MINUTES

MI-MORT Meeting

Date: September 3, 2015 Time: 10:00 a.m. – 2:00 p.m.

Attendees: : Brook Babcock, Dr. Gary Berman, Kevin Chau, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, William Funk, Patti Lyons, Tracee McIntosh, Dutch Nie, Timothy J. Schramm, Roger Simpson, Dr. Allan Warnick, Gloria Zunker

ΤΟΡΙϹ	DISCUSSION	RESPONSIBILITY	ACTION
2015 Spring MI-MORT Full Scale Exercise AAR Review	Kevin Chau opened the meeting by reviewing the After Action Report (AAR) from the April 14-16, 2015 Spring Full Scale exercise. Information for the AAR was collected using the Evaluator Exercise Guides (EEG) compiled from the evaluators. Kevin asked each unit to present an appeal, provide additional feedback, or add additional information for improvements during the meeting. Once the AAR is updated, Kevin will present the document to Dr. Jacqueline Scott and Linda Scott for review. Once the document is finalized and approved, it will be stored internally at the Bureau of EMS, Trauma and Preparedness (BETP) and made public. July 2015 - June 2016 will a time for making improvements to the plan. Dr. Berman questioned where the document will be shared and Kevin replied the document can be shared everywhere.		

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	Kevin Chau reviewed the AAR section by section.		
	MI-MORT Command		
	Dutch Nie asked for clarification on the rankings:		
	P – Performs without Challenges: The targets and critical		
	tasks associated with the core capability were completed in		
	a manner that achieved the objective(s) and did not		
	negatively impact the performance of other activities.		
	Performance of this activity did not contribute to additional		
	health and/or safety risks for the public or for emergency		
	workers, and it was conducted in accordance with applicable		
	plans, policies, procedures, regulations, and laws.		
	S – Performed with some Challenges: The targets and		
	critical tasks associated with the core capability were		
	completed in a manner that achieved the objective(s) and		
	did not negatively impact the performance of other		
	activities. Performance of this activity did not contribute to		
	additional health and/or safety risks for the public or for		
	emergency workers, and it was conducted in accordance		
	with applicable plans, policies, procedures, regulations, and		
	laws. However, opportunities to enhance effectiveness		
	and/or efficiency were identified.		
	M – Performed with Major Challenges: The targets and		
	critical tasks associated with the core capability were		
	completed in a manner that achieved the objective(s), but		
	some or all of the following were observed: demonstrated		
	performance had a negative impact on the performance of		
	other activities; contributed to additional health and/or		
	safety risks for the public or for emergency workers; and/or		
	was not conducted in accordance with applicable plans,		

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	policies, procedures, regulations, and laws. U – Unable to be Performed : The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).		
	 Corrective action areas for the Command Staff included: Unit may need additional credit cards Spending control procedures DPMU should have a unit credit card for purchasing items such as gas. Dutch Nie will develop a supply restocking plan Disaster Potable Morgue Unit (DPMU) Bill Funk thought all comments in this section were fine,	Dutch Nie Dutch Nie	Set-up additional credit card accounts Develop Re- stocking Plan
	 except for the overview section on pages 17-18. Morgue Operations Dr. Gary Berman thought that since no safety officer training was scheduled during the exercise, this ranking should be changed. The original plan called for no triage station because the team felt the decision for this station should be determined by the Medical Examiner (ME). Dr. Fenton stated that since the pathologists were determined late they were not part of the objective discussion. Kevin will address this issue in order to provide more awareness of the ME roles as it relates to MI-MORT. 	Kevin Chau	Add corrective action for ME roles to AAR

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	Dr. Markey wants MI-MORT to provide pathologists		
	 X-ray The x-ray machine set up during the exercis 	a	
	was Occupational Safety and Health		
	Administration (OSHA) compliant.		
	 Having technical operators wear heavy 		
	aprons all day is difficult.		
	 Evaluations may have been unaware of 		
	methods used during the exercise were		
	OSHA approved.		
	 The X-ray team suggested purchasing a 		
	shield or placing the X-ray machine in a		
	corner away from everyone.		
	 Discussion continued on a portable wall, 		
	which would be heavy and may need lifting		
	with a forklift.		
	 Portable blankets may be an option 		
	 Dr. Fenton said that since the unit is safe 		
	from six feet, which is what hospitals use,		
	blankets may be unnecessary.		
	• Kevin questioned whether these are issues		
	that should be addressed. Dr. Fenton		
	replied "yes".		
	 The exercise was conducted with computer 		
	challenges transferring images.		
	 Dr. Fenton though new computers may be 		
	needed since software updates are not		
	available.		

