

MINUTES

MI-MORT Meeting

Date: April 26, 2018

Time: 10:00 a.m. - 2:00 p.m.

Meeting called by Shelley Norris Chapman

Attendees: Brook Babcock, Dr. Gary Berman, James Cook, Jodi DeFrenn, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Bob Gilbert, Lou Hunt, Patti Lyons, Shelley Norris Chapman, Lt. Nathaniel McQueen, Gil Santos, Maureen Schaefer, Tim Schramm, Roger Simpson, Andy Steeby, Mary Wolf, Ryan Wilkinson, Larry Zimmerman

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<p>Call to Order</p> <ul style="list-style-type: none"> 2018 Full Scale Exercise Discussion 	<p>The meeting was held at the Wayne County Community College Downriver Campus to review the facilities and location set ups for the 2018 Full Scale exercise scheduled for May 16-17, 2018.</p> <ul style="list-style-type: none"> The Michigan Volunteer Registry (MVR) will be open for registration through May 4, 2018. Seventy-two (72) exercise participants have registered so far, which does not include controllers, evaluators, visitors, and Family Assistance Center (FAC) participants. If there are other names who have not registered or are having difficulties with the registration process, please send names to Patti Lyons at lyonsp2@michigan.gov. All enrolled participants will be sent registration 	<p>All participants</p> <p>Mi-MORT Team</p>	<p>Register for Mi-MORT Full Scale exercise by May 4, 2018.</p> <p>Send registration questions o Patti Lyons at lyonsp2@michigan.gov</p>

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	<p>packet information through email.</p> <ul style="list-style-type: none">• Larry Zimmerman created a trifold document, which will fit in pockets and contains detailed exercise information such as time schedules, the exercise plan, and radio channels. This tri-fold document will be customized per section.• The exercise scenario will be included in the document and will consist of a tornado touching down at the community college with several fatalities.• Staff assignments will be provided prior to the exercise using the MI Volunteer Registry (MVR) identified positions. If no specific section was identified during the registration process, participants will be pre-assigned where needed.• The exercise plan, will be distributed to players ahead of time.• ID badges will be provided in the participant packages.• Hotel confirmations will be sent to those who registered for lodging.• Box lunches will be provided during the exercise on May 17, 2018. A light breakfast will also be available in the registration area or hotels will provide continental breakfasts.• Four coolers with beverages will be located at each section during the exercise.• Team uniforms should be worn during the exercise. If participants do not have uniforms, they may be ordered through the MI-MORT store, which has	<p>Larry Zimmerman</p> <p>Larry Zimmerman</p> <p>BETP</p> <p>BETP</p>	<p>Update trifold document</p> <p>Update exercise plan</p> <p>Order box lunches based on registration</p> <p>Stock four coolers of beverages for exercise</p>

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<ul style="list-style-type: none">Master Scenario List	<ul style="list-style-type: none">• A few 600s MHz radios are also needed.• Tim Schramm will query section chiefs for total radios needed.• 600 MHz may be needed at the morgue, but Dr. Gary Berman thought they could communicate by walking over to the desired station.• Twenty MHz radios will be distributed where needed, as well as ten 600MHzs.• Public Health participants will bring their own radios, which total eight for the team.• PIO correspondence will be arranged by Shelley Norris Chapman.• Media inquiries should be directed to Tim Schramm.• Larry Zimmerman reviewed the master scenario list line by line.• Trailers will be moved to the exercise site from the Filley warehouse in Lansing beginning Tuesday, May 15, 2018.• Equipment trainings will be conducted prior to the beginning of the exercise.• On Tuesday, May 15, 2018, a request to activate the MI-MORT team will be sent, then the CHECC will contact Tim Schramm and further communication will go through the MVR to the Command Staff.• DPMU trailers will arrive first since DART and DPMU is setting up first.• Line 2 of the document is correct.	<p>Tim Schramm</p> <p>Shelley Norris Chapman</p> <p>Larry Zimmerman</p>	<p>Query section chiefs for radio numbers</p> <p>Contact PIO for communication /media coverage</p> <p>Update Master Scenario List</p>

