

INCIDENT COMMAND SYSTEM

MULTI-CASUALTY

MORGUE MANAGER

I-MC-234

COURSE ADMINISTRATOR'S GUIDE
AND TRAINEE WORKBOOK
Self-Paced Instruction

March, 1990
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This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE.

Additional information and documentation can be obtained from the following sources:

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MORGUE MANAGER

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MORGUE MANAGER

INTRODUCTION

Morgue Manager, I-MC-234, Self-Paced Instruction is a course designed to train individuals at a local level and at their own pace, to perform as an effective Morgue Manager in the Multi-Casualty Branch of the Incident Command System. The instruction level is targeted toward trainees who have had little or no exposure to the functioning of this position.

This course is presented entirely through a self-paced written text, supplemented by an organization chart and an appendix. Progress checks test the trainees' understanding as they proceed through the text. The Final Exam, a formal, proctored, closed book examination measures the trainees' comprehension of the course material.

The Course Administrator has the responsibility to administer the course to meet specific agency training needs.

COURSE INSTRUCTIONS

1. Prerequisites - The trainee must have completed Basic ICS, I-220, and must be a public official, e.g., firefighter, peace officer, coroner.

2. Course Objectives -

Performance:

- a. Given course instruction, the trainee will describe how to select and organize a temporary morgue.
- b. Given course instruction, the trainee will describe considerations for the handling of the deceased and for preservation of evidence for investigation of the death.
- c. The trainee will perform satisfactorily in the position during the multi-casualty exercise.

Instructional:

Unit 1 Introduction - The trainee will have knowledge of the course composition and performance standards.

Unit 2 Staffing and Organization of the Morgue - The trainee will be able to identify the staffing and organizational requirements of a morgue during a multi-casualty incident.

Unit 3 Logistical and Physical Needs of the Morgue - The trainee will be able to determine the logistical and physical needs of the morgue.

Unit 4 Morgue Operations - The trainee will be able to identify the essential considerations in the operation of a morgue.

Unit 5 Demobilization - The trainee will be able to identify the procedures required to demobilize the morgue.

3. Course Administrator's Guide - This text is designed to provide the Course Administrator the information needed to administer the course. Access to this guide must be limited to those involved in administering the course.

- a. Time Element:

Trainees will progress at different rates through the course. A strong commitment to duty is essential for successful completion of this course. Upon completion of the course the trainee should spend additional time researching local laws and policies regarding handling of the deceased.

- b. Equipment and Materials:

Because of the design of this course, equipment and materials needed are minimal. The Trainee Self-Paced Workbook, paper, and pencil are all that are required. The Course Administrator's name and telephone number should be entered in the space provided in the Workbook Introduction.

- c. Evaluation:

Progress Checks have been included at intervals through the Workbook to measure whether the trainee has successfully mastered the unit objectives. Trainees should attain a score of 100% on each Progress Check before proceeding to the next unit. The Final Progress Check is similar to the Final Exam and covers the entire course. A score of 90% is passing. After trainees have completed the Final Progress Check and feel satisfied with their comprehension of the material, the Course Administrator should be contacted to schedule the Final Exam.

The Course Administrator should establish a convenient time and place to administer the Final Exam. If the trainee has not contacted the Course Administrator after a reasonable period of time, the trainee should be contacted to monitor progress.

The Final Exam is a formal, proctored, closed book examination. The Final Exam can be found on Page 4 and the Keyed Final Exam can be found on Page 6 of this Course Administrator's Guide.

- d. Administration:

The Course Administrator is responsible for identifying the time period to meet both the needs of the agency and the trainee involved. The Course Administrator is also responsible for taking appropriate action in case of trainee failure, recording completion on agency training records, and issuing the certificate of completion.

MORGUE MANAGER FINAL EXAMINATION

Choose the most correct answer.

