

MINUTES

MI-MORT Meeting Minutes

November 11, 2014

10:00 a.m. – 1:30 p.m.

Meeting called by Shelley Norris Chapman

Attendees: Brook Babcock, Shelley Norris Chapman, Kevin Chau, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Julius Gajdos, Joe Hefner, Lou Hunt (phone), Terri Lockwood (phone), Patti Lyons, Tracee McIntosh, Dutch Nie, Timothy Schramm, Dr. Allan Warnick (phone), Gloria Zunker

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	Shelley Norris Chapman welcomed everyone to the call, and apologized for missing the October meeting. Kevin Chau then passed out agendas and an overview of the MI-MORT plan documents.		
Updates	Kevin Chau, OPHP, will send agendas to Terri Lockwood and Lou Hunt, who were on the phone. Shelley Norris Chapman. OPHP may need to leave early due to the OPHP CHECC activation. The final electronic version of the October 23, 2014 minutes will be sent to Dutch Nie to post to the website. If there are any changes, please send corrections to Patti Lyons lyonsp2@michigan.gov .	Dutch Nie	Add October 23, 2014 minutes to website.

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<ul style="list-style-type: none"> ▪ APRIL 13-15, 2015 SPRING EXERCISE DISCUSSION 	<p>Shelley Norris Chapman needed some clarification from the October 23, 2014 meeting. From Shelley's understanding, the decision was made to have a six-hour operational period from 8:00 a.m. – 2:00 p.m. on Wednesday, April 15, including a one hour break for lunch. Shelley's previous understanding was that the exercise would take place for two days. Dutch Nie thought the original discussion was for a one day exercise, with two days of set up and tear down. Shelley asked the committee whether a six-hour operational period would be enough time to develop plans and provide opportunities to test plans. Lou Hunt thought that would be enough time to test, since the exercise will begin right away with pre-written exercises. Dutch questioned whether the time should be extended? Shelley Norris Chapman liked the idea that the committee is willing to adjust the time, since this may be the only opportunity to exercise for a couple of years. She wanted all components of the exercise to have an opportunity to exercise, and wanted the committee to keep that point in mind.</p> <p>The transportation plan needs to be exercised, which will provide an opportunity</p>		

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	<p>to work out details within the regions. This exercise will included all components, which has not been done before. Shelley needed clarity on the set up procedures, and suggested that since Wednesday is for the functional exercise, volunteers may need to block off either the day before or after for set up or take down. Shelley wanted a head count for each day, where the volunteer’s homes were located in order to determine housing, and meal plans to finalize a budget. She needed all counts by the end of December. Discussion continued on whether volunteer could block off a two-day time period since some have businesses. Kevin Chau, OPHP, questioned whether the end of December would be enough time to submit participation counts. Dutch Nie stated there are 380 MI-MORT members, but only 121 are registered through the MI-MORT website. Dutch Nie felt participation would be approximately 200 volunteers. Dutch will set up exercise information on the website and have participants respond by the end of December.</p> <p>Shelley will update the MI-MORT Reimbursement policy that began on October 1. She will forward the revised</p>	<p>MI-MORT Command Team</p> <p>Dutch Nie</p> <p>Shelley Norris Chapman</p>	<p>Establish exercise volunteer counts by December 31, 2014.</p> <p>Add Exercise information and registration to MI-MORT website.</p> <p>Send Dutch Nie state mileage policy.</p>

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<ul style="list-style-type: none"> <li data-bbox="254 496 552 521">○ EXERCISE SECURITY <li data-bbox="254 984 575 1008">○ EXERCISE IT SUPPORT 	<p data-bbox="747 250 1318 440">document to Dutch Nie. Shelley stated that presently the state requires volunteers to live 60 miles from the exercise site, but since reimbursement will be made through MFDA, mileage may not need to be exact.</p> <p data-bbox="747 493 1318 927">Dutch questioned security for the exercise. Shelley Norris Chapman thought trailers would be protected since there is only one way on and off the island through a bridge. Jerry Ellsworth, OPHP, stated there is security through the DNR, and he will assist with Michigan State Police (MSP) support, which has six MSP officers permanently stationed on Belle Isle. Jerry felt that if they couldn't provide security, he will provide support.</p> <p data-bbox="747 980 1276 1211">Julius Gajdos arrived and introduced himself to the committee. Julius will provide IT support during the exercise. Kevin Chau asked Julius whether he was available Tuesday, Wednesday, and Thursday of the exercise.</p> <p data-bbox="747 1265 1226 1373">Kevin Chau, OPHP, then updated the exercise plan, but he first wanted clarification.</p>	<p data-bbox="1346 496 1535 521">Jerry Ellsworth</p> <p data-bbox="1346 984 1514 1008">Julius Gajdos</p>	<p data-bbox="1675 496 1885 561">Provide exercise security.</p> <p data-bbox="1675 984 1808 1089">Provide IT exercise support.</p>