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<ul style="list-style-type: none"> Michigan State Police (MSP) Participation 	<ul style="list-style-type: none"> Family Assistance Center adjustments were made to a previous version and will reflect the 1:00 p.m. family assistance center set up. Morgue should be completely set up by 2:00 p.m., including the MERC. Larry will check with ME to be sure the conference call time is correct on Tuesday morning and to find out what time they plan to arrive to the exercise on Thursday, May 17, 2018. The exercise will be underway at 8:00 a.m. Dr. Gary Berman will check with Dr. Schmidt on times. Jody DeFrenn updated there will be a separate MSLE for the FAC. CERT members may assist with the FAC. The FAC will have several injects since this is the first time they are exercise the new format. Live video from MSP will take place during the exercise. Larry Zimmerman is still waiting to hear back about participation from the SEOC. Lt. McQueen will provide an update. Lt. McQueen updated that the City of Taylor uses Wayne County services for emergencies. Lt. McQueen will provide contact information to Larry and update other law enforcement agencies on the exercise. Larry will contact Kevin Chau to see if the communication process was initiated. 	<p>Dr. Gary Berman/Larry Zimmerman</p> <p>Lt. Nathaniel McQueen</p> <p>Lt. Nathaniel McQueen</p> <p>Larry Zimmerman</p>	<p>Confirm Dr. Schmidt, ME, and team participation in Full scale exercise</p> <p>Confirm live streaming locations. Confirm security and SEOC participation</p> <p>Contact Kevin Chau on communication</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<ul style="list-style-type: none"> • Remains Management • DPMU • Morgue • VIC/MIC • Wrap Up • Objectives 	<ul style="list-style-type: none"> • Roger Simpson needs additional participants for the Remains Management section. • Roger will also develop a JAG for his team. • The DPMU stated there is adequate personnel for the team. • Dr. Berman said the morgue is all set. • Dr. Fenton plans to edit the JAGS for the morgue team. • Larry Zimmer will send the exercise plan to the Command Staff to make necessary edit. • Every morgue station will receive victim identification information, such as markings and tattoos. • The timetable of when equipment should be delivered discussion was held. • Training materials, including victim identification body parts was held. The college is allowing the MI-MORT team to use eight full bodies for the exercise. • Lou Hunt said if there are additional DART body parts are purchased the DART team may need to purchase or use another trailer. • Larry Zimmerman will send the final Exercise Plan to Patti Lyons and Shelley Norris Chapman to distribute to the teams to update. 	<p>Larry Zimmerman</p>	<p>Finalize Exercise plan and send to BETP for distribution</p>

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<ul style="list-style-type: none"> • Signage Needed • DPMU Request 	<ul style="list-style-type: none"> • If additional formal signage is needed for the exercise, please contact Shelley Norris Chapman by the May 4, 2018. • Additional signage on the trailers, road signs, and formal signs for supplies may be needed. • Bob Gilbert made the request that when each team receives their numbered black supply boxes, to review the inventory and update the box inventory and provide the DPMU team with a list of items needed. • Bob updated that during the recent repacking event some items were missing from the black boxes based on the inventory lists. If items are moved to another box, please update the numbered inventory boxes. • Bob also requested that the boxes be updated with section names, such as “Dental” so that items can be moved to the correct trailer and be more easily assessible. • Inventory items such as gloves and PPE will be purchased. • Old tie-back suits from the regional inventories may also be used during the exercise. 	<p>MI-MORT Team Exercise Plan</p> <p>MI-MORT Team</p> <p>Mi-MORT Team</p> <p>BETP</p>	<p>Send signage requests to Shelley Norris Chapman by May 4, 2018</p> <p>Update supply black box inventory and updated lists if needed</p> <p>Label black boxes with section names</p> <p>Request old tie-back suits from regions</p>