1. The responsibility for handling the deceased rests primarily with
 - a. fire service
 - b. Coroner
 - c. emergency medical service
 - d. hospitals

2. The Morgue Manager reports to whom in the Incident Command System?
 - a. Treatment Unit Leader
 - b. Medical Group Supervisor
 - c. Logistics Section Chief
 - d. Triage Unit Leader

3. Which of the following is not a responsibility of the Morgue Manager?
 - a. Coordination with the Patient Transportation Group
 - b. Maintaining records
 - c. Establishing the morgue area
 - d. Maintaining security of the deceased

4. Which of the following would be helpful in preventing deterioration of the deceased in warm weather?
 - a. Shade
 - b. An air-conditioned room for the morgue
 - c. Refrigerated trucks for storing the deceased
 - d. All of the above

5. Which of the following factors is not important in picking a location for a morgue?
 - a. Communications
 - b. Accessibility
 - c. Wind direction
 - d. Shelter

6. Which of the following is part of the minimum protective equipment for persons handling the deceased?
 - a. Self-contained breathing apparatus
 - b. Steel-toed boots
 - c. Latex gloves
 - d. All of the above

7. Which of the following may be useful for documentation during morgue operations?
 - a. Chalk
 - b. Camera and film
 - c. Pen and paper
 - d. All of the above

8. Which of the following should make the decision to move the deceased?
 - a. Triage Unit Leader
 - b. Morgue Manager
 - c. Incident Commander
 - d. Any of the above

9. Which of the following would be the first to place a tag on the deceased?
 - a. Triage Personnel
 - b. Morgue Manager
 - c. Coroner
 - d. Any of the above

10. Which of the following is most important to document when moving the deceased?
 - a. Name of the person moving the deceased
 - b. The exact location where the body was found and moved from
 - c. Name of the deceased
 - d. None of the above

11. Which of the following should be included in all documentation on the deceased?
 - a. Name of the deceased
 - b. Exact location where the body was found and moved from
 - c. Six-Digit Triage Tag Number
 - d. Morgue Manager's name

12. What should be done with documentation when you are relieved by a Coroner?
 - a. Give a copy to the person who relieves you
 - b. Send a copy to the Documentation Unit
 - c. Keep a copy for yourself
 - d. All of the above

MORGUE MANAGER KEYED FINAL EXAMINATION

1. The responsibility for handling the deceased rests primarily with:
 - a. Fire service
 - b. Coroner**
 - c. Emergency medical service
 - d. Hospitals

2. The Morgue Manager reports to whom in the Incident Command System?
 - a. Treatment Unit Leader
 - b. Medical Group Supervisor
 - c. Logistics Section Chief
 - d. Triage Unit Leader**

3. Which of the following is not a responsibility of the Morgue Manager?
 - a. Coordination with the Patient Transportation Group**
 - b. Maintaining records
 - c. Establishing the morgue area
 - d. Maintaining security of the deceased

4. Which of the following would be helpful in preventing deterioration of the deceased in warm weather?
 - a. Shade
 - b. An air-conditioned room for the morgue
 - c. Refrigerated trucks for storing the deceased
 - d. All of the above**

5. Which of the following factors is not important in picking a location for a morgue?
 - a. Communications**
 - b. Accessibility
 - c. Wind direction
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 - a. Chalk
 - b. Camera and film
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8. Which of the following should make the decision to move the deceased?
- a. Triage Unit Leader
 - b. Morgue Manager
 - c. Incident Commander**
 - d. Any of the above
9. Which of the following would be the first to place a tag on the deceased?
- a. Triage Personnel**
 - b. Morgue Manager
 - c. Coroner
 - d. Any of the above
10. Which of the following is most important to document when moving the deceased?
- a. Name of the person moving the deceased
 - b. The exact location where the body was found and moved from**
 - c. Name of the deceased
 - d. None of the above
11. Which of the following should be included in all documentation on the deceased?
- a. Name of the deceased
 - b. Exact location where the body was found and moved from
 - c. Six-digit Triage Tag Number**
 - d. Morgue Manager's name
12. What should be done with documentation when you are relieved by a Coroner?
- a. Give a copy to the person who relieves you
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 - c. Keep a copy for yourself
 - d. All of the above**

