. The next in person meeting will take place at 9:00 a.m. on March 19 at the Ingham County Fairgrounds. Kevin will send additional meeting information.</p>	<p>Dr. Todd Fenton</p> <p>All</p>	<p>Call or advise of manufacturer temperature requirements for X-ray machine.</p> <p>Next Meeting Webinar Conference Call on March 12 from 10:00 - 12:00 noon; Site visit/meeting on March 19 at 9:00 a.m. at Ingham County Fairgrounds.</p>