

MINUTES

MI-MORT Meeting

February 5, 2015

10:00 a.m. – 11:30 a.m.

Meeting called by Kevin Chau

Attendees: Brook Babcock, Dr. Gary Berman, Shelley Norris Chapman, Kevin Chau, Dr. David Foran, Bill Funk, Keshia Dixon, Hilary Gentry, Lou Hunt, Patti Lyons, Tracee McIntosh, Tim Schramm, Roger Simpson, Gloria Zunker

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	Kevin Chau sent out the Master Scenario Events List (MSEL) document, which he will review later in the meeting. Dutch Nie then updated the committee on the background of Roger Simpson, Washtenaw Ambulance, who will serve the exercise as the Remains Management Chief.		
Exercise Venue	<p>On Wednesday, January 28, 2015 OPHP staff and Dutch Nie and Tim Schramm visited the Ingham County Fairgrounds to view the site for the possibility of conducting the April 13-16, 2015 Full Scale Exercise. After review, the team decided this would make an excellent site for the exercise. Kevin then proceeded to outline the layout of the exercise.</p> <ul style="list-style-type: none">• The DART will be set up in the large field.• The Morgue, MIC, and DPMU will be		

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	<p>set up in the south and north commercial buildings.</p> <ul style="list-style-type: none"> • There is plenty of parking space, which is yet to be determined. • The south and north commercial buildings are 30 x 300 feet or 9,000 square feet. • The Morgue can be set up on one side of one of the buildings. • Loading doors are 12 feet high, large enough to pull the trailers inside. • Remains trailer can be set up at one end of the MIC. • Either the pavilion or reception center can be used to serve meals by the Salvation Army • The Hot Wash will be held jointly by all components in the reception center following the exercise at 3:00 p.m. on Wednesday, April 15th. This will alleviate the need for two separate Hot Washes. • All participants can visually view each other's components or the entire exercise operation. • The entire exercise site is fenced, which is ideal for security. • The transportation piece change of custody can be tested (doesn't matter 		

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	<p>if it is 12 miles or 1,000 feet away).</p> <ul style="list-style-type: none"> • Hotels will be located in Okemos – details to be determined. • Family Center will be in a breakout room within the reception center. • The fairgrounds ambassadors can serve as actors. • The only challenge might be the weather, even though it will be high 50's and low 30's per future forecasts. A propane heater may need to be rented or participants may need to dress warm. • DPMU will need water hookup from the outside. • DART may need water hookup to wash hands. DART personnel are not to leave premise, but water may be brought in through Gators or other methods. • Dr. Berman had questions about dental classroom space for paper tabletop exercises. It was suggested to encourage as many dental participants to attend as possible to help in other areas or to view the entire exercise to obtain a better view of the full operation. • MIC may need additional space within 	<p>Dr. Berman</p>	<p>Determine MIC Rotation</p>

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	<p>the reception center, or use the north building for dental classrooms. Dr. Berman will determine rotation numbers.</p> <ul style="list-style-type: none"> • Dutch questioned method to keep the Medical Examiners in future discussions by adding them to the call lists or providing them with check list. Will discuss further. • Shelley suggested that the ME receive the MSEL with highlighted areas of activity, completed with contact information. • Hilary Gentry suggested sending a request form or script. • Have ME commit to a timeframe (such as 9:00 a.m.) • Salvation Army will be used only for Day Two – serving breakfast and lunch only. • OPHP in charge of dinner for day one and day two. <p>• On Tuesday, April 14th at the 4:00 p.m. the Orientation and Operational Period Briefing will begin. Each section is responsible for creating a 15-minute overview on each section and send slides to Shelley Norris Chapman</p>	<p>Salvation Army</p> <p>OPHP</p> <p>Each Section</p>	<p>Numbers</p> <p>Serve breakfast and lunch on Day Two only.</p> <p>In charge of dinner for Day one and Day Two.</p> <p>Responsible for developing 15 minute presentation for Orientation/Operational Period.</p>

