

Campbell County Incident Action Plan Aircraft Accidents

INITIAL DISPATCH – Aircraft Emergency off of Airport Property

Upon receiving the report that a crash or collision involving an aircraft has occurred off of airport property, the Campbell County Consolidated Dispatch Center (CCCDC) will issue a first alarm assignment for (Fire/Rescue/EMS) and law enforcement response for the affected jurisdiction. Additional resources (alarms, etc.) will be dispatched upon request of the Incident Commander (IC) or once established, the Unified Command staff. If not immediately assigned, resources will be directed to the appropriate staging area(s) designated by the IC.

Regional mutual aid company's assignments will be dispatched by contacting the appropriate communications centers, if the incident takes place in or near a body of water (lake, pond, river, etc.) then Boone County Water Rescue will be dispatched to the emergency.

NOTIFICATIONS

The Campbell County Consolidated Dispatch Center should be contacted and asked to assure that appropriate aviation emergency regulatory notifications, FAA (404)305-5180, are made. Campbell County Emergency Management will notify the State EOC at (800) 255-2587. The Local FBI Office should be contacted if there is any sign that the incident could be a criminal act. Louisville (502) 583-3941 Cincinnati (513) 421-4310 and notification should be made to the State Fusion Center (866) 393-6659

As the incident progress the Incident Commander should verify that the following Agencies have been notified FAA, CVG Control Tower, NTSB, State EOC, and the FBI and Fusion Center if the incident appears to a terrorism incident. Numbers can be found in Appendix 1 of this document.

EMERGENCY RESPONSE

Aircraft Emergency alarm assignments are as follows:

Alarm Assignments:

- A. First Alarm** – 3 engines, 1 rescue, 1 ladder, 2 ambulances, 1 Chief Officer, EMA
- B. Second Alarm** – 5 engines, 1 rescue, 10 ambulances, 3 Chief Officers, NK-HazMat, Foam Trailer from Alexandria FD, MCU from Campbell County and Northern Kentucky Command Post Vehicle (Florence PD)
- C. Third Alarm** – 5 engines, 10 ambulances, 3 Chief Officers,
- D. Fourth Alarm** – 5 engines, 10 ambulances, 3 Chief Officers, MCU from Anderson Township, Kenton or Boone County, American Red Cross MAT
- E. Fifth Alarm** – 25 ambulances

First and Second Alarms - Ambulances from Campbell and Kenton County

Third and Fourth Alarms – Ambulances from Kenton, Boone and Transcare

Fifth Alarm – Ambulances from out of Area Ohio, Indiana, and Counties South in Kentucky

Staging Areas – Will Be determined by Incident Command, established in the Northern Kentucky MCI Plan. An initial priority of public safety units arriving at the scene of an aircraft emergency will be the establishment of the National Incident Management System (NIMS) using a Unified Command and an Incident Command Post (CP) as command level personnel from responding agencies arrive; they will assume a position in the unified command staff.

Mobile Command Post – Florence Police maintain a UASI asset which is a Mobile Incident Management and Communications Unit (Boone Dispatch 371-1234) the unit will be dispatched to provide an initial incident command post. Conditions at the incident may require additional mobile command and or communications facilities. It will be the responsibility of the Emergency Management Office to provide these additional facilities.

Fixed Facility – If the location of the emergency provides access to a fixed facility(s) that can serve as a temporary command and communications facility(s), it will be the responsibility of Campbell County Emergency Management to make all necessary arrangements for use of the facility. Arrangements for additional communications (telephones), security, office supplies and furniture, etc. will also be the responsibility of Emergency Management.

Liaison with air carrier – Once the identity of the airline involved in the emergency is established; the incident commander will have Campbell County Consolidated Dispatch Center contact the airline and request that a liaison from the airline respond to the incident command post (CP). The airline will be required to provide a liaison to the incident management team throughout the emergency and recovery phases of the incident. This liaison will provide the unified incident management staff with aircraft information, passenger information, and coordinate activities conducted by the air carrier with the local incident management structure. A local government official may also respond to the airline emergency operations center to ensure integration of activities.