**MORGUE MANAGER
TRAINEE WORKBOOK
Self-Paced Instruction**

MORGUE MANAGER
TRAINEE WORKBOOK

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UNIT 1: INTRODUCTION

The purpose of this self-paced instruction is to give the trainee knowledge of the duties and responsibilities of a Morgue Manager and morgue operations in a multi-casualty incident. The responsibility for handling the dead rests primarily with the county Coroner (Medical Examiner) or law enforcement. In fact, in many counties the Sheriff is also the Coroner. Following completion of this course, the trainee should research local laws and policies regarding handling of the deceased. However, in a multi-casualty incident, almost any emergency first responder may be called upon to fill this position, such as a firefighter or an emergency medical services provider.

The prerequisite for this course is I-220, Basic ICS, as it is necessary for persons working in the Incident Command System to have a working knowledge of the system. Also, a Morgue Manager should be a person with authority for working at emergencies, that is, a public official.

The course consists of six instructional units with three Progress Checks that the trainee takes and corrects on their own. These are "open book" tests. The trainee should score 100% on the first two Progress Checks and 90% on the Final Progress Check. The Course Administrator will then administer the Final Exam. A minimum score of 80% on the Final Exam will pass the trainee. The Course Administrator's name is _____. Contact this person at the following phone number when you are prepared to take the Final Exam _____. Unit 7 is where the trainee performs this function during a multi-casualty drill or exercise. Successful performance during the exercise is necessary in order to consider the trainee qualified for the position.

Course Objectives:

Performance:

- a. Given course instruction, the trainee will describe how to select and organize a temporary morgue.
- b. Given course instruction, the trainee will describe considerations for the handling of the deceased and for preservation of evidence for investigation of the death.
- c. The trainee will perform satisfactorily in the position during the multi-casualty exercise.

Instructional:

Unit 1 Introduction - The trainee will have knowledge of the course composition and performance standards.

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Unit 4 Morgue Operations - The trainee will be able to identify the essential considerations in the operation of a morgue.

Unit 5 Demobilization - The trainee will be able to identify the procedures required to demobilize the morgue.