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	<ul style="list-style-type: none"> • The VIC/MIC plan was presented by Kevin, who asked for suggestions. Kevin questioned whether the VIC and MIC plan was separate from the MI-MORT master plan. He will include a Family Center component. • Dutch stated that when DPMU only had one training component, which was "How to put pieces together and the Tarps up". • Kevin wants the entire plan to assist in building the exercise plan objectives, and will refer the Operational Plan when writing the exercise plan. • Shelley asked whether the Operational Plan was posted to the website yet, and suggested that if not it be added so volunteers could review prior to the exercise. • Kevin asked whether The Operational Plan included the trailer management component. Dutch said that is still under development and may be changed. • Part of the Trailer management is the transportation piece, which includes releasing bodies to the funeral homes. 	Dutch Nie	Update Operational Plan.

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<ul style="list-style-type: none"> ○ EXERCISE SITE 	<p>Kevin Chau then asked for a status update on the location and a day for a site visit. Shelley stated the location has not been confirmed since paperwork is not complete. She still has questions about fees and garage storage logistics for state cars, but has another site option for back up. The DNR and state have different rules, and since this is the first time using this site it is taking time. Once the final budget and contracts are signed, Shelley will advise and schedule a site visit. OPHP may review set up details prior to the Command Staff. The VIC will be located within different locations, so if there is a preference, please advise Shelley. Shelley will forward a list of recommended hotels. MFDA could get a discount on accommodations through the MGM Grand in Detroit. Shelley anticipates a final decision on the exercise site by January of 2015. Shelley is in conversations regarding volunteer parking, which will not involve the Command Staff, since both parking and security are part of the contract.</p>	<p>Shelley Norris Chapman</p>	<p>Secure Exercise Site. Establish Site Visit once confirmed. Send Dutch Nie hotel list.</p>
<ul style="list-style-type: none"> ○ EXERCISE REFRESHMENTS 	<p>Gloria Zunker will contact the Salvation Army for refreshments, which is an activity she conducted at the 2014 MI-TESA exercise.</p>	<p>Gloria Zunker</p>	<p>Establish refreshments with Salvation Army.</p>

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<ul style="list-style-type: none"> ○ EXERCISE TECHNOLOGY 	<p>Brook thanked Julius Gajdos for attending the meeting and began discussion on equipment needed for the exercise:</p> <p>DART</p> <ul style="list-style-type: none"> • Functional exercise hardware for DART was discussed. Tracee McIntosh will add DART materials to the central computer system, such as photographs. There is no IT person needed for DART. • Electronic scanners were discussed. Tracee McIntosh and Lou Hunt stated they will not need scanners for the DART exercise, since they use handwritten communication. • Shelley asked where entry points would be, and whether or not a plan had been created. If not, will be created to test during the exercise. • Brook asked how information was being collected, who gets it and where does it go. • Forms, pictures and other information will be collected through the MIC. • Tracee (DART) will need a secure location, and Shelley questioned 		

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<ul style="list-style-type: none"> ○ RECORDS MANAGEMENT 	<p>how data was transferred into the bigger process?</p> <ul style="list-style-type: none"> • Tracee stated there is a chain of security if there is a homicide. Shelley stated all information must be managed and secured. • Tracee stated that the original photographs would go to the requesting agency, but DART keeps backup copies of everything. The jurisdiction would be in charge of the materials. • Kevin Chau questioned the Records Management piece. Dutch Nie provided an update on the Record Management pieces, where physical information goes, who is responsible for collection. Records Management is a part of trailer management. Greg (from Florida) went over the Record Management piece at the Hamburg Fire Department exercise. Dutch stated that records are signed out, but all records are held in one location and all information is given to the Medical Examiners. • The MIC will host the Records Management materials, which will be entered into an electronic form. • DMORT forms (similar to VIP) are 		

