MINUTES

MI-MORT Committee Meeting

October 23, 2014 10:00 a.m. – 1:30 p.m.

Meeting called by Gloria Zunker

Attendance: Brook Babcock Kevin Chau, Jerry Ellsworth, Dr. David Foran, William Funk, Hilary Gentry, Lou Hunt, Patti Lyons, Tracee McIntosh, Dutch Nie, Tim Schramm, Dr. Allan Warnick, Gloria Zunker.

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	The Michigan Funeral Directors Association (MFDA) has sent out CDC related Ebola information. This information is for healthcare workers, hospitals and mortuaries and contains transfer and handling procedures from the place of death to the funeral homes. Additional information may be found on the CDC website: www.CDC.gov/Ebola or the state site at www.Michigan.gov\eboa. Emails contacts were exchanged for the committee members to get additional information.		
	for the committee members to get additional information. The Michigan Dental Association also has Ebola related information on their website. There should be no handling of human remains with the Ebola virus unless healthcare workers wear protective PPE, and the remains should be sealed in a steel case. Autopsies should be conducted at the discretion of the Medical Director conducted in a contained facility, and should only be conducted if it is a homicide. Gloria Zunker confirmed MDFA received needed Ebola information and procedures.		

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	Kevin Chau of OPHP asked Jerry Ellsworth and Brook Babcock to attend today's meeting to go over the schedule and to discuss the Command, DPMU, DART, VIC, MIC and morgue exercises.		
Spring 2015 Full Scale Exercise	The exercise period is April 13-16, 2015, with an operational day of April 15 and maybe April 16 th . Prior to the beginning of the exercise, there will be a series of meetings to discuss set up. The DPMU exercise location will be within a section Belle Isle in Detroit. Shelley Norris-Chapman is working with the DNR and Susan Brunnel at the state to finalize locations. The DART will also exercise at Belle Isle, and the morgue will exercise in the Department of Transportation garage located on Grand Blvd. Kevin Chau will provide exact address. Once documents are finalized, the committee will make a site visit to finalize details	Shelley Norris Chapman	Confirm exercise sites
 April 13, 2015 April 14, 2015 	April 13 th Discussion began on whether April 13 th should be a buffer day or exercise day. It will take ½ day for the DPMU to set up and tear down. If hotel accommodations are needed to please let Shelley Norris know as soon as possible. Participants are required to live 60miles or further from the exercise sites for lodging considerations. April 14 th will be a full day of exercises. Challenges will be with interacting of all exercise modules, and the process of working through the processes.	All Teams	Provide list of names to Shelley Norris Chapman of participants who will need overnight housing
	This exercise will contain more sections than there were at the Lansing Center, the last time exercise was conducted a		

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	few years ago. Issues were discussed about leaving		
	expensive equipment over night, and set up of the Zumro		
	tents on the 14 th . DART equipment needs to be in a secure		
	area, hauled away in trailers away from the site, or hire		
	security for overnight protection. How long will it take to		
	set up the DART was discussed, with a suggestion of two		
	hours if the grid was set up the day before. Morgue set up		
	would take four or 5 hours once trailers arrive. A question		
	was asked if all trailers were located within the garage, and		
	Kevin Chau indicated yes. Jerry Ellsworth of OPHP suggested		
	deploying three or four trailers ahead of time in order to get		
	an early start.		
	DPMU will begin set up and the DART will set up from 12:00		
	-4:00 p.m., or four hours. Security may be needed on the		
	14 th and 15 th . A question was asked that once the operation		
	piece begins, how long should the simulation of the morgue		
	and VIC and MIC run? Dr. Warnick worked at an exercise in		
	Cleveland suggested running the operational time for a real		
	simulation, which provides an opportunity with volunteers		
	to man each section. Reasonable time frames should run		
	the simulator in real time, conduct demonstrations, and		
	train on the components. Lou Hunt suggested starting at		
	9:00 a.m., since exercises won't be available for three or		
	four hours. Good transportation pieces to move		
	mannequins, show charges, post- partum exercises, and		
	areas for computers should all be part of the exercise.		
	Tracee stated that once the grid is established to run a test.		
	One fake grid with 20 pieces should be established. Once		