UNIT 2: STAFFING AND ORGANIZATION OF THE MORGUE

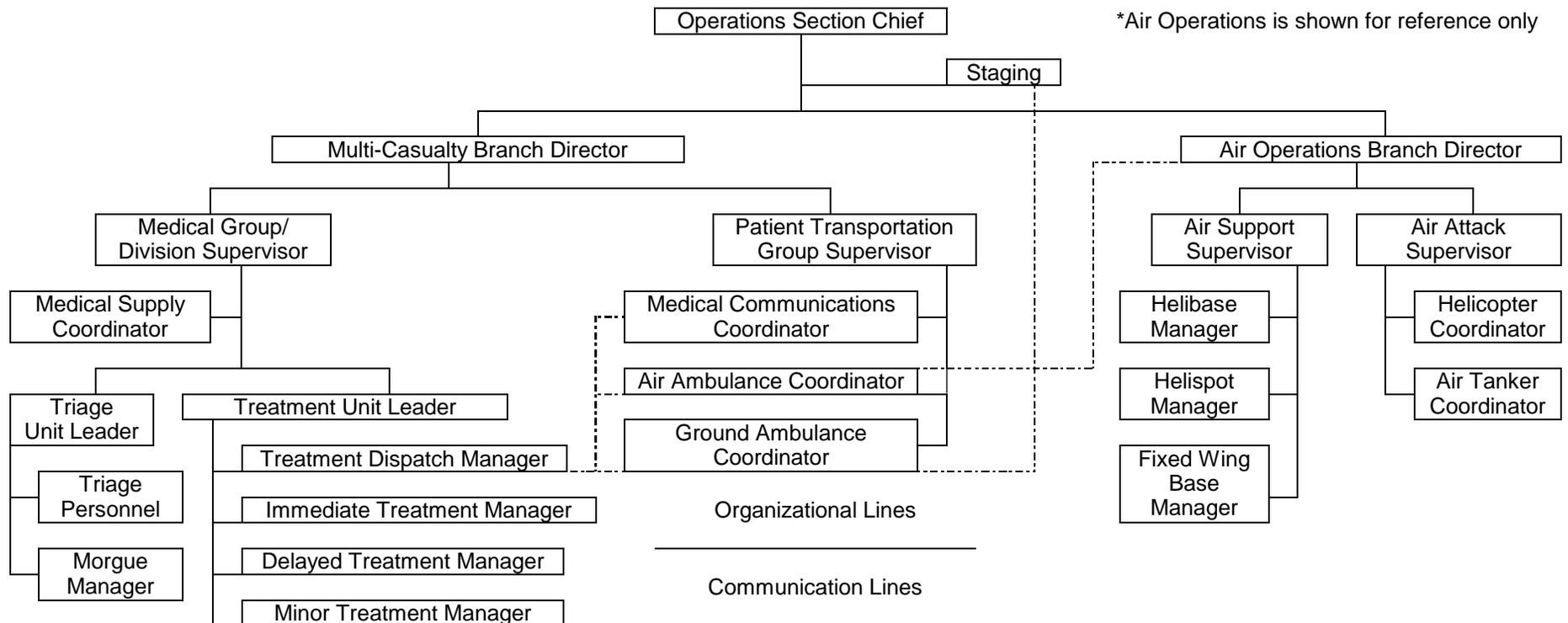
The function of the Morgue Manager is to assume responsibility for morgue operations until relieved of that responsibility by the Office of the Coroner, a law enforcement officer, or a public health official. Some of the responsibilities are maintaining security of the deceased and their personal belongings, establishing a morgue area if bodies need to be moved, keeping identity of the deceased confidential, maintaining records, and coordinating with those officials having responsibility for the deceased.

The Morgue Manager reports to the Triage Unit Leader in the Medical Group/Division of the Operations Section of the Incident Command System (see Organization Chart, Page 3). The Morgue Manager may require additional personnel to assist in morgue functions. Personnel to assist in security may be needed. These should be ordered through the Triage Unit Leader. If a Logistics Section has been established, they may already have security personnel available. Recorders may be requested through the Triage Unit Leader, as necessary, to assist in maintaining records.

The checklist of activities below should be considered minimum requirements for this position. Users should feel free to augment the list as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of the incident.

- a. Check In and obtain briefing from the Triage Unit Leader.
- b. Assess resource/supply needs and order as needed.
- c. Coordinate all morgue area activities.
- d. Keep area off limits to all but authorized personnel.
- e. Coordinate with law enforcement and assist the Coroner's Office as necessary.
- f. Keep identity of deceased persons confidential.
- g. Maintain appropriate records.

INCIDENT COMMAND ORGANIZATIONAL CHART FOR A MULTI-CASUALTY BRANCH FULL BRANCH RESPONSE LEVEL



*Air Operations is shown for reference only

UNIT 3: LOGISTICAL AND PHYSICAL NEEDS OF THE MORGUE

A very critical part of the Morgue Manager's job is in determining the logistical and physical needs of the morgue. The first of these needs is a location for the morgue. If only a few deceased are involved, and if there is no reason to move them, then they may be left where they died; this will assist in the ensuing investigation. The decision to move bodies will be covered in Unit 4: Morgue Operations.

Once the decision has been made to move the deceased, careful selection of a location for the morgue is important. Several factors enter into the decision. Security is a very important factor. Look for a location that has security if possible. This might mean a room in a building that has limited access, such as few doors, good locks, and few persons with keys. Fenced recreational facilities such as tennis courts and swimming pools work well as temporary morgue locations; fences may be tarped for privacy.