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<ul style="list-style-type: none"> ○ COMPUTER DIAGRAM 	<p>being used. Shelley wanted to be sure the VIP forms captured all the information from the DART forms. Tracee stated that data is entered into a grid to make transfer easier, and they are trying to mimic the VIP forms whenever possible. Forms are then placed in plastic bags and attached to the body bags.</p> <ul style="list-style-type: none"> • Once the body goes to the triage area, it is given an identification number, and the VIP is written for identification purposes. The Morgue identification number is on top and contains such information as sex, driver's license number, and the time it was delivered to the morgue. • Lou stated that the DART piece is important because of the way the body is found, which is why DART information is geared differently. Tracee is still perfecting the form and once the final corrections are made, she will forward the most recent form to Shelley. <p>Brook then displayed an exercise diagram showing how all computers will be connected (Diagram attached). Shelley</p>	<p>Tracee McIntosh</p> <p>Brook Babcock</p>	<p>Send updated form to Shelley Norris Chapman.</p> <p>Establish Computer Diagram</p>

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	<p>provided an overview and stated that the sketch represents different locations.</p> <ul style="list-style-type: none"> • Thirteen computers will be used for entire operations: 9 state lap tops, 2 MIMORT laptops, 1 X-Ray system, and 1 server. Two of the systems will be File Maker servers, 1 at each different location (Family and Information centers). • All but 2 of the computers will have no internet connection. • Family Center will have four computers, one a File Maker server. • The DPMU Information center may need one laptop for Anthropology, one for administration, one for the morgue. • The Information and Forensics Center may need one computer for internet, one for dental (anti-mortem), one for post mortem, one for the photo scanner, one for the information center staff, and one for the x-ray machine. • Four to six more non-state owned laptops may need to be purchased. • Internet for both sites may require cellular routers. Depending on the cost, routers may also be needed at other locations. If not routers, hot 		

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	<p>spots may need to be purchased.</p> <ul style="list-style-type: none"> • Brook wanted to know how many computers are really needed, and whether they would be state computers. It costs approximately \$2000/year to service a state computer. • Dutch suggested that MDFA purchase computers since he thought \$2,000 was too expensive. He questioned whether MDFA should buy all 9 computers and swap out the current computers. • Brook questioned how field computers would be updated and who would be responsible for updates. Brook reviewed software applications such as Vizio and virus protection software which require updates. The File Maker program is two years old, and requires a license for every laptop. Brook will discuss software and hardware issues with Julius Gajdos. • Dr. Fenton asked whether all computers would be set up by Brook, and the answer was yes if time was allotted by OPHP and assistance was given on installing specialized software or settings. 	<p>Brook Babcock/Julius Gajdos</p>	<p>Establish software/hardware purchases.</p>

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	<ul style="list-style-type: none"> • The DPMU computers will be live at the Morgue. Dr. Fenton asked whether Pathology and Anthropology would require separate systems since the x-ray machine may be working on another body. The x-ray computer is required to have a separate system. The Morgue needs only two computers, one for the X-Ray and one for the Dexis. • Kevin questioned whether Lou Hunt needed a computer for the management piece. Tracee confirmed they needed one for managing logistics only. For ordering supplies they could submit orders to the DMU. • Dutch stated that the DPMU will need one or two computers to control inventory. • SD cards may be needed for data, which can be moved to the server and reused. Tracee said their SD cards could be re-used after unloading rather than stored with data on them. • Shelley and Dutch will check on camera inventory. Dr. Warnick said there may be cameras for dental, 	<p>Shelley Norris Chapman/Dutch Nie</p>	<p>Check on camera inventory.</p>