Liaison with National Transportation Safety Board – Upon notification of an aircraft emergency contemplated in this plan, the National Transportation Safety Board will dispatch a “Go” Team to the location of the emergency to conduct an investigation. While enroute to the location, the leader of the “Go” Team will make contact with local authorities and request that certain logistical considerations are fulfilled. Campbell County Emergency Management with the cooperation of the airline liaison will provide assistance to the NTSB for the duration of the incident.

Medical Response – Rescue, triage, treatment and transport of injured persons is an initial incident priority and may involve a large number of medical resources. A EMS Branch should be established within the Incident Management System simultaneously or just after triage begins. Public safety personnel will utilize the “S.T.A.R.T. (Simple Triage and Rapid Treatment/Transport)” method of triage. The triage area will be managed by A Triage Group reporting to a Group Supervisor. The Treatment area will be managed by

A Treatment Group reporting to a Group Supervisor. Transportation to definitive care facilities will be managed by a Transportation Group reporting to a Group Supervisor. Aircraft emergencies affecting a large geographic area may require multiple medical management areas; however, if possible these areas should be limited.

START Triage – Simple Triage and Rapid Treatment/Transport (S.T.A.R.T.) shall begin upon arrival of Fire and EMS companies once the incident scene has been stabilized and/or is safe for public safety personnel. The Triage Officer will be responsible for initial triage. The Medical Treatment Officer will be responsible for the treatment area. S.T.A.R.T. Triage Algorithm Instruct all patients who are able to ambulate to move to a certain area – triage these patients as minor. Initial triage should take 30 seconds or less per patient. Triage of patients should occur where they lie only if the area is safe. The exception is for the patients that are directed to and are able to move to a safe triage/treatment area and they shall be triaged accordingly. If a hazard exists, all patients should be moved to a safe triage/treatment area. Patients should be triaged and identified (tagged) prior to leaving the triage/treatment area. Triage is repeated as often as possible. It is a continuous process, as patients' conditions change. The principles of triage are: doing the greatest good for the greatest number of people; salvage of life takes precedence over salvaging of limbs; assure proper identification (tagging) of patients triaged; only minimal treatment should be done at the scene without delaying transport.

S.T.A.R.T Field Triage Categories

Immediate (RED): critically life threatening, likely to survive if they receive care within thirty (30) minutes.

Delayed (YELLOW): serious, may be life threatening, likely to survive if care is received in thirty (30) minutes to several hours. (Patients without life-threatening injuries, but have spinal precautions in place will be triaged as delayed).

Minor (GREEN): Not considered life threatening, care may be delayed hours or days.

Deceased (BLACK): Mortally wounded or expectant, clinically dead.

Patient Transportation –The Medical Branch will designate a Medical Transportation Group Supervisor. The transportation group will be responsible for coordinating transportation of patients from the triage/treatment area to definitive care facilities.

The Transportation Group Supervisor will contact or have Campbell County Consolidated Dispatch Center contacts the Hamilton County Communications Center to activate the Hamilton County Disaster Council Disaster Radio Network. This activation will provide hospital emergency room status for the twenty-two (22) hospitals in the Greater Cincinnati/Northern Kentucky Area and alert those hospitals to the emergency event. The Transportation Group Supervisor can communicate with the disaster net by radio if available or by phone.. This will allow the transportation group to evenly distribute patients among area hospitals. The

transportation group will assure an accurate accountability of all patients transported from the incident scene by public safety personnel and resources. Patient information, number of patients, destinations, etc, will be provided to the Medical Branch on a frequent basis. Patients who have minor injuries (green) may be transported by bus (es) to a hospital(s) that are not receiving trauma patients. Upon request, Campbell County Consolidated Dispatch Center shall contact TANK, Campbell County Schools and/or other Schools Districts and have buses dispatched to the incident staging area.