The location should also provide isolation from the view of the public, other victims, and emergency workers. This could again mean a limited access room. Or it might mean erecting a wall of tarps or other material to provide isolation.

While security and isolation are important, so is accessibility. The location must also be accessible to those who would deliver the deceased, i.e., litter bearers, as well as those who might pick up the deceased, i.e., funeral homes or the Coroner. Therefore vehicle access should be considered.

The location should also be free of hazards. You wouldn't want to be downwind from a hazardous chemical, or downhill if there might be runoff. On the other hand you might want to be downwind from other operations. Other weather factors should also be considered. Shelter from rain or snow might be needed. If very warm temperatures are expected, shade would be a minimum to slow body decomposition. An air-conditioned room would certainly be better.

While all of these factors should be considered, the locations available to you may be limited and your decision may have to compromise one or more of these factors. In such a case make effort to provide these factors by some means other than location.

Security was mentioned as a factor in picking a location for the morgue. Even with a good location, personnel for security will also be necessary. If the Logistics Section is in place, they may already have security personnel. Request help through regular channels, such as the Triage Unit Leader. If a law enforcement agency is on scene, they may be providing security personnel for the morgue. Yellow plastic "Fireline" or "Police Line" barricade tape/banner may assist in securing the morgue area. Morgue security is important to protect the deceased, but is also important for protecting their valuables. More on security in Unit 4: Morgue Operations.

Depending upon the size and complexity of the incident, a Logistics Section may or may not be in place. If it is, ordering of supplies should be done through channels such as the Logistics Section, or directly if so ordered. If no Logistics Section is established, you can order through channels, or, for those supplies that may have arrived with first responders, they may be obtained from the Medical Supply Coordinator. This may be things like barricade tape or latex gloves.

Another logistical need is communications. A portable radio may supply this need if one is available, otherwise a runner may suffice.

Other equipment and supplies may also be needed. Body bags are an obvious one; however, they are rarely readily available. In lieu of body bags, the deceased will have to be wrapped in sheet plastic or "VisQueen". Many fire service agencies carry this on their apparatus. The deceased should have a Triage Tag affixed to them; this could be moved to outside the bag, or another tag may be needed. Plastic evidence bags and tags may be needed to secure the valuables of the deceased. Personal protective equipment will probably be needed, at a minimum, masks and latex gloves, for those handling the deceased.

Materials will also be needed for RECORD KEEPING. This would be the Triage Tags already on the deceased, as well as a pad and pen or pencil for other records and documentation that will be discussed in Unit 4. Other documentation equipment needs might include chalk and a camera and film.

If morgue operations will continue after dark, lighting should be ordered. Consider this early so that it will arrive in time.

If warm weather is expected or operations are expected to continue for some time, there may be a need for refrigeration to preserve the deceased. This may be provided with refrigerated trucks or semi-trailers. An important factor in ordering such a resource is that it should not have a floor made of wood or other material that might absorb body fluids. Some of these trucks have floors covered in stainless steel or other similar materials. Be sure that you specify this when ordering.

PROGRESS CHECK 1

Before proceeding to Unit 4, use this Progress Check to test your knowledge of Units 1-3. Complete the Progress Check and then check your answers against those on the following page.

- 1. The responsibility for handling the deceased rests primarily with the county Coroner.
a. T b. F

- 2. The Morgue Manager reports to:
 - a. Treatment Unit Leader
 - b. Morgue Unit Leader
 - c. Triage Unit Leader
 - d. Air Operations Branch Director

- 3. Name four factors to consider when picking a location for the morgue:

- 4. What would the minimum personal protective equipment be for personnel handling the deceased?