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	 Brook Babcock stated BETP updated software on the computers, but not the server. Leave the ranking as "S" Performed with some challenges because of the computer issues. The radiology issue was misrepresented, but did meet exercise requirements. 		
	 Anthropology 		
	 Dr. Fenton wanted to provide the analysis, but because no personal cameras were allowed in this section, there was an issue. Dr. Fenton said Anthropology has cameras, but the protocol did not allow for its use. Dr. Fenton felt it was unfair to be marked down because of this issue. A suggestion was to allow for outside equipment into the exercise or a clarification on not using personal cell phones, cameras, or flash cards. An updated protocol will be added to the Operations Manual since it affects many stations. An overview for all departments on how to offload images also needs development. Cameras are needed for Anthropology and Pathology. If the process remains marked as needing attention, it will be easier to acquire equipment. Batteries also need to be purchased. 	MI-MORT Command	Develop offloading image process for all units

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	 Fingerprinting This section should remain under law enforcement. Tracee McIntosh stated that since her department was in transition, they decided not to staff this section, so it was not tested. Tracee will set up section, get supplies, and advise personnel to not go where they are not assigned for future events. DNA 	Tracee McIntosh	Establish Fingerprint section
	Since no cameras were allowed during the exercise, a barcoding system was suggested. This section needs to be re-evaluated. Shelley Norris Chapman is reviewing tracking systems, which need to be water and temperature proof. Leave this section as Performed with some challenges.	Shelley Norris Chapman	Research bar coding systems
	Remains Management		
	 There were communication issues, especially with radios. But once the issue was resolved, everything ran smoothly. The number of radios needed to be increased. The suggestion was to leave the status as "needs work" Additional PPE may be needed Computer systems were new and the team needed training. Although Remains Management was a new section, Roger Simpson did a great job 	MI-MORT Team	Increase radio usage for future events

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	 DART Tracee McIntosh stated Chain of Control was corressince there is no need to hold items until it is passeon to the next person. The grids were under control and the procedures used were legally acceptable. The concept of piling items for pick up from the gators was correct as long the worker didn't lose sof the item, which is considered Chain of Custody and is correct. There were some transportation challenges becau of the back-up of gators, which slowed down the process, but chain of custody was never broken. Kevin will add this to the narrative. Tracee said the team sizes were smaller because o training issues. Flags will be made available, if needed. 	ed ite se	
	 VIC Tim Schramm updated the MIC/VIC performed with challenges because it took time to get computers synced. With a recent update to the VIP system, Greg from FEMORS spent most of the time training team members. Some team members took far too long with family interviews, which created a back-up in entering information into the VIP system. 	1	Supply flags if requested

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	CHECC This section was skipped over.		
	Narrative Section MI-MORT Command Need to determine ways to identify section chiefs was discussed. Suggestions included colored vests, marking PPE with the word "Chief" in colored pens, or purchasing other identifiable clothing. Kevin will add comments to the improvement plan.	Command Team	Create methods to identify Command Staff Chiefs
	 DPMU – Disaster Portable Morgue Unit The trailer ramps had issues because of the weight of some bins. Once the new bins are purchased and the equipment is redistributed into the two additional trailers, everything should be resolved. DPMU may need a Safety Officer. There was a Safety Officer previously identified for the Command Staff and DART, but not for DPMU until 	DPMU Team	Inventory and reestablish bin storage
	 the exercise was half over. Bill Funk said during the exercise there was no first aid station or supply area. This station could easily be set up near the DPMU, and should include mental health specialists. 	DPMU	Create First Aid Station
	 Bill Funk said inventory sheets have been updated. Bill Funk asked for transportation suggestions for moving supplies to correct locations. A question was asked how to resupply equipment, 	DPMU	Establish transporting methods for moving supplies to

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	 such as gasoline, and whether requests went through MI-MORT or local public services. Kevin will discuss this issue with Shelley Norris Chapman. MEs can request supplies through the CHECC, but procedures need to be added to MI-MORT manual. 	Command Staff	various locations Add supply procedures to
	 All counties have their own emergency management offices and resource listings. Order of authority: CHECC, MI-MORT, Medical Examiner and Local Medical Examiner. 		MI-MORT manual
	MI-MORT Operations		
	 Job Action Guide instructions are posted in the manual for all positions. Personal Protection Equipment (PPE) was to be practiced, but was not due to cost Dr. Fenton and Brook Babcock discussed X-ray machine protection. Dr. Fenton recommended using a door size shield instead of having technicians wear heavy aprons all day. The tracker position was discussed. Tim Schramm read from page 48 of the Operations Manual describing this role and their responsibilities. 		
Future Meetings	 October 8, 2015, 4:00 p.m 30-minute conference call summarizing MI-MORT functions October 29, 2015, 10:00 a.m. meeting at MFDA November 19, 2015, 10:00 a.m. meeting at MFDA No December meeting Tim Schramm will attend November 13, 2015, 	MI-MORT Command Staff	Attend future meetings and conference calls

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DMORT Changes	Regional Leadership meeting to discuss MI-MORT Dr. Berman was in Anniston, IN, last week for a meeting and updated that DMORT will be consolidating into ten regions and FEMA teams will be downsized to 85 members per region.		
	Since DMORT has no money for regional training, ASPR is supporting the development of state teams. There may be less need for teams, since Haiti was the first time it was supported internationally.		

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- No meeting in December
- Tim Schramm to attend the November 13, 2015, Regional Leadership meeting to discuss MI-MORT