

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.

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	<p>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. 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.</p>		

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	<p>few years ago. Issues were discussed about leaving expensive equipment over night, and set up of the Zumro tents on the 14th. 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.</p> <p>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 14th and 15th. 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</p>		

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<ul style="list-style-type: none"> • April 15, 2015 	<p>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.</p> <p>April 15th 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.</p>	Dutch Nie	Identify three or four participants to coordinate transportation exercise

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<ul style="list-style-type: none"> • Exercise Logistics 	<p>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.</p> <p>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</p>		

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	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • 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

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	<p>at VIC family center</p> <ul style="list-style-type: none"> • 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.m. -2:00 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 		