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
	the transportation team is ready, send the test, which could be 1 ½ hours. Dr. Warnick suggested getting pathologists from Wayne County to fill positions. Lou Hunt needs to determine who will drive refrigerated storage.		
• April 15, 2015	April 15 th will be considered Operational Day and will simulate the transfer from the DART site to the morgue. Kevin asked who will receive at the morgue? Dutch Nie stated that trailer management wasn't established in Monroe, and this component could be coordinated with Funeral Directors using their services and supplies. Discussion continued on the need to establish a trailer management team to transfer, as well as the need to finalize a model from DMORT. Kevin asked if the Funeral Directors could run this exercise and whether they need training. Dr. Warnick stated procedures need to be developed for bodies coming in, to the transfer through of the entire process. He stated this is a big part of the exercise, and that police monitored this portion of the exercise in Chicago. Discussion continued on who will organize this piece, and Dutch Nie will identify three or four people to coordinate the transportation. Dr. Warnick wanted to reach out to Medical Examiners for protocol guidance. Dutch will reach out to Funeral Directors for support on the transportation piece, which will simulate transportation from DART to the morgue. Heritage has already contacted him and has transfer teams. Another option would to bring in people in unmarked vehicles.	Dutch Nie	Identify three or four participants to coordinate transportation exercise

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
Exercise Logistics	The DART will be set up on Bell Isle, the morgue at MDOT		
	garage, and VIC at the hotel. The time to start the		
	simulation piece, as well as the time to start the DART in		
	order to be ready for the morgue exercise was discussed.		
	Dr. Warnick wanted dental participation in the DART. If the		
	fake grid is set up the night before, the exercise could start		
	at 9:30 a.m. where the DART would communicate with the		
	morgue. The DART will begin at 8:00 a.m. from evidence		
	that is made up the night before. Morgue will begin		
	processing at 8:00 a.m. from information received the day		
	before in order for the exercise to continue. The morgue		
	team will need to work in 12-hour shifts with pre-loaded		
	forms, and begin at 9:30 a.m. Discussion continued on the		
	process of sending remains from morgue to the		
	identification area, doing triage, collecting items,		
	transportation systems, sending through the five morgues,		
	persons needed to monitor and track systems, and who will		
	be responsible for collecting information.		
	Exercise details continued. A suggestion was for everyone		
	to start at 8:00 a.m. on Wednesday, with the first call to the		
	Morgue Chief. Funeral Directors volunteers will initiate		
	transport at 9:30 a.m. How long would it be before the VIC		
	and MIC gets involved? They will not begin at 8:00 a.m.		
	because they come in the middle of exercise, which leaves		
	ten sections with nothing to do in the middle of the incident.		
	There is no need to wait for transportation to start since in		
	some incidents dental records are there before bodies		
	arrive. When is the end of the incident? The end is when		

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
	the VIC and MIC merge the information s, and is the conduit that brings everything together by concluding identification. The MIC is related to morgue data. Kevin questioned how long the actual operational period would be? Operational period is from 9:30 -2:00 p.m. with the DART finishing at 2:00 p.m. The morgue simulation piece will process the last case at 2:00 p.m. The final test could be to test the merge, unless they want to go longer.		
	Protocol and data entry for getting the almost 600 photographs to the Logistic section was discussed. Data entry paperwork needs to go somewhere. Should information be stored on a shared server, or sent by courier if the internet is not available? Will one server be located at the VIC to store information in a program such as FileMaker? Photographs will have numbers from the grid crime scene. There may be a need for a computer or an external hard drive system to store information, as well as information shared with the morgue along with the overall project. Could photographs be stored on a flash drive and later downloaded to the server? A suggestion was that everything should be stored in one place or on one server since from all locations, since all information goes to the Medical Examiner. Kevin said we will resolve the issues. Logistic discussion continued. Develop a list of participants that may require training on the VIP, DPMU, and MIC. Remember that some may just want to do data entry and some may want to do entire processes, including matching	Kevin Chau	Resolve computer software/hard ware issues

