

MI-MORT Meeting

January 23, 2020

10:00 a.m. – 2:00 p.m.

Attendance: Victoria Arnold, Brook Babcock, Dr. Gary Berman, Kesha Dixon, Rick Drummer, Dr. Todd Fenton, Dr. David Foran, Hanna Friedlander, Cana Garrison, Jessica Gould, Patti Lyons, Tracee McIntosh, Dr. Brian Murphy, Tim Schramm, Roger Simpson, Jennifer Lixey Terrill, Ryan Wilkinson, Larry Zimmerman

Introductions

- Cana Garrison serves as the MFDA Relations Director, is a member of Team Rubicon, and recently, returned from a 9-month deployment in Africa as National Guard.
- Hannah Friedlander is the in-house anthropologists with MSP.

Budget Update

- Tim Schramm updated that previous MI-MORT budgets were \$10,000/annually, which was increased to \$11,000 this year.
- Since October 2019, \$1400.03 has been spent, leaving a balance of \$8564.97.
- During the meeting, Jessica Gould updated, that an additional \$10,000 has been allocated for the 2020 functional exercise.

Update on Mass Fatality Plan

- Jessica Gould worked on State Mass Fatality Plan over the Christmas holidays, and is almost finished. Jessica met with Dr. deJong who will review the plan when draft is completed.
- The MI-MORT Standard Operations Plan (SOP) is under the approval process and should be completed by June 30, 2020. Jessica hopes to use the plan for the functional exercise which will be conducted May 20, 2020.
- A question was asked whether both plans will be posted publicly.
 - The MI-MORT SOP is posted publicly.
 - The State Mass Fatality Plan will be published online.

MI Volunteer Registry (MVR) Discussion

- 30-40 new volunteers have been added to the MI-MORT team through the MVR.
- 35% of MI-MORT team members have updated their profiles, with certificates and pictures.
- Roger Simpson's Remains Management team went from five members to 32 members. Kudos to Roger for all his hard work!
- Jessica Gould and Tori Arnold will continue to attend events to promote the MI-MORT team, as requested.
 - Region 2N will conduct their Annual Conference and invited them to attend to continue MVR and MI-MORT recruitment.

- Tori Arnold has recruitment kits ready.
- Tori also updated that all Command Staff should now have MVR badges. If not, ask Tori, and she will take pictures during lunch and provide badges at the next meeting.
- Recently the MVR Newsletter was sent requesting chaplains join the team to provide behavioral health support for victims and their families.
 - Following the request, Jessica Gould received 7 - 8 responses.
 - She will share information.
 - Roger Simpson said MSP has a core Chaplaincy program, with a behavioral science unit.
 - Jennifer Lixey Terrill suggested looking into other religious or faith-based organizations who might have various burial requirements.
 - Tim updated there will be an MSP conference on April 20 & 21, 2020 that Jessica and Tori should consider attending to provide recruitment support.
 - Hannah Friedlander will contact the Jewish community for cultural/religious requirements and input, if requested.
- Susan Puls asked for assistance in completing the MI-MORT profiles for a number of volunteers.

May 20, 2020 Tabletop Exercise Discussion

- Larry Zimmerman reviewed the exercise plan for the MI-MORT functional exercise that will be held on May 20, 2020, (location TBD) from 8:30 a.m. – 3:30 p.m.
- Larry hoped to get input and suggestions from the group on what should be accomplished during the exercise.
- The first part of the exercise will consist of training with the second part consisting of a functional exercise.
- A question was asked on what a functional exercise is vs. a full-scale exercise.
 - A full-scale exercise will be conducted every two or three years and requires the deployment of equipment.
 - A functional exercise is a step down from a full-scale exercise, but practices functions without deploying equipment.
 - A functional exercise will also test the activation process from the Medical Examiner through the Emergency Manager to deployment.
- For the purposes of this functional exercise, the MI-MORT Operations sections will be set up, but no equipment will be deployed.
- Each section may have a table to discuss their processes, with each section testing the equipment check-in and check-out process, without actually deploying equipment.
- Rick Drummer provided a scenario on how the badging system could be tested during the exercise.
- Each section, such as Dental Team, will come up with what they would like to test. For instance, testing the CHECC communication system.
- Dr. Gary Berman questioned whether he should deploy all 244 dentists or just part, since this would require them to take a day off from their very busy practices.