KEYED PROGRESS CHECK 1

1. The responsibility for handling the deceased rests primarily with the county Coroner.

- a. T b. F

2. The Morgue Manager reports to:

- a. Treatment Unit Leader
- b. Morgue Unit Leader
- c. Triage Unit Leader**
- d. Air Operations Branch Director

3. Name four factors to consider when picking a location for the morgue:

Isolation	Security
Hazards	Weather
Accessibility	Shelter
Wind Direction	

4. What would the minimum personal protective equipment be for personnel handling the deceased?

Latex Gloves
Masks

UNIT 4: MORGUE OPERATIONS

During multi-casualty incidents and/or disasters, first responders are often forced to deal with the deceased. Ideally we cover the deceased with a blanket, sheet, or other material to protect the identity and to protect it from public view. We then await the Coroner to relieve us of the responsibility of caring for the deceased. This is the ideal; however, we know that this is not always the case.

Bodies may need to be moved in order to assist operations, such as when they are interfering with the care of the living, or when they are in the way of firefighters fighting fire. Bodies may also need to be moved to protect their integrity, such as when they are in the path of a moving fire, or to keep emergency workers from stepping on them. Bodies may also need to be moved for the psychological well being of the living patients in the area. Those who die in the treatment areas will be moved to a morgue. The decision to move the deceased is a serious one. It can greatly interfere with the identification of the deceased and the Coroners investigation of the death. The decision should be made at as high a level as possible within the Incident Command System, i.e., the Incident Commander, the Operations Section Chief, the Multi-Casualty Branch Director, or the Medical Group/Division Supervisor. Even if time is critical, this decision should be with the concurrence of someone above the Triage Unit Leader level.

In the event that the deceased are to be moved, guidelines have been developed for handling the deceased. These Mortality Management Guidelines are in Attachment A of this text, and are Appendix C of the Multi-Casualty Branch Operational System Description, ICS-MC-120-1. Study these guidelines now, as the remainder of this unit will deal with the material in the guidelines.

Item 2 of the Mortality Management Guidelines states that a tag should be attached to the body; this should be done by the Triage Personnel utilizing a standard Triage Tag. Depending on time constraints, some information may not be entered immediately but will be completed in the morgue. The most critical information, which must be documented as soon as possible, is the exact location where the body was found and moved from. Drawing a basic diagram or map of the area with a grid over it is an excellent means of documenting the location and linking it to a deceased's Triage Tag number (example: Tag # 123456 - Grid C8). If a camera is readily available, photographs are excellent additional documentation. Other forms of documentation include drawing a chalk or crayon line around the body before moving it and writing the Triage Tag number inside the chalk line, but these should not be considered the primary documentation as they might be washed or worn away. Item 1 of the guidelines cautions us that personal effects should not be removed from the body. However, Item 4 refers to personal effects being found and thought to belong to a body, in which case they should be placed in a separate container, identified with the deceased's Triage Tag number, and kept with the body.

The standard Triage Tag has a six-digit number that is the key to RECORD KEEPING about patients/victims of a multi-casualty incident. This number should be included in all RECORD KEEPING morgue operations. Item 4 of the guidelines state that personal belongings should have a separate container and tag. If this is done the tag should not be another standard Triage Tag, but should be a tag on which is documented the number of the deceased's Triage Tag so that they can be matched up later. One of the numbered corners of the Triage Tag could be attached to the container with personal belongings in lieu of another tag.

Item 3 of the guidelines talks about placing the body in a bag or sheeting and attaching another tag. Do not tag the bag with another Triage Tag as the numbers will not coincide with the numbers being utilized in other RECORD KEEPING on the incident. Instead, move the Triage Tag to the outside of the bag or utilize one of the numbered corners, or document the Triage Tag number on some other kind of tag.

Other RECORD KEEPING might include a master list of the deceased including the Triage Tag number, name, sex, time into the morgue, presence of personal effects, and any other pertinent information.

Item 8 in the Mortality Management Guidelines talks about security. As mentioned in Unit 3, security personnel should be ordered through channels, and other security equipment and supplies should be obtained as needed, such as plastic barricade tape.

