

ANNEX I MORTUARY SERVICES

301.240a9

IEMA Requirements:

Mortuary Services—Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.

PURPOSE

301.240b1

The purpose of this annex is to identify the role of the Medical Examiner during natural or manmade emergencies or disasters. This annex establishes policies and procedures for the collection, identification, and disposition of dead persons during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected. Next of kin must be located and notified.

SITUATIONS

301.240b2

The Village of Oak Park is susceptible to a major emergency or disaster that could lead to a large number of fatalities. Transportation disasters, environmental or natural hazards, medical and health hazards or national attack can produce fatalities that would strain or overwhelm normal capabilities of the Police department, local hospitals and the Cook County Medical Examiner's Officer.

Under such adverse conditions, demands for services could increase readily while the ability to provide services, special skills and equipment diminishes.

In situations that require temporary local storage of remains, The Oak Park's Park District operates various facilities in the community. In the event that a local mass morgue facility is required for temporary storage, an arrangement exists between the Village of Oak Park and the Park District to use their facilities in the best interest of the public. Specific planning information and agreements are contained within the Fatality Management section of the Village's Bioterrorism Preparedness and Response Plan. Contact would be made by the Health Director and/or Chief of Police to the Park District Executive Director and proper Facility Manager.

Emergency contact information in Agency Contacts Section of the Oak Park Bioterrorism Preparedness and Response Annex, a private and confidential document.

ASSUMPTIONS

301.240b3

The first response to a mass casualty/fatality incident that occurs within the Village of Oak Park would be Fire and Police Services.

As the need for Medical Examiner Services becomes evident, the Cook County Medical Examiner may be notified by the Oak Park Police Department. Additional personnel for Medical Examiner Services may be obtained from adjoining counties, State and Federal

Government Agencies.

CONCEPT OF OPERATIONS

301.240b4

Initial request for medical examiner services will be placed to the Cook County ME's office by Oak Park law enforcement or fire service officials. Additional resources will be provided as requested by the Medical Examiner in charge at the scene. Following the elimination of pending dangers by fire, police and Emergency Medical Services, and after any injured have been rescued and removed, the Medical Examiner on the scene, in cooperation with fire, police, ESDA, and other authorized security and investigators, shall take charge of the death scene, and complete those actions deemed necessary. Following the activation of this plan where public health issues are a concern, or where fatalities have occurred, the Oak Park Police Department will request assistance from the Medical Examiner Office. Representatives of the Medical Examiner, operating within the County EOC, will be responsible for assigning his/her staff missions in support of the municipal request. **301.240j2**

The release to the media of the number of fatalities and the names of the deceased will come only from the Medical Examiner's Office.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

301.240j1a

The Cook County Medical Examiner is responsible for the personnel, resources and capabilities of the following divisions within the Medical Examiner's Office:

Administration
Investigation
Toxicology Department.

DIRECTION AND CONTROL

301.240k1 and 301.240k2

Upon notification by Oak Park law enforcement or fire officials, a designated field commander from the Cook County Medical Examiner Staff shall report to, and coordinate efforts through an established command post or EOC. In smaller emergency situations, all operations may be conducted from on-site, or near-site command post. When a disaster is declared, all Medical Examiner operations will come under the direction of the Chief Medical Examiner. The basic responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the disaster plan:

1. To insure the mobilization, organization and operations of the Medical Examiner's personnel, equipment and expertise at the time of a disaster.
2. To provide for the recovery, removal, collection, identification and processing of the dead and their personal effects.

3. To Coordinate Medical Examiner activities with other agencies involved in a disaster situation.
4. Provide necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for mortuary response personnel during emergency operations.
5. Representation to the County EOC will be via telephone or radio from the Medical Examiner's EOC.

TRANSPORTATION

The police department and fire/EMS should handle the transportation of victims. If additional transport vehicles/personnel are needed, contact may be made to the Village EOC, and/or CCSEMA EOC

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Oak Park Health Department Director and the ESDA Coordinator for maintenance, review and updating of this annex. **301.240b5**

APPENDICES

- Appendix I Mortuary Services Pre-emergency Operation Checklist
- Appendix I Mortuary Services Response Operation Checklist
- Appendix I Mortuary Services Recovery Operation Checklist

APPENDIX I 1

MORTUARY SERVICES

PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Review hazard/identification to determine possible Emergency Mortuary Services problems.
Complete: Yes/No	Familiarize Village staff with disaster and mass fatality operations and provide them with training as necessary.
Complete: Yes/No	Periodically meet with Cook County Sheriff's Emergency Management Agency to ensure adequate integration of County Plans exist regarding Medical Examiner Services.
Complete: Yes/No	Develop a public information program in coordination with the Oak Park Public Information Officer for use in the event of an emergency. This program should provide information on identification and disposition of the dead, and methods for obtaining information related to Medical Examiner Services.
Complete: Yes/No	Contact the local ministerial and mental health associations to assist in the disaster situation with counseling of families of disaster victims and workers.
Complete: Yes/No	Identify alternate morgue sites, which could be used during an emergency situation.
Complete: Yes/No	Identify refrigeration resources, which could be used during an emergency situation.
Complete: Yes/No	Identify and develop resources which could be used during an emergency situation.

APPENDIX I 2

MORTUARY RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Following the determination that an emergency or disaster situation exists requiring the activation of this annex, the Village's EOC will contact the Medical Examiner, or designee at the Cook County EOC.
Complete: Yes/No	The Medical Examiner Field Command Officer shall be requested to report to the Field Command Post.
Complete: Yes/No	The Medical Examiner, or designee, at the Field Command Post shall take charge of the death scene after all rescue operations and all pending hazards have been eliminated.
Complete: Yes/No	The Medical Examiner or designee will activate the Medical Examiner Staff and have them report for duty.
Complete: Yes/No	<p style="text-align: center;">The Medical Examiner, or designee, should:</p> <ul style="list-style-type: none"> a. Protect the scene, (i.e. evidence, bodies, property). b. Remove unauthorized personnel. c. Secure and rope off the area. d. Carefully make a map of the physical evidence and location of the bodies or parts thereof. e. Prepare a photographic record of the scene. f. Collect statements from eyewitnesses.
Complete: Yes/No	<p>Supervise the proper removal of the dead, to morgue facilities.</p> <ul style="list-style-type: none"> a. Identify the dead. b. Determine cause of death. c. Aid in the disposition of bodies. d. Assist in storage and disposition of personal property of the dead. e. Aid in maintenance of complete records. f. Coordinate release of information to the family, press and public, through the EOC Press Center and Medical Examiners Office.
Complete: Yes/No	Establish adequate morgue facilities to:
Complete: Yes/No	Report all information to EOC.

**APPENDIX I 3
MORTUARY SERVICES**

MEDICAL EXAMINER RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continue to provide services as requested by the community
Complete: Yes/No	If necessary, provide mental health assistance to the Medical Examiner's Staff with health department assistance