American Red Cross (ARC) Medical Assistance Team (MAT) – The Medical Assistance Team, or “MAT”, is comprised of approximately twenty (20) physicians, sixty-five (65) registered nurses and thirty-five (35) EMTs and paramedics trained in Basic Life Support, BTLS, and ACLS. The MAT team is organized to respond to any disaster setting where medical personnel are needed at the scene. The MAT team maintains a mobile MCI unit, which is equipped with emergency medical supplies and equipment ready for immediate use in field operations for medical triage. The MAT team may be activated for an aircraft emergency contemplated within this plan. The procedure for activating the MAT involves contacting the ARC Disaster Services office (513) 579-3000 and requesting response from the MAT team to the medical triage and treatment area or to a staging area.

Fire Suppression and Rescue – Aircraft emergencies may involve a fire, which may be fueled or intensified by large quantities of fuel on board the aircraft. Fire suppression may precede or coincide with initial medical triage. Fires involving aircraft fuel will require large quantities of fire fighting foam. Additional fire fighting foam is available from the CNKIA fire department, Boone County Hazardous Incident Response Team, Northern Kentucky Regional Hazmat/WMD Response Unit and the Greater Cincinnati HazMat Unit. In addition, some areas of Campbell County are rural and remote and water for fire fighting may be difficult to obtain. Campbell County fire service tankers can provide approximately 8,000, gallons of water. Additional fire service water tankers are available from surrounding jurisdictions (Boone County 22,000, Kenton County 7100 gallons,). Commercial or private water sources may also be sought. Rescue of injured persons will be delayed until the incident scene is safe for public safety personnel. Rescue personnel will conduct a primary and secondary search of the aircraft, debris field and incident scene. The primary search will involve a quick, thorough search of the readily accessible areas of the aircraft and incident scene. Some patients located during the primary search may require extrication. The secondary search will be a slower, extremely thorough search of the aircraft, debris field and the incident scene. All debris from the crash scene will be left in place, unless it must be moved for rescue operations, until its removal is authorized by the National Transportation Safety Board (NTSB). Every piece of the aircraft, its location and exact position is important to investigators in determining the sequence of events, causes of the crash and how individuals were injured or killed. No part however small should be disturbed unless absolutely necessary for rescue operations. Even marks left on ground are important clues to investigators so site entry and movement of personnel and equipment should

be carefully controlled and kept to a minimum.

Hazardous Materials – In addition to the fuel (over 50,000 gallons in some large aircraft) carried on aircraft, there are additional hazardous materials on board the aircraft that may pose a danger to responders. Hydraulic lines and reservoirs, engine oil, oxygen cylinders and batteries are found on all commercial aircraft.

Additionally, passenger and cargo aircraft may carry hazardous materials within the cargo holds. The aircraft shipping papers entitled "dangerous cargo manifest" can be found in the cockpit of the aircraft. The location of the fuel cells, hydraulic lines and reservoirs, engine oil, oxygen cylinders and batteries for aircraft may be located in various locations on different types of aircraft. If the containers or vessels that contain these materials are breached during an aircraft emergency, this will lead to the presence of significant quantities of hazardous materials. In order to provide for personnel safety, the incident scene around the aircraft and debris field will be declared an exclusion zone. Personnel who enter the exclusion zone will wear appropriate personal protective equipment and will adhere to appropriate hazardous materials response standards. Campbell County is served by the Northern Kentucky Regional Hazmat/WMD Response Unit and the Greater Cincinnati Hazardous Materials Unit (GCHMU). GCHMU unit can be dispatched by contacting the Hamilton County Communications Center and will be directed to respond to the incident staging area.

Biohazard Considerations – Aircraft emergencies often involve significant impact and severe trauma to persons on board. This will lead to the presence of significant quantities of blood borne pathogens. In order to provide for personnel safety, the incident scene around the aircraft and debris field will be declared a BioSafety Level II area and designated as an exclusion zone. This requires limited access to the area, biohazard warning signs to be posted, waste to be disposed of in accordance with appropriate standards and regulations and all personnel who enter the BioSafety Level II area shall take Biohazard "Universal Precautions". Appropriate personal protective equipment and an Exposure Control Plan will be available at the incident site.