Sometimes visitors wish to enter the morgue area; they should be strictly controlled. Investigators, for instance, may wish to view the deceased as part of their investigation. If they can be positively identified, such as with an official photo ID, they may be admitted. The clergy may also wish to enter to administer last rites or otherwise bless the deceased. They probably will not have any positive identification; however, they do have a legitimate reason to enter the morgue area. In this case it is absolutely necessary to escort the clergy to ensure their safety and the integrity of the deceased and any personal effects. Document the entry of all visitors including name, agency, time in/out, name of escort, etc.

As with all visitors, the news media should be strictly controlled. Normally they would not be admitted; if they were to be admitted, it would probably only be with the Coroner's consent. Likewise, release of information would be similarly controlled. Do not release information to the media about numbers of dead, names, or anything else about the deceased except with permission of the Coroner or, in the Coroner's absence, the Incident Commander.

PROGRESS CHECK 2

Before proceeding to Unit 5, use this Progress Check to test your knowledge of Unit 4. Complete the Progress Check and then check your answers against those on the following page.

1. Why is the decision to move the deceased such a serious one?

2. What is the most critical information that must be documented when a body is moved?

3. What should be included in all RECORD KEEPING morgue operations?

4. Under what conditions should the clergy, who have no official identification, be allowed into the morgue?

KEYED PROGRESS CHECK 2

1. Why is the decision to move the deceased such a serious one?

**It can greatly interfere with the identification of the deceased
and the Coroner's investigation.**

2. What is the most critical information that must be documented when a body is moved?

The exact location where the body was found and moved from.

3. What should be included in all RECORD KEEPING morgue operations?

The six-digit Triage Tag number.

4. Under what conditions should the clergy, who have no official identification, be allowed into the morgue?

**When escorted to ensure the person's safety and the integrity
of the deceased.**

UNIT 5: DEMOBILIZATION

For those Morgue Managers who are fire service or emergency medical service personnel, most of the time your demobilization will involve transferring your responsibilities to a law enforcement officer or a representative of the Coroner's office. For a law enforcement officer, transfer will usually be to a Coroner's representative. In many areas the Sheriff is also the Coroner. Once law enforcement or the Coroner accepts responsibility for the morgue and the deceased, fire service or emergency medical service personnel can report to the Triage Unit Leader for reassignment or to the Planning Section for reassignment or release.

When being relieved, disposition of the documentation becomes very important. Any documentation is important to leave with the person relieving you; however, because of the legal issues involved in dealing with the deceased, you probably should have a copy of any documentation you may have (except, of course, the tags). If there is not a means readily available to copy the records, you may not be able to retain a copy, but the person relieving you may be able to send you a copy later. If not, you may want to make some notes regarding suspicious persons, unaccounted for valuable property, etc. If copies are available, they should also be forwarded, through your supervisor, to the Documentation Unit in the Planning Section.

The other time when the morgue is demobilized is when all of the deceased have been transported to an appropriate facility. The release of bodies for transport also has legal implications. Normally transport is done by the Coroner or in some cases by a funeral home under agreement with the Coroner. This is especially likely in a disaster situation. Funeral homes may or may not have identification authorizing them as agents of the Coroner. In any case it is important that transport takes place only with the authorization of the Coroner or responsible law enforcement agency.

At the point in time when no deceased remain at the scene of the incident, the morgue may be completely demobilized. Any accountable property must be released or returned; this could be lighting equipment, refrigeration units, or a room in a building. If it is contaminated, arrangements must be made to decontaminate it. This would be done through the chain of command to Logistics Section Chief or the Incident Commander. Once the deceased and property have been taken care of, personnel may be released; this is normally done through the Planning Section. Again, any documentation should go through your supervisor to the Documentation Unit in the Planning Section, except any copies and/or notes you may wish to keep.

FINAL PROGRESS CHECK

Before contacting your Course Administrator to take the Final Exam, use this Progress Check to test your knowledge of the material in this Workbook. Complete the Progress Check and then check your answers against those on the following pages.