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	<p>anthropology, photography, and other areas. Tracee may want to revisit the photograph storage conversation.</p> <p>Brook and Julius will get together and contact Greg from Florida to discuss the computer equipment in more detail. Dutch suggested that Julius Gajdos be the 1st tier of support, and to develop a five-person team for laying cables and connecting equipment. OPHP would be secondary on site, and if necessary AT & T or another company may be required for additional on-site installation. Brook stated that all computers are set up on a cart with a complete set of instructions, down to being color-coded. Installation of the most current VIP, FileMaker, and mapping software was not installed on the systems, and may need updating. State computers are tied to domains, so non state equipment would be the best option. Shelley will forward Dutch of the list of software, and he can send the Command Staff the list on what may need updating. This list will include computer, printer, and software purchases.</p>	<p>Brook Babcock</p> <p>Shelley Norris Chapman</p>	<p>Establish inventory list.</p> <p>Send Dutch Nie inventory list.</p>

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<ul style="list-style-type: none"> ○ BADGING 	<p>Brook stated there is currently only one badging system, and MI-MORT may need to purchase additional supplies. Brook doesn't believe there are extra ribbons, and the software is the same as the state's computers, which are interchangeable. OPHP can also provide badging equipment if necessary. Brook is considering asking the Michigan Volunteer Registry (MVR) for badges. There needs to be one central location to pick up badges. Kevin Chau will add badging items to his to do list and create a template.</p> <p>Suggestions were made to have badges made ahead of time to be picked up on one central location. Shelley suggested establishing exercise times to determine the day's schedule.</p>	Kevin Chau	Develop Badging Template
<ul style="list-style-type: none"> ○ BRIEFINGS 	<p>Dr. Fenton asked about the briefings, and Dutch suggested limiting the briefings to allow more time for the exercise. Shelley suggested conducting an all-volunteer briefing at one time since there are so many new people who have never participated before. Dutch suggested then a full participation 10-15 minute briefing periods prior to everyone picking up their badges. Tracee suggested that the</p>	Kevin Chau	Finalize briefing process.

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<p>o BUSING</p> <p>o PRINTERS</p>	<p>exercise may need to be a day and a half with set up, briefing, followed by a full-day of exercise, which might require an overnight stay for everybody. Shelley suggested extending the time of the exercise. Dr. Fenton stated that it would be important for everyone to be together to share in the experience. A dinner prior to the exercise was suggested to include an all MI-MORT Operational briefing with reception.</p> <p>Shelley Norris Chapman stated busing is a part of OPHP responsibilities, and she will ask Jerry Ellsworth, and regional members to assist with transportation. All volunteers will go to one central location where they will be provided an exercise briefing. Kevin Chau suggested this may impact the schedule. On Tuesday the DPMU and DART (not sure about VIC and MIC), will set up the Morgue. The biggest group will probably be there on Wednesday. Kevin suggested volunteers arrive earlier on Wednesday to allow time to pick up materials before they are bussed to their individual exercise locations.</p> <p>Brook updated the committee on the color ink-jet printers. Some of the ink has dried</p>	<p>Shelley Norris Chapman</p> <p>Brook Babcock</p>	<p>Develop Busing Team.</p> <p>Establish printer supply list.</p>

