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## **APPENDIX B. JOB AIDS**

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**JOB AID 3.1**

<b>Mass Fatalities Annex Review Checklist</b>				
<b>Does your community's Mass Fatalities Annex. . .</b>	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>	<b>Notes</b>
• Specify who is legally in charge of the remains at a mass fatalities incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Consider the types of natural and/or technological hazards that could cause a mass fatalities incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Include mutual aid agreements with Medical Examiners/Coroners/forensic scientists, and others in surrounding jurisdictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Specify how to contact specialists for assistance in a mass fatalities incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Include a list of all of the resources that may be needed for a mass fatalities incident along with the:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o Location of each resource?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o Method of delivery to the scene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o Point of contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o 24-hour telephone number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Specify the use of ICS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Include a process for notifying additional personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Include forms for documenting expenses for equipment and supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Address who will set up and run the Family Assistance Center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Outline who will be considered next-of-kin for official notification and release of remains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Include policies on sensitive items such as cremation of remains, procedures for fragmented remains, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**JOB AID 5.1  
SUPPLIES NEEDED FOR INCIDENT MORGUE SITES**

<b>Personal Equipment</b>	
<p>Personnel reporting for morgue duty should be provided with the following supplies listed below.</p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Fresh water</li> <li>• Clothing appropriate to the climate at the incident site</li> </ul>	
<b>Administrative Supplies</b>	
<ul style="list-style-type: none"> <li>• Telephone (land line and cellular)</li> <li>• Fax machine</li> <li>• Photocopy machine</li> <li>• Typewriter</li> <li>• Computer and printer</li> </ul>	<ul style="list-style-type: none"> <li>• Morgue forms</li> <li>• Distribution control chart</li> <li>• File folders</li> <li>• Desks, tables, and chairs</li> <li>• Pens, pencils, paper</li> </ul>
<b>Instruments</b>	
<ul style="list-style-type: none"> <li>• Autopsy and postmortem examination equipment as needed by forensic personnel</li> <li>• X-ray equipment for full-body and dental radiographs</li> </ul>	<ul style="list-style-type: none"> <li>• Photographic equipment</li> <li>• Embalming equipment and supplies</li> </ul>
<b>Forensic Equipment</b>	
<ul style="list-style-type: none"> <li>• Pathological Examination</li> <li>• Scalpels</li> <li>• Scale</li> <li>• Examination table</li> <li>• Stryker (bone) saw</li> <li>• Anthropological equipment</li> <li>• Dental equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Fingerprint equipment</li> <li>• DNA equipment</li> <li>• Bone saw</li> <li>• DNA specimen containers</li> <li>• Bleach</li> </ul>
<b>Miscellaneous Supplies and Equipment</b>	
<ul style="list-style-type: none"> <li>• Removal vehicles</li> <li>• Stretchers, litters, and cots</li> </ul>	<ul style="list-style-type: none"> <li>• Refrigerator trucks</li> <li>• Sealer for pouches</li> </ul>

**JOB AID 6.1  
DETERMINING FAC STAFFING NEEDS**

The following personnel will be needed at all Family Assistance Centers:

- A FAC manager.
- Shift supervisors (day, evening, and night).
- Custodial/waste management personnel.
- Security personnel (for three shifts).
- Registration personnel.
- Recordkeeping personnel.
- Health and medical personnel (for three shifts).
- Grief counseling personnel (for three shifts).
- Personal representative for family members

The following personnel may be needed, depending on the incident type, family demographics, or other family assistance requirements:

- Food service personnel (preparation and cleanup).
- Logistics personnel.
- Translators.
- Transportation personnel (drivers, etc.).
- A donations manager.
- A Public Information Officer.
- Communications personnel.
- Information Technology (IT) personnel.

Note: Other/additional personnel may be needed based on:

- Special dietary requirements.
- Strict requirements for religious observances.
- Strict rules about male-female relationships and privacy.

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