Decontamination – Given the hazards associated with the materials and substances that may be present in an aircraft emergency, appropriate decontamination procedure will be established. Personnel exposed to hazardous substances shall enter and exit the exclusion zone through the decontamination reduction corridor(s). Decontamination will be appropriate for the hazardous substances that are present. Blood borne pathogen decontamination for personnel will involve the removal of disposal PPE and thorough washing of hands and other exposed areas. Patients rescued from the incident scene may require decontamination before being transported to a definitive care facility. This decontamination will be conducted as quickly as

possible and may resemble an emergency or gross decontamination.

Decontamination of deceased persons and associated materials will be conducted in the first station of the temporary mortuary. Decontamination of bodies and body parts can be authorized only by the Coroner. The airline and the NTSB investigator will determine

decontamination of aircraft debris and associated items. Local public safety personnel may be called upon to assist with these tasks.

Perimeter Control

Upon notification of an aircraft emergency, Campbell County Consolidated Dispatch Center will contact the lead Law Enforcement Agency for the area where the incident has taken place and ask if they want a **Phase One Police Alert**. The on-duty law enforcement personnel will respond to the location of the emergency. The first Law enforcement personnel arriving at the location initially will be responsible to determine appropriate perimeter control points and begin to secure the area involved. Law enforcement command personnel, of the affected jurisdiction, shall respond to the incident command post and will assume responsibilities as a member of the unified command staff. An inner and outer perimeter will be established. The **inner perimeter** will extend from the site of the aircraft incident outward to an appropriate distance that provides for the safety of emergency response personnel and the general public and secondly, provides security for wounded or fatality injured persons, debris from the aircraft, etc. Access to the inner perimeter will be restricted to public safety personnel, representatives of the airline, federal and state regulatory personnel and other authorized by the incident management staff. The **outer perimeter** will extend 1000 feet from the inner perimeter. Entry to the outer perimeter will be restricted to public safety personnel, airline representatives, media representatives and other support personnel authorized by the incident management staff. For extended operations, law enforcement command personnel may request mutual aid assistance from neighboring jurisdictions or through appropriate methods. Law enforcement command personnel must be cognizant that extended operations will require scheduling of sufficient law enforcement personnel to maintain the outer perimeter while still providing services to the unaffected portions of Campbell County.

Evacuation

In cases where the aircraft emergency occurs in a populated or developed area, surrounding residential, commercial and industrial occupancies may be evacuated for safety concerns. If an evacuation is required, emergency management personnel will designate an appropriate reception and care facility(s). The American Red Cross will coordinate and manage the reception and care facility. Re-entry into the evacuated area will be authorized by a consensus of the incident management staff. Access control passes will be issued to residents or other persons with a need to enter the evacuated area throughout the response and recovery phases.

Access Control

Access to the outer and inner perimeters will be controlled throughout the response and recovery phases of the incident. An access control pass system will be implemented and the incident

scene will be divided into access control zones (red, yellow, and green). Access passes will be coded to provide access to specific control zones, depending on the assignment and/or responsibilities of the person being issued the pass. Emergency management and law enforcement authorities will be responsible for the development, implementation and supply of the access control system.

Deceased Persons / Coroner / Temporary Mortuary

Kentucky Law provides that once the sick and injured are removed from a disaster site, the County Coroner is the local official responsible for incident site and the disposition of all deceased persons. The Campbell County Coroner will direct all operations pertaining to the processing of the deceased. The concept of preservation of evidence should be applied when caring for the deceased at an aircraft accident site. All recovery must be performed in a manner consistent with NTSB regulations. Therefore, recovery of the deceased will be methodical and managed thoroughly.