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	 at VIC family center What time is the first exchange of data exchange? Time to process - at least one hour. Six cases could be finalized in three – four hours going through all sections. After lunch work on matching information. Tim thought that everyone should be set up on Tuesday evening. First set up should have eight cases established; Second set of eight cases begins at 8:00 a.m. in the trailer; third set of eight cases at 9:30 a.m.; Operation period is from 9:30 a.m2:00 p.m. Normal 10-12 cases in 8 hour shift processed. We need to keep everyone busy until 2:00 p.m. Will the transportation exercise keep everyone busy? From 2:00 p.m. – 5:00 p.m. begin the breakdown with the entrance table and continue with inventory. Not all units will break down at the same time. Some units such as the DART and morgue will break down on Thursday Hot wash should be combined with all DPMU and DART to ensure everything worked. Kevin wants to hear how participants would like to do hot wash. His original thought was to do separate, but now the team feels it needs to be combined. Hot wash will begin at 2:00 p.m. to include everyone. Lunch will be at noon. Section chiefs will dismiss all 		

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	 three sections at 11:30. Gloria Zunker will check on the Salvation Army for food serves. Should there be a section hot wash at 2:00 p.m. followed by a section leader hot wash at 3:00 p.m.? Hot wash schedule may change to have entire hot wash at one time. Need clarification from Shelley Norris-Chapman on overnight state accommodation requirements or if what day each section will break down. 		
Trailer Transportation	Kevin asked how many total trailers will need to be moved: DPMU has four main trailers plus the MERC. There are nine trailers in all, plus one gator, and one x-ray trailer, which will be transported by Michigan State University. The VIC and MIC, two IT cages, one will be at morgue and one at hotel. Separate set-up training days will be necessary and a planned site visit day (once facilities are finalized), may be necessary to determine what corner of the garage will be used. Can the MERC practice set up on Tuesday? OPHP plans to take only one Gator and Tracee McIntosh agreed. Transportation of trailers to the site might require additional drivers with trucks, since OPHP has only two trucks. All trailers should be on site by noon on Tuesday, April 13th.		
Badging	Discussion began on badging. Dutch Nie stated all MI-MORT volunteers have badges. Brook Babcock updated on the badging process that was used at the 2014 Spring MI-TESA exercises. All volunteers should be pre-registered into the	All Volunteers	Pre-register in Michigan Volunteer Registry

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Core Exercise Team	Michigan Volunteer Registry.		
	Kevin wants to establish a core exercise team. The team will consist of: Tim Schramm for the VIC/MIC; Gary Berman for the morgue; Hilary Gentry for Command Staff; and Lou Hunt for DART. Tri-weekly 90-minute meetings will take place prior to the exercise with the first one conducted on November 13 from 2:00 p.m 3:30 p.m. Kevin will establish a meeting schedule, with meetings every three weeks on Thursdays. Communications for volunteers will be sent through team leaders. A cut-off date for volunteers needs to be established. Some teams may require 2 ½ days of exercise. Jerry Ellsworth would like to transport DART trailers back to Lansing on Wednesday. Kevin will communicate.		
MERC Training Video	Dutch Nie has loaded two MERC training videos on the MI-MORT website under the Member Only tab for review before the exercise. The MI-MORT website address is www.MI-MORT.rog . Dutch had no feedback forms from the recent survey. Hilary Gentry suggested adding the exercise date to the website to beginning soliciting volunteers.	Dutch Nie	Add exercise information to the website.
Next Meeting	The next meeting will be held on November 13, 2014 from 10:00 a.m. – 1:00 p.m., followed by the exercise core group meeting from 1:00 p.m. – 3:30. Conference Call information will be sent to those core exercise team meeting who cannot attend in person.		