

# MINUTES

## MI-MORT Meeting

**Date: February 22, 2018**

**Time: 10:00 a.m. – 2:00 p.m.**

Meeting called by Shelley Norris Chapman

**Attendees:** Brook Babcock, Donald Bouffard, Kevin Chau, Kesha Dixon, Rick Drummer, Robert Gilbert, Lou Hunt, Patti Lyons, Tracee McIntosh, Shelley Norris Chapman, Darin Page, Maureen Schaefer, Tim Schramm, Roger Simpson, Ryan Wilkinson,

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li><b>DART and Remains Management Tabletop Exercise Discussion</b></li> </ul>	<ul style="list-style-type: none"> <li>Kevin Chau passed out the MI-MORT DART and Remains Management Tabletop Exercise Situation Manual.</li> <li>Lou Hunt read the scenario from the manual and discussion began on communication methods.</li> <li>A Go Team will be established initially to go out to the site and make a determination on what is needed.</li> <li>There are 24 - 800 MHz radios frequency radios available. Twelve radios will be distributed per location.</li> <li>During the 2015 Full Scale exercise only two radios were used. Each safety officer received a radio, but during the exercise some didn't work because of the metal buildings, so personal cell phones were used.</li> <li>A total of six 800 MHz are needed: one for the DPMU</li> </ul>	<p>Jerry Ellsworth/Brook Babcock</p>	<p>Distribute 800 MHz radios to appropriate personnel</p>

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	<p>section, one for the Command Center, one for the MIC, one for the Morgue, for a total of six.</p> <ul style="list-style-type: none"> <li>• Local radios were purchased for each onsite grid, to use between the morgue, Remains Management, and transportation storage units.</li> <li>• A question was asked whether a talk group is established. Brook Babcock thought there were at least two.</li> <li>• Another question was whether all 24 radios were loaded with the MI-MORT templates.</li> <li>• Rick Drummer said the regions have additional radios if needed, with a “general event” channel and the option of having additional talk groups added.</li> <li>• Roger Simpson, Remains Management, suggested getting in touch with ham radio operators who could bring their own equipment. Or if not, to use paper and pen and runners for additional communication methods. Processes should be added to the Standard Operations Procedures (SOP) document.</li> <li>• Shelley Norris Chapman said that cell phone usage is not allowed in the morgue.</li> <li>• A question was asked whether Skype could be used. Brook said yes it could be since there is priority internet access. Brook will need to establish generic logins.</li> <li>• Tracee McIntosh felt drivers need to use cell phones. Radios should be tracked by roles, but the number of</li> </ul>	<p>Kevin Chau</p> <p>Shelley Norris Chapman</p> <p>Brook Babcock</p>	<p>Contact regions if additional radios are needed for exercise</p> <p>Update SOP with updated procedures when necessary</p> <p>Establish Skype connection if requested for exercise</p>

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	<p>radios needed has not been determined.</p> <ul style="list-style-type: none"> <li>• Rick Drummer asked if forms were developed that included assignment and talk groups. The DART group does have equipment sign-out sheets. Roger Simpson and Tracee McIntosh need to discuss transportation methods. Since Roger is the only one on the transportation team so far, a Zoom-a-Roo tent is needed for staff at the Remains Management station.</li> <li>• Ways to track remains during transit was discussed. Tim Schramm said there is a tracking form with MRN numbers that should include departure and arrival times for each station. The current tracking system requires a signature from the DART to Remains Management section and from the Remains Management to the morgue. Roger needs a drive through 30 x 30 ft. tent for transfers. Tracee said the area should be secured.</li> <li>• A determination on what equipment is needed, such as MERC trailers, or Just in Time equipment. One lift will be purchased for the MERC system to assist with lifting. The MERC is needed at the morgue end.</li> <li>• Huron Valley Ambulance has a 20 x 30 ft. tent that may be used. BETP may purchase a tent 30 x 30 ft. tent for approximately \$500.</li> <li>• Eight team members (four per station), and drivers are needed for the Remains Management team. Three full body bags can fit into a minivan, or more bags if there are body parts or accessories. Full size vans are needed to assist with transportation.</li> </ul>	<p>Roger Simpson/Tracee McIntosh</p> <p>Shelley Norris Chapman</p> <p>DART/Remains Management Teams</p> <p>Remains Management</p>	<p>Update or create necessary transportation transfer documents</p> <p>Purchase 30 x 30 foot tent for Remains Management</p> <p>Determine necessary equipment purchases</p> <p>Recruit new members for Remains Management</p>

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	<ul style="list-style-type: none"> <li>• Full body props are needed to resemble the weight and size of adults.</li> <li>• Jody Lewis and Price Pullins will be added to the Behavioral Health section of the exercise.</li> <li>• Four additional signs for the morgue need to be ordered prior for the exercise.</li> <li>• Having one gator available per grid would be ideal according to Tracee McIntosh.</li> <li>• Chain of custody between DART and Remains Management process needs to be developed. The process should include one tag in and one tag out, all items numbered, with one form per body bag. Tracee McIntosh has new transfer forms, which she will share. Additional form sleeve paper is needed for DART.</li> <li>• Once documentation is received in the MIC/VIC, it should be locked in a two drawer cabinet.</li> <li>• A MRN number is assigned in the morgue, which includes the DART site number.</li> <li>• All documents should be uploaded to the overall incident command folder.</li> <li>• MIC generates the MRN number.</li> <li>• Kevin Chau, Roger Simpson, and Lou Hunt will recap the processes in March.</li> <li>• A Just in time training for DPMU processes will be exercised.</li> <li>• Chiefs need to update team members on all processes.</li> <li>• The National Guard may be asked to assist with set up of the morgue.</li> </ul>	<p>Shelley Norris Chapman Shelley Norris Chapman</p> <p>DART/Remains Management Sections</p> <p>MIC Section</p>	<p>Purchase full body props Add Price Pullins and Jody Lewis to Behavioral Health team</p> <p>Develop Chain of Custody process</p> <p>Generate MRN number</p>





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<ul style="list-style-type: none"> <li>▪ <b>DPMU Reorganizational Event – April 12, 2018</b></li> </ul>	<ul style="list-style-type: none"> <li>• MI-MORT Reorganizational event has been moved from March to April 12, 2018, from 9:00 a.m. -3:00 p.m. at the Filley warehouse. Invitations will be sent to the DPMU.</li> <li>• BETP will coordinate the event with Jerry Ellsworth and DPMU team members. Bob Gilbert will send his DPMU list to BETP so that Susan Puls can update the list within the MI Volunteer Registry (MVR).</li> </ul>	DPMU	Attend reorganizational event at Filley warehouse on April 12, 2018, from :00 a.m. – 3:00 p.m.
<ul style="list-style-type: none"> <li>▪ <b>MSP Live Streaming Equipment Demonstration</b></li> </ul>	<ul style="list-style-type: none"> <li>• Donald Bouffard from the Michigan State Policy provided a presentation on video streaming equipment that could be used to record modules during the 2018 Full Scale exercise.</li> <li>• The MI-MORT Command staff decided to move forward with using the equipment during the exercise.</li> </ul>	Kevin Chau/Brook Babcock	Work out MSP Live Streaming Equipment details during the exercise.