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

ТОРІС	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	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.		
2018 Full Scale Exercise Discussion	 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. 	All participants	Register for Mi- MORT Full Scale exercise by May 4, 2018.
	 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 	Mi-MORT Team	Send registration questions o Patti Lyons at lyonsp2@michi gan.gov

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	 packet information through email. 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 consists 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 preassigned where needed. 	Larry Zimmerman	Update trifold document
	 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 	Larry Zimmerman	Update exercise plan
	 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. 	ВЕТР	Order box lunches based on registration
	 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 	ВЕТР	Stock four coolers of beverages for exercise

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	 information posted on the MI-MORT website, www.MI-MORT.org. DART uniforms are black shirts with khaki pants DPMU uniforms are red shirts. VIC/MIC are light blue shirts. Morgue Ops uniforms are dark blue. VIC/MIC wear light blue shirts Commander wears white shirts. PPE will be worn during the exercise. PPE donning and doffing training will be provided. Participants working in the morgue and wearing PPE will have team colored identification on the back of the PPE. A determination on the number of observers who want guided tours needs to be established. Jennifer Lixey Terrill and Linda Scott may provide tours. Once established, the total number of observers will be shared with chiefs. 	MI-MORT Team	Purchases or wear team uniforms to the full-scale exercise
Radio Communication	 How many 800 MHz radios are needed for the exercise? There are 20 800 radios available. Radio locations: one at DART one at Remains Management one for Command Staff (Tim) two at DART five for DPMU one for Shelley Norris Chapman one for Larry Zimmerman. 	Jerry Ellsworth	Distribute 800 and 600 MHz radios for the exercise where needed

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Master Scenario List	 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. 	Shelley Norris Chapman Larry Zimmerman	Query section chiefs for radio numbers Contact PIO for communication /media coverage Update Master Scenario List

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	 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. 	Dr. Gary Berman/Larry Zimmerman	Confirm Dr. Schmidt, ME, and team participation in Full scale exercise
Michigan State Police (MSP) Participation	 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. 	Lt. Nathaniel McQueen Lt. Nathaniel McQueen Larry Zimmerman	Confirm live streaming locations. Confirm security and SEOC participation Contact Kevin Chau on communication

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MI-MORT Command Staff Discussion	 Command staff was asked to update the Job Action Guides (JAG)s for each section, since each section is very specific. Tim Schramm already created JAGs for the VIC/MIC. JAGs will be covered during the morning briefing. Lt. McQueen said Captain Kelenske asked whether there were any activation plans. Tim Schramm updated that the activation plan is found on page 19 of the Standard Operation Plans (SOP). Lt. McQueen asked how site security should be conducted. All participants will be badged, with ID shown at all entrances. The Family Assistance Center (FAC) will also need security. Locations of security was discussed. The conclusion was to have one person at each entranceway, including the FAC, VIC and MIC and Morgue areas. County activation route discussion was held. Three uniforms officers are available for security. One the entrance to the long drive, and one at each entrance. Larry Zimmerman offered to do a tabletop to test the communication process. CERT team involvement discussion. Shelley Norris Chapman will get the PIO's name and arrange for communication. 	Command Staff Lt. McQueen	Update section JAGs Assist with security

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Remains Management	 Roger Simpson needs additional participants for the Remains Management section. Roger will also develop a JAG for his team. 		
• DPMU	The DPMU stated there is adequate personnel for the team.		
• Morgue	 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. 		
• VIC/MIC	Every morgue station will receive victim identification information, such as markings and tattoos.		
• Wrap Up	 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. 		
• Objectives	Larry Zimmerman will send the final Exercise Plan to Patti Lyons and Shelley Norris Chapman to distribute to the teams to update.	Larry Zimmerman	Finalize Exercise plan and send to BETP for distribution

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Signage Needed	 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. 	MI-MORT Team Exercise Plan	Send signage requests to Shelley Norris Chapman by May 4, 2018
DPMU Request	 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 	MI-MORT Team Mi-MORT Team	Update supply black box inventory and updated lists if needed Label black boxes with section names
	 Old tie-back suits from the regional inventories may also be used during the exercise. 	ВЕТР	Request old tie- back suits from regions