- Larry answered it may depend on the scope of the exercise and whether there was enough for the Dental Team to test or practice.
- The target participants for the May 20, 2020, event would consist of morgue staff, Medical Examiners, Preparedness Professionals, MSP, and other subject matter experts.
- The MI-MORT Puzzle presentation by Rick Drummer and Ryan Wilkinson during the MIC/VIC training will be repeated during the morning session.
- The functional play will be held in two parts:
 - The morning session will start with badging and registration, which should last about 45 minutes.
 - Following registration and badging, there will be introductions of the MI-MORT Operations Puzzle Piece from 9:20 a.m. – 10:15 a.m. followed by new processes, such as the T-Cards, Code of Conduct, the communication flow, and DART processes.
 - One station might display the MI-MORT website, a MI Volunteer Registry profile station, and one station may be a display of the MI-MORT uniforms (Roger Simpson will contact ProMed for a display).
 - Uniform colors are as follows:
 - DART is black
 - Morgue is Navy Blue
 - MIC/VIC is light blue
 - DPMU is red
 - Command Staff is white.
 - Some morgue staff will wear Tyvek, so colors will not be viewable.
 - Tyvek may be marked with magic marker with team names if required.
- Larry plans for lots of interactions between agencies, such as Emergency Managers and MSP, who will explain roles and processes.
- Dr. Gary Berman suggested conducting a religious or cultural sensitivity discussion.
- At 11:30 a.m. the discussion on the demobilization process will begin. Jessica suggested someone from behavioral health speak during this time on taking steps toward mental health checks, including using social media for check-ups following deployment. Tori Arnold created deployment and post deployment packets. MI-MORT has a behavioral health person who can present, she is also part of the Crime Victim Advocacy program.
- Tim Schramm, Tracee McIntosh and Jessica Gould will act as main speakers during the event.
- Larry will adjust times as needed.
- At 1:15 p.m. the functional piece will begin with the local ME, local emergency managers, and the CHECC and SEOC process with the communication call.
- Eaton County may be used as the exercise jurisdiction since Larry wants to train players prior to the 2021 full-scale exercise, which will be in Eaton County.
- Roger Simpson suggested extending the time of the event so that everyone understands the activation process. Roger wants participants to understand that MI-MORT may or may not be on

the ground within 24 hours. The more participants that understand the process, the happier participants will be.

- The MVR will be used to activate volunteers through emails, phone calls and/or texts.
- During the last full-scale exercise, the morgue was set up outside. Larry wanted to distribute PPE, or if it would be better to have a representative show the donning and doffing process during the exercise would be better since some participants may be reassigned to another section and require training.
 - Tim Schramm liked the idea of having an instructor show the PPE donning and doffing in front of everyone.
 - There is PPE available from BETP or Tim has some from Wayne State University that may be used.
 - A question was asked whether MI-MORT would be deployed for an infectious disease. Jessica said there is verbiage in the plan regarding decon deployment but does not address infectious disease directly.
 - Tim suggested reviewing the special pathogen response and said activation of this process may not require the entire team.
 - 3M can provide Medical Evaluations for respirators required for fit testing. Testing large numbers of people could be expensive.
- Rick Drummer suggested breaking at 1:45 p.m. and have a group breakout session at 2:00 p.m. Larry will adjust the time scenarios. Tim suggested conducting a group rotation so all can view the other station functions.
- The photography and fingerprint systems were never practiced, so this might be a great time to practice this function
- Bringing all the dentists in for the entire day may be an issue since it would require them taking off the entire day. But it may be beneficial for the dentists to learn, for instance, the tracking system or view the entire process from beginning to end if they attend the entire day.
- Keeping the morgue ops together with Remains Management, will help explain the process from beginning to end.
- Tim reminded everyone that both the DPMU chiefs may have resigned, and that this team needs to be reengaged.
- Larry will update the exercise scenario and it may change; he will share the updated Situation Manual next month.

2020 Functional Exercise Activity Suggestions

- With no equipment, and with no body parts Dr. Fenton suggested it would be beneficial for morgue operations, especially for newer volunteers to stress the importance of MI-MORT, which may help engage members who may not be aware of how each team operates.
- This event needs to display how the system operates as well as the function of the entire process from handing off remains through the morgue, to DNA, and the functions of the paperwork process. The VIC team captures evidence using one numbering system where the paperwork then goes to the

MIC using a different number system. All participants will watch the process step-by-step and how the remains move from station to station, which will provide education and training and the role of each group and communication process.