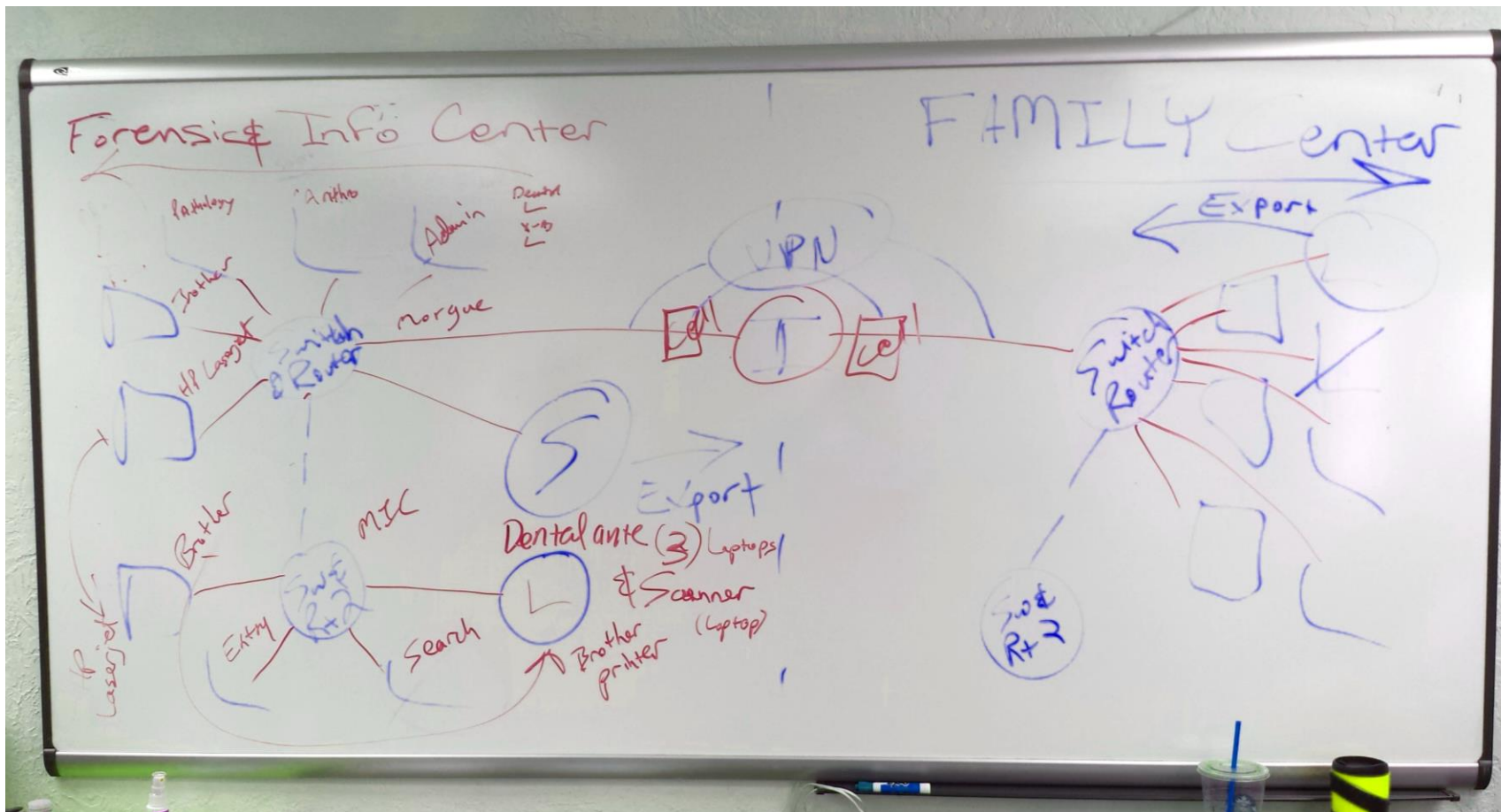
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<ul style="list-style-type: none"> ○ TRAILER INVENTORY 	<p>up which would require replacement as well as service. He questioned whether anyone really needed a color printer, and suggested converting printers to black & white laser printers, which cost \$50-\$100. The Morgue does not need color printers, dental could use a black and white printer, and the Family Information Center will need the most printing. Most forms will be pre-printed. Dental needs one printer, and VIP forms will be entered on one system if no network. Dutch questioned the need for flatbed scanners/printer copy machine, which scan in color. Separate flatbed scanners could be purchased for about \$30. The Family Information Center may require three data entry computers, which might require three scanners. The MIC medical records will need to be digitized. Shelley is still looking for the Dexis scanner. Brook said all ink may need replacement and that a fuser cartridge is still missing.</p> <p>Brook Babcock is considering repacking all the trailers to locate parts and consolidate. Shelley wanted support from the team to determine what supplies should be located within each trailer. Dutch stated that every single trailer was re-inventoried in June. Brook asked for a complete inventory list</p>	<p>Brook Babcock</p>	<p>Locate missing supplies.</p>