Care of Fatalities Prior to Site Investigation - Public safety personnel performing triage and treatment of injured persons shall not move deceased persons or disturb the areas immediately surrounding the deceased. Extrication of the deceased prior to the arrival of the Coroner should be performed only when necessary to prevent their destruction by fire or other similar compelling reasons. Otherwise, the deceased will be moved to the temporary morgue or other designated location only by direction of the Coroner. When it becomes necessary to move bodies or parts of the wreckage, photographs should be taken by Law Enforcement showing their relative position within the wreckage, and a sketch of their respective positions should be made prior to removal. In addition, tags should be affixed to each body or part of the wreckage that was displaced, and corresponding flags, stakes or tags should be placed where they were found in the wreckage. A journal should be kept of all tags issued.

Care of Fatalities after Site Investigation – A temporary morgue will be established by the Coroner, with the assistance of other local public safety authorities, to provide facilities for fatality identification, establish the cause of death, the collection of personnel effects, and process the bodies for release to relatives. Once notified of the aircraft emergency, the Coroner will determine the level of assistance required and then call upon the state medical examiner, other County Coroners, private practitioners in forensic sciences, morticians and other professionals to report to the temporary morgue as necessary. The incident management staff will secure a copy of the passenger list from the airline and provide a copy to the Coroner for identification purposes.

Temporary Morgue – Due to the likelihood that a large number of casualties will be encountered in an aircraft emergency, a temporary morgue facility will be required. The temporary morgue facility will be under the direction and control of the county coroner. The temporary morgue should be located as close to the disaster site as possible. Essential operations at the morgue will include dental charting, xray, toxicology, fingerprinting, and documentation of personal effects and identifying characteristics of the deceased, autopsies, embalming, a records area, a secured area for personal effects, clerical space and vital statistics personnel and a telephone bank for gathering and handling inquiries. Law enforcement personnel will be required at the facility to control access and provide security. Specific procedures and supplies needed for the temporary morgue can be found in Appendix 2

Emergency Public Information

Campbell County has an appointed a Public Information Officer (PIO) that will assist the local jurisdiction PIO. The PIO will be the sole point of local contact for the press during an aircraft emergency. In situations involving commercial air carriers and the NTSB, coordination among the information officers of all agencies and organizations involved will be of the utmost importance. Commercial air carriers will establish a toll-free hotline telephone number for inquiries from passengers' families and others immediately following an aircraft emergency. The county PIO shall assist the air carrier public relations personnel with dissemination of this information and direct inquiries received by local officials to these designated numbers. Local public safety officials shall not release the names of accident victims to the media. During the emergency, each local public safety agency will provide information for release to the media to the public information officer. The PIO will be responsible for any and all information released to the news media. Press briefings should be scheduled as soon as the initial emergency phase is over and will continue to be scheduled throughout the response and recovery phases. Representatives of the incident management staff will be available to the PIO and the media during these briefings to answer questions. Local press briefings and releases must be coordinated through the NTSB press affairs officer. NTSB will conduct press briefings throughout the emergency and recovery phases of the incident. Once federal and state resources are at the incident location, the PIO will assist in the establishment of a Joint Information Center (JIC). The JIC should provide ample space for the information officers from all agencies and have facilities for the media as well. The JIC will serve as the single point of contact between local, state and federal officials and all media.

VII. RECOVERY

A. Transition from Response to Recovery Phase

Transition from the response phase and management of the incident scene will shift from local to federal officials when the following objectives have been accomplished:

All passengers have been rescued, recovered or accounted for

All fire(s) have been extinguished;

All hazardous materials have been confined or contained;

The incident scene has been secured;

Local public safety officials may offer and may be required to continue to

provide support to the federal response. However, primary direction and control of the incident scene and operations will be transferred to federal officials.

Liaison with NTSB / FAA

In order to ensure integration of activities throughout the duration of the incident, local government will provide a liaison officer to the NTSB and FAA. This officer will assist the NTSB and FAA officials with any logistic support required. The liaison officer will continue to provide this support throughout the recovery phase. See Appendix 3 for documentation that may be need from all responders at the scene.