- Dr. Gary Berman suggested documentation be sent to participants via cell phones so they can follow the flow.
- The time of the exercise may be extended from 3:30 – 4:00 p.m. to allow more participation time for attendees and test the flow of the MI-MORT communication.
- The T-Card process of inventory can be practiced using coffee cups. Rick Drummer said he could bring 20 radios to deploy using the T-Card system. BETP also has several 460 radios that could be used. The check-in and check-out of staff using T-Cards was discussed.
- How much time it would take to badge staff was discussed.
 - MI-MORT team will be pre-badged with MVR badges, with all getting “incident” badges on the day of the exercise.
 - Brook Babcock will develop a process for this event for pre-printing and day-of printing of badges. A suggestion for downloading badges to cell phones was held, but a qualifications system is needed.
 - A test to see how long it would take to printing incident badges may be conducted, if possible.
 - Tori Arnold will provide Kesha Dixon with a list of participants as soon as possible.
 - Additional badging systems, such as the SNS or Regional badging can be used to have as many badging systems available and allow the processes to move faster.
- Emergency Management administrative staff may assist with purchasing supplies such as lunch and housing if requested. The Salvation Army may also be used to assist with refreshments in real deployment(s).
- Ryan Wilkinson said some Emergency Management teams may have a contingency funds, but Eaton Rapids is not there yet. Whatever the process used, the process needs to be practiced or a Just In Time account needs to be set up for purchasing supplies.
- Larry will develop an equipment deployment list with differing increment levels for the purpose of the exercise..
- A question on whether the National Guard would be available to aid during an incident was asked. Brook Babcock said since the National Guard may also be deployed, they may not be available. BETP was told to use the National Guard as a last resort.

Behavioral Health/Mental Health Discussion

- Two behavioral staff should serve on the Command Staff and volunteer during incidents.
- Hanna Friedlander suggested developing materials for staff who may be struggling after or during the event or after the event for support. Tori indicated that materials exist and will be included in the post deployment packet.
- Tracee suggested each team leader look for a team liaison or counselors to join the MI-MORT team. MSP has 5 on staff right now. This person may do a presentation during the event.

- Tim said there is a group in Grand Rapids that do this type of work, but he is not sure they would want to be part of the MI-MORT team.
- Jessica would like to develop a list of agencies that supply support in the event they are needed.
- There are 46 Community Health agencies that could provide additional support if needed.
- All MI-MORT staff members may need to go through a demobilization process. Team leaders should follow up with staff within a week of an incident, realizing staff may need support, especially those that have worked a day or two.
- Larry will update the Exercise Plan based on suggestions and share an updated plan during the next meeting.
- Jessica will develop an exercise, "Save the Date" flyer to distribute to the Mi-MORT volunteers.

Future Meetings

- Command Staff Meetings will continue the fourth Thursday of each month from 10:00 a.m. – 2:00 p.m.
- The Meetings are as follows:
 - February 27, 2020
 - March 26, 2020
 - April 23, 2020
 - May 28, 2020
 - June 25, 2020
 - July 23, 2020
 - August 27, 2020
 - September 24, 2020
 - October 22, 2020
 - Thanksgiving holiday – No November meeting
 - Christmas holiday – No December meeting
- Patti Lyons will send meeting invitations to the MI-MORT Command staff.
- She will also add the May 20, 2020, functional exercise to calendars once the "Save the Date" flyer is finished.

Action Item	Owner(s)	Deadline	Status
Mass Fatality and MI-MORT SOP	Jessica Gould	As soon as possible	Provide updated copies of plans
MI Volunteer Registry	Victoria Arnold/Jessica Gould	Upon request	Attend special meetings to promote MI-MORT
MI Volunteer Registry	Victoria Arnold	As soon as possible	Update registry profiles
May 20, 2020, Tabletop Exercise	Larry Zimmerman Jessica Gould	February 27, 2020 As soon as possible	Provide updated tabletop exercise plan at February 27, 2020 MI-MORT Command Staff Meeting Create "Save the Date" flyer for May 20, 2020 Exercise
Behavioral Health/Mental Health	Jessica Gould	As soon as possible	Provide team updates on BH membership