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	<ul style="list-style-type: none"> <li data-bbox="793 250 1314 444">• Dutch Nie updated that OPHP approved MI-MORT mobile application, which has been developed. Dutch will provide update at the February 12, 2015, meeting. <li data-bbox="793 545 1314 656">• Dr. Berman will forward Kevin Chau emails to add to the planning list correspondence. <p data-bbox="743 695 1255 805">Additional exercise logistical discussion will continue on February 12, 2015 at MFDA at 10:00 a.m.</p>	<p data-bbox="1339 250 1465 276">Dutch Nie</p> <p data-bbox="1339 545 1482 571">Dr. Berman</p> <p data-bbox="1339 688 1514 714">Next Meeting</p>	<p data-bbox="1671 250 1850 480">Provide Mobile Application update at February 12, 2015 meeting.</p> <p data-bbox="1671 529 1856 639">Forward Kevin Chau Planning List emails.</p> <p data-bbox="1671 688 1829 756">February 12, 2015</p>

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BP3 MI-MORT FSE
 Master Scenario Events List (MSEL)

MSEL (SUMMARY)

Event #	Event Time	Event Description	Responsible Controller	Recipient Player(s)	Expected Outcome of Player Action
00	MONDAY, APRIL 13 12:00 P.M.	MI-MORT Command submit MI Volunteer Registry alert to request registered volunteers for activation.			Registered volunteers are notified for activation of the full scale exercise.
01	TUESDAY, APRIL 14 7:30 A.M.	DPMU and DART volunteer registration.			
02	8:00 A.M.	Start of Exercise (STARTEX)			Start of exercise for all participants.
03	8:00 A.M.	Ingham County Medical Examiner, MI-MORT Command and CHECC conference call. Medical Examiner request MI-MORT support for response.			Ingham County Medical Examiner, MI-MORT Command and CHECC conference call.
04	8:00 A.M.	DPMU activation and setup.			
05	8:00 A.M.	DART activation and setup.			
06	11:00 A.M.	MIC and VIC information technology setup.			
07	12:00 P.M.	Pause Exercise (PAUSEEX) Lunch Break for all exercise participants.			
08	12:30 P.M.	End PAUSEEX. Exercise reconvenes.			
09	2:00 P.M.	Morgue setup completed by DPMU.			
10	2:00 P.M.	DART recovery site grid completed.			
11	2:00 P.M.	MIC and VIC information technology setup completed.			
12	3:00 P.M.	Exercise registration.			

MSEL (Expanded)

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Event #	Event Time	Event Description	Responsible Controller	Recipient Player(s)	Expected Outcome of Player Action
13	4:00 P.M.	MIMORT Orientation and Operational Period Briefing.			
14	6:00 P.M.	MIMORT Team Dinner and Networking.			
15	7:00 P.M.	End of Exercise (ENDEX)			End of exercise for all participants.
16	<u>WEDNESDAY,</u> <u>APRIL 15</u> 7:00 A.M.	MIMORT Full Scale Exercise Registration and Breakfast.			
17	8:00 A.M.	Start of Exercise (STARTEX)			Start of exercise for all participants
18	8:00 A.M.	Morgue operations initiate.			
19	8:00 A.M.	Disaster assistance recovery operations initiate.			
20	8:00 A.M.	MIC and VIC VIP just in time training.			
21		Dental Mock Seminar – see Gary Berman			
22	9:00 A.M.	VIC simulated interviews. MIC and VIC data entry into VIP.			
23	12:00 P.M.	Pause Exercise (PAUSEEX) Lunch Break for all exercise participants.			
24	12:30 P.M.	End PAUSEEX. Exercise reconvenes.			
25	2:00 P.M.	Morgue operations end.			
26	2:00 P.M.	Disaster assistance recovery operations end.			
27	2:00 P.M.	MIC and VIC operations end.			
28	3:00 P.M. – 4:00 P.M.	Hot Wash	Exercise Coordinator	Exercise Participants	Share suggestions and comments about the exercise.
29	4:00 P.M.	DPMU demobilization and repackaging. ???			

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30	4:00 P.M.	DART demobilization and repackaging. ???			
31	4:00 P.M.	MIC and VIC information technology demobilization and repackaging.			
32	7:00 P.M.	End of Exercise (ENDEX)			End of exercise for all participants.