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<ul style="list-style-type: none"> ○ EXERCISE OBJECTIVES 	<p>trailer by trailer. Bill and Bob have inventory information on a thumb drive. Dutch feels that the inventory was completed, and if the fuser was not on the trailers list, it may be lost. Brook suggested carefully re-packing the trailers so that items are not misplaced.</p> <p>Kevin Chau then went over the exercise objectives and activities. (See Kevin Chau’s objectives for specific assignments). Tim thought that data may need to be pre-entered into the system. Kevin Chau stated that eight cases will need to be developed to keep the morgue and the MIC busy. Who will create the prefabricated? Six to eight cases could be done in a day. At 1:00 p.m. the cases will merge, and recommendations made to the medical center on possible IDs. Additional cases will have to be created in order to match eight. Tracee may need more forensic pieces, such as mannequins, since DART only has eight full mannequins. Dr. Fenton has plastic bones,</p> <p>Kevin questioned whether there might be involvement from the Detroit Medical Examiner in Wayne County. He will check with Gary to find participation. Tim</p>	<p>Kevin Chau</p> <p>Tim Schramm</p>	<p>Establish Exercise Objectives and Activities.</p> <p>Contact Dr. Schmidt or Albert Sanders regarding</p>

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<ul style="list-style-type: none"> ○ EXERCISE SCENARIO 	<p>Schramm will contact either Dr. Schmidt or Albert Sanders, Chief Medical Examiner, to talk about participation. The Go Team could meet on Tuesday.</p> <p>Kevin Chau suggested a small plane crash on Belle Isle for the exercise scenario. Dutch stated that would depend on the location and whether the exercise would have to be overtasked to bring in the MI-MORT team. Kevin suggested playing the entire exercise out in great detail from calling the CHECC, contacting the Go Teams, the SEOC, and Wayne County Management Kevin questioned who called the Medical Examiner and MI-MORT. Dutch stated that MI-MORT puts together the Go Teams and if assistance is requested, the team would go in on Tuesday, with the operational period beginning on Wednesday.</p> <p>Dutch opened the www.MI.MORT.org website, which is written in Word Press, and provided a review to the committee. Dutch then updated the process of enrollment. Dutch stated that MI-MORT is in the process of obtaining new shirts. He also stated that because of this big exercise, he has been getting new</p>	Kevin Chau	<p>exercise participation.</p> <p>Develop Exercise Scenario</p>

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	members to register that were not members before.		
THE NEXT MEETING	The next meeting will be a conference call from 10:00 a.m. – 12:00 p.m. on Thursday, December 4. Kevin Chau will send out materials and conference call-in information well in advance of the meeting. If you need information added to the agenda, please send information to Kevin Chau at ChauL@michigan.gov.	Kevin Chau	Send Out Agenda, Materials, and Call-in Information for the December 4, 2014 Conference Call.

MIMORT Computer Systems Diagram



Sample DART Exercise Objectives:

This exercise will focus on the following objectives:

1. Equipment. Assess the ability to mobilize and de-mobilize a functional shelter (zumro tent) to serve as a base for DART operations in the field.
 - a) Set up/inflate the zumro tent to its intended size and shape
 - b) Take down/deflate the zumro tent and re-package in good order
2. Logistics/Staging command. Assess the ability to organize the logistics/staging area for the purposes of managing personnel and equipment preparing to deploy into the field.
 - a) Identify an area within the shelter to serve as site command
 - b) Identify and set-up an area within the shelter to serve as DART site registration, with proper documentation, for personnel management
 - c) Identify areas within or outside the shelter to stage volunteers to be organized into grid teams
 - d) Establish organized areas within the shelter, with efficient flow, for signing equipment out (and later in) to team leaders and general team members. This includes proper documentation for signing equipment in and out.
 - e) Take down and demobilize all the above functions

Sample VIC/MIC Exercise Objectives:

This exercise will focus on the following objectives:

1. Victim Identification Profile (VIP) Functionality:
 - a. Volunteers will accurately input ante mortem information into the VIP program.
 - b. Volunteers will review and accurately input post mortem information into the VIP program.
 - c. Volunteers will be able to search and match ante mortem and post mortem records to ensure victim identification.

Sample DPMU Exercise Objectives:

This exercise will focus on the following objectives:

1. Equipment. Assess the ability to develop a morgue layout plan, identify morgue section equipment and where it is located utilizing trailer layout forms and inventory sheets. Evaluate trailer contents and gaps in equipment.
2. Incident Command. Evaluate MI-MORT DPMU incident commanders deploy, lead and manage MI-MORT DPMU volunteers during morgue setup and demobilization.