Critical Incident Stress Management

Critical incident stress management will be conducted throughout the response and recovery phases of the emergency. The ARC will dispatch mental health professionals to the aircraft emergency staging and support areas. ARC CISM personnel will be augmented by members of the Kentucky Community Crisis Response Board (KCCRB) and the Southwestern Ohio CISM team. CISM debriefings will be conducted for all personnel involved in the response phase of the incident. An orientation will be conducted for all personnel working in the incident control zones prior to a work shift and debriefings will take place immediately following the shift during the recovery period.

Family Assistance – The airline involved will establish an initial Friends and Family Reception Center at the airport immediately following the emergency. The American Red Cross (ARC) will coordinate with the airline and the airport to support the Reception Center. Local public safety officials will provide and liaison the FRRRC and assist with logistic needs of the Reception Center if requested by the airline or the ARC to do so. The Reception Center will transition into a Family Assistance Center (FAC) at a nearby hotel. The airline is required to provide these facilities. Local public safety officials will provide a liaison to the FAC and provide any assistance that may be required by the airline or the ARC.

Recovery of aircraft

The NTSB is the federal agency that takes custody of the aircraft and its contents from the time the accident occurs until their full investigation is completed or a release is given. The choice of technical ways and means to remove the aircraft and all costs associated with the recovery, is the responsibility of the airline involved. In most cases the NTSB will, after their initial investigation of the accident, issue to the airline "Permission to Move the Aircraft". This permits only the removal of the aircraft from the location of the accident to a selected place for further investigation. Custody of the aircraft is still maintained by the NTSB. Following its full investigation, or at any given time determined by the Board, the NTSB will issue a "Release of

the Aircraft” to the airline. Federal regulations require that the airline involved designate a “Recovery Coordinator”. The recovery coordinator will have authority to make all decisions, technical and financial, necessary to recover the aircraft. Additionally, the recovery coordinator should have all required company facilities, including personnel and equipment, available for recovery. The airline recovery coordinator will meet with the incident management staff and the NTSB investigator and develop a comprehensive “Recovery Plan” for removal of the aircraft. Local public safety personnel and resources may be required to assist the airline in recovery operations. These personnel will remain under the direction and control of the local incident management staff. The command post, initially established for the emergency phase of the incident, will remain in place throughout the recovery period. A portion of the recovery operation may include the removal of any fuel remaining in the aircraft. This contingency should be considered in the recovery plan and appropriate safety precautions should be taken.

Damage Assessment

In cases where an aircraft emergency occurs in a populated or developed area, collateral damage may occur to residential, commercial or industrial occupancies and community infrastructure. In these situations, a thorough and accurate damage assessment of the affected area will need to be conducted. This assessment data will be provided to appropriate local, state and federal agencies and the air carrier. Campbell County Emergency Management has established procedures and policies for the damage assessment teams. Personnel of the Campbell County PVA, specifically the Geographic Information System (GIS) department, will be available to prepare spatial analysis documents to assist with depiction and interpretation of damage assessment data.

Reception and Care

Primarily, the American Red Cross (ARC) is responsible for coordination of mass care and feeding of displaced persons and public safety personnel during times of emergency. The ARC and Campbell County Emergency Management have identified facilities within Campbell County that can serve as shelters. Should an aircraft emergency require an evacuation of residential areas, shelter facilities will be designated and the locations will be disseminated to evacuated persons and the local media through the public information officer. The ARC will provide a shelter manager and this individual will direct operations at the shelter. Persons utilizing the shelter will be registered and this information will be provided to the incident management staff and/or the EOC. The air carrier involved in the aircraft emergency may choose to provide lodging for displaced persons. However, this will be coordinated through the ARC. Every effort will be made to ensure that persons that have been displaced are housed in a different location than aircraft passengers’ families.

Financial Accounting

All public and private agencies involved in the response to an aircraft emergency should maintain detailed records of personnel, equipment, and supplies utilized. The Federal Aviation Administration (FAA) and major air carriers in the US have established a contingency fund to reimburse local governments for expenses associated with an aircraft emergency. Additionally, local government will request state and federal disaster declarations should the