1. What additional personnel would the Morgue Manager most likely need?

2. Accessibility is not important to litter bearers.

a. T b. F

3. Plastic "Fireline" or "Police Line" barricade tape has no use in morgue operations.

a. T b. F

4. When the deceased is placed inside a body bag, what should be done with the Triage Tag?

5. What other items might be needed for documentation besides paper and pen and Triage Tags?

6. If a body is in a body bag with a Triage Tag, another Triage Tag should be attached to the bag.

a. T b. F

7. Anyone with an "official" identification card may be allowed to visit the morgue.

a. T b. F

8. When relieved as Morgue Manager what should you do with any documentation you have?

9. The Sheriff may also be the Coroner.

a. T b. F

10. Personnel are released through what Section?

KEYED FINAL PROGRESS CHECK

1. What additional personnel would the Morgue Manager most likely need?

Security

2. Accessibility is not important to litter bearers.

a. T b. F

3. Plastic "Fireline" or "Police Line" barricade tape has no use in morgue operations.

a. T b. F

4. When the deceased is placed inside a body bag, what should be done with the Triage Tag?

Place the original Triage Tag on the outside of the bag or put the Triage Tag number on some other kind of tag.

5. What other items might be needed for documentation besides paper and pen and Triage Tags?

Camera and film, chalk or crayon

6. If a body is in a body bag with a Triage Tag, another Triage Tag should be attached to the bag.

a. T b. F

7. Anyone with an "official" identification card may be allowed to visit the morgue.

a. T b. F

8. When relieved as Morgue Manager what should you do with any documentation you have?

Turn it over to the person who relieves you, and if possible keep a copy and send a copy to the Documentation Unit.

9. The Sheriff may also be the Coroner.

a. T b. F

10. Personnel are released through what Section?

Planning

APPENDIX A: MORTALITY MANAGEMENT GUIDELINES
WORKING GUIDELINES RECOMMENDED BY ADHOC CORONER'S COMMITTEE
DURING DISASTER OPERATIONS

In the event of a major disaster within the State of California, it may be several days before dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner. Therefore, the following guidelines have been prepared to aid local agencies in handling the dead until the Coroner can relieve those agencies of that responsibility.

Handling the Dead - When it becomes necessary to remove the dead from disaster sites because rescue work is in progress or the health and safety of the community is threatened, specific procedures must be followed:

1. Do not remove any personal effects from the body at any time. Personal effects must remain with the body at all times.
2. Attach tag or label to the body with the following information:
 - a. Date and time found.
 - b. Exact location where found, including floor/room number, etc.
 - c. Name/address of decedent, if known.
 - d. If identified, how, when, and by whom.
 - e. Name/phone of person filling out tag.
 - f. If the body is contaminated, so state with type of contamination.
3. Place each body in a separate disaster pouch or in plastic sheeting and tie securely to prevent rewrapping. Securely attach a second tag with the same information stated in Item No. 2 to the outside of the sheeting or pouch.
4. If personal effects are found and thought to belong to a body, place them in a separate container and label as in Item No. 2. Do not assume any loose effects belong to a body and do not attach to the body but store separately.
5. Move the properly tagged body with its personal effects to a convenient location, i.e., garage or other cool building, preferably one with refrigeration. In case of extreme heat or direct sunlight, move the body as soon as possible.

Note: Portable air-conditioning may be obtained or self-contained refrigerated van/trucks or rail cars can be used. Do not use a vehicle or storage area with floors that can become permeated with body fluids or other liquids.

6. Notify your local law enforcement agency of the location and, if known, the identity of the body. They, in turn, will notify the Coroner at which time the coroner will estimate the time of arrival.
7. Keep insects and other animal life away from the body. Insect spray may be used as necessary.
8. The dead and their personal effects must be secured or safeguarded at all times until the arrival of the Coroner or the Coroner's authorized representative.