

MINUTES

MI-MORT Meeting

August 18, 2016

Time: 10:00 a.m. – 1:00 p.m.

Meeting called by Shelley Norris Chapman (BETP)

Attendees: Susan Atwood, Brook Babcock, Dr. Gary Berman, Shelley Norris Chapman, Kevin Chau, Jerry Ellsworth, Bill Funk, Lou Hunt, Terrie Lockwood, Patti Lyons, Tracee McIntosh, Ryan Wilkinson

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order <ul style="list-style-type: none"> ▪ MI-MORT Operations Manual Discussion 	<p>An updated version of the MI-MORT Operations Manual will be sent to the section chiefs to review. All chiefs are to send updated sections to Patti Lyons at lyonsp2@michigan.gov by October 31, 2016 to incorporate into the master document.</p> <p>Patti Lyons is to send Dr. Lichon and Keisha the dental section of the MI-MORT Manual before August 26, since on that date they are discussing the MI-MORT Operations Manual.</p> <p>The Remains Management section of the Operations Manual will need to be created with the assistance of Roger Simpson. A question was asked whether the Florida</p>	<p>Patti Lyons</p> <p>MI-MORT Section Chiefs</p> <p>All</p>	<p>Send all chiefs updated MI-MORT Operations Manual</p> <p>Send updated manual sections to Patti Lyons (Lyonsp2@michigan.gov) by October 31, 2016</p> <p>Send Remains Management information to</p>

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	<p>Remains Management team had a section already developed. If any member has any Remains Management documents, please share with Roger Simpson. Tracee McIntosh suggested meeting in smaller groups to update the manual. Once each section is updated, the Command Staff will review the entire manual at either the November 17, 2016 or at a December meeting. Previously there was not a Command Staff meeting scheduled in December, but after discussion an alternate date of December 1, 2016, may be added for the manual discussion. Tim Schramm will decide a date for this discussion.</p>	Tim Schramm	<p>Roger Simpson to assist with section update</p> <p>Determine date for Operations Manual discussion</p>
<ul style="list-style-type: none"> ▪ 2015 Full Scale Exercise After Action Report (AAR) 	<p>Kevin Chau updated that he distributed the 49-page full version and seven-page Executive Summary of the 2015 Full Scale Exercise After Action Report (AAR) to MI-MORT team members. This publication will be posted to the MI-MORT website. The Executive Summary provided objectives and an improvement plan. MI-MORT team members will receive the Executive Summary, and the MI-MORT Command Staff will receive the entire document.</p> <p>The Executive Summary of the AAR will be sent through the MI Volunteer Registry (MVR) to keep members engaged. Shelley will draft the language prior to sending. Tracee McIntosh suggested adding the MI-MORT website link to the announcement in order to have members directed to the website. Kevin Chau removed the planning team member's names from the document to shorten it. The updated document will be re-sent to the team.</p>	Kevin Chau	Send updated AAR to Patti Lyons for distribution to MI-MORT Command Staff

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	<p>The DPMU, Remains Management, and Command Staff team are invited to the training. Invitations will be sent the middle of September, with an RSVP date of October 1. Shelley asked the chiefs to be thinking about what they want to achieve that day, and send her that information.</p>	<p>Shelley Norris Chapman</p>	<p>Send DPMU invitations through MVR with RSVP date of October 1</p>
<ul style="list-style-type: none"> ○ Special Pathogen Response Network Update (SPRN) and BioSeal Training September 7, 2016 	<p>During the last meeting, it was discussed that Tim Schramm would contact potential members of the MI-MORT Special Pathogen Response team. This specialized team will go to the hospital to pick up the remains of a Special Pathogen patient and take them to the crematory. Guidelines for this special team were started by Hilary Gentry about a year ago. Tim Schramm was going to reach out to licensed funeral directors for participation.</p> <p>At the July 2016 meeting discussion was held on an upcoming on a training with hospitals hosted by the National Ebola Education and Training Center (NETEC) on the BioSeal system. This training will be held on September 7, 2016, at Livingston County EMS. BioSeal is a system that seals the remains of a Special Pathogen patient prior to transport to a crematory. Shelley had a discussion with Betty Ann Eash, BETP Special Pathogen Consultant regarding the NETEC Bio Seal training.</p> <p>Consensus was that a licensed funeral director is required to assist with the transportation of the body to the crematory. All the pieces for handling Special Pathogen patients are coming together based on lessons learned from patients</p>	<p>Tim Schramm</p> <p>MI-MORT Command Staff</p>	<p>Identify MI-MORT Special Pathogen Response team members</p> <p>Attend BioSeal training on September 7 if available.</p>

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	<p>who were treated in locations such as Texas, Atlanta, Nebraska, and New York.</p> <p>Those interested in becoming a member of this specialized transport team, should let Tim Schramm know of their interest. Roger Simpson, Shelley Norris Chapman, Ryan Wilkinson, and Patti Lyons will attend the training session and provide an update at the next MI-MORT meeting.</p>		
<ul style="list-style-type: none"> ○ VIC/MIC Training – January 19, 2017 	<p>Kevin Chau discussed having the VIC/MIC training at the Region 1 offices in Okemos on January 19, 2017. Greg Klimetz from FEMORS may be asked to attend the session, depending on funding. On the agenda will be testing hot spots and establishing the activation process. Brook Babcock provided an update on internet connections for the exercise, which should require a few hours of set-up.</p>	<p>Kevin Chau</p>	<p>Conduct VIC/MIC training on January 19, 2017</p>
<ul style="list-style-type: none"> ○ DART Remains Management Training – April 2017 	<p>A DART Remains Management training will be conducted in April of 2017. This will be an in-person training session. Kevin Chau will need assistance in developing the tabletop exercise, which should take 30 days to develop. Kevin will begin to develop the training through conference calls beginning in January. Lou Hunt, Kevin Chau, and Roger Simpson (Remains Management) will assist with exercise development. Tracee McIntosh will be the exercise chief. Tracee recommended using the State Northville or Lansing offices for this activity.</p>	<p>Kevin Chau</p>	<p>Conduct DART Remains Management Training April 2017 with team members Tracee McIntosh, Lou Hunt and Roger Simpson</p>
<ul style="list-style-type: none"> ○ MI-MORT Symposium 	<p>During the Regional Leadership conference call on August 12, 2016, there was a discussion on capabilities. Shelley</p>	<p>Shelley Norris Chapman</p>	<p>Discuss Symposium</p>

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	<p>asked them to identify capabilities they were struggling with. Fatality Management was one of the capabilities regions struggled with. The Emergency Management Homeland Security Division and Public Health Emergency Preparedness (PHEP) teams also have Fatality Management capabilities.</p> <p>The Regional Leadership of the Healthcare Coalitions are having difficulties defining roles and responsibilities. After the August 12, 2016 call, Shelley suggested expanding the Fatality Management Symposium, to include all preparedness partners, including Regional Leadership, hospitals, local Public Health, MEs, and Emergency Management. Shelley's thought was this symposium would be a venue where all teams could learn the functions of each other's role and responsibilities during an emergency response resulting in a Mass Fatality. Breakout sessions could be based on the role of the participant. Shelley will discuss the symposium and budget with Linda Scott further at the next meeting.</p>		funding with Linda Scott
<ul style="list-style-type: none"> ○ 2017-2018 Full Scale Exercise 	<p>Susan Atwood (DMORT member) provided an update on DMORT activities and the team's limited training resources. Shelley updated that she and Linda Scott will be meeting with Dr. Joyce deJong at her facility in Kalamazoo on August 29, 2016.</p> <p>The DMORT team was looking at a timeframe of May 19-21, 2017, to conduct an exercise in Michigan, but are flexible</p>	Shelley Norris Chapman	Meet with Dr. deJong about possible 2017-2018 Full Scale Exercise with DMORT team

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	<p>with this date. A full scale exercise is not possible for budgeting reason until BP1 (July 1, 2017-June 30, 2018). The DMORT team will have participants from the entire FEMA V region. DMORT would like to do an indoor exercise as soon as possible, since their next exercise will be an outdoor exercise in January of 2018 in Minnesota.</p>		
<ul style="list-style-type: none"> ▪ Funding 	<p>During the last meeting, Shelley mentioned a grant possibility from the Emergency Management Homeland Security Division (EMHSD) Homeland Security Grant Program. Following the MERC training, the team discussed purchasing a MERC power lift, wheels, cooling vests (for live people), and cooling blankets for remains. Shelley submitted a proposal, which will be presented to EMHSD on August 19, 2016. Shelley provided the team with copies of the proposal to review and will keep the team updated on the status.</p>	<p>Shelley Norris Chapman</p>	<p>Provide Update on EMHSD grant</p>
<ul style="list-style-type: none"> ▪ Food and Beverage Policies and Protocols for Trainings and Exercises 	<p>Discussion began on developing a food and beverage purchase policy for MI-MORT trainings and exercises. It was decided among the team that whoever is the Team Commander should purchase beverage and food. BETP staff can assist with ordering, but a credit card is necessary for purchases. Receipts should be submitted to MFDA and the Team Commander will be reimbursed from the MI-MORT project budget, unless the purchase is made by MFDA directly and charged to the MI-MORT project.</p>	<p>MI-MORT Team</p>	<p>Establish food and beverage policy</p>
<ul style="list-style-type: none"> ▪ MI-MORT Brochure Update 	<p>A PDF of the current MI-MORT brochure will be sent to members for review. If there are any updates, please email</p>	<p>Shelley Norris Chapman</p>	<p>Update MI-MORT Brochure</p>

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	<p>your suggestions or comments to Shelley Norris Chapman at ChapmanS1@michigan.gov as soon as possible. Updates to the current brochure will be discussed at the next meeting. Shelley wants to have the brochure updated and printed prior to the Michigan Association of Medical Examiners (MAME) conference in November.</p>	Command Staff	<p>Send brochure updates to Shelley Norris Chapman at ChapmanS1@michigan.gov</p>
<ul style="list-style-type: none"> ▪ October Dental Training 	<p>The next Dental training session will take place on October 27, 2016. (See attached Save the Day flyer attached to this mailing).</p>	Dr. Berman	<p>Dr. Berman will let the Command staff know what support is needed.</p>
<ul style="list-style-type: none"> ▪ MI-MORT Website Update 	<p>During the next meeting, Tim Schramm will provide an update on the MI-MORT website. The DART team wants to update their section on the website and need instructions. Tim will to send another email to Dutch Nie for log-in passwords and processes on updating the site.</p>	Tim Schramm	<p>Provide Update on MI-MORT website</p>
<ul style="list-style-type: none"> ▪ Next Meeting 	<p>The next meeting will take place on September 22, 2016, from 10:00 a.m. – 2:00 p.m. at the Michigan Funeral Directors Association (MFDA) office in Okemos.</p>	Command Staff	<p>Attend September 22, 2016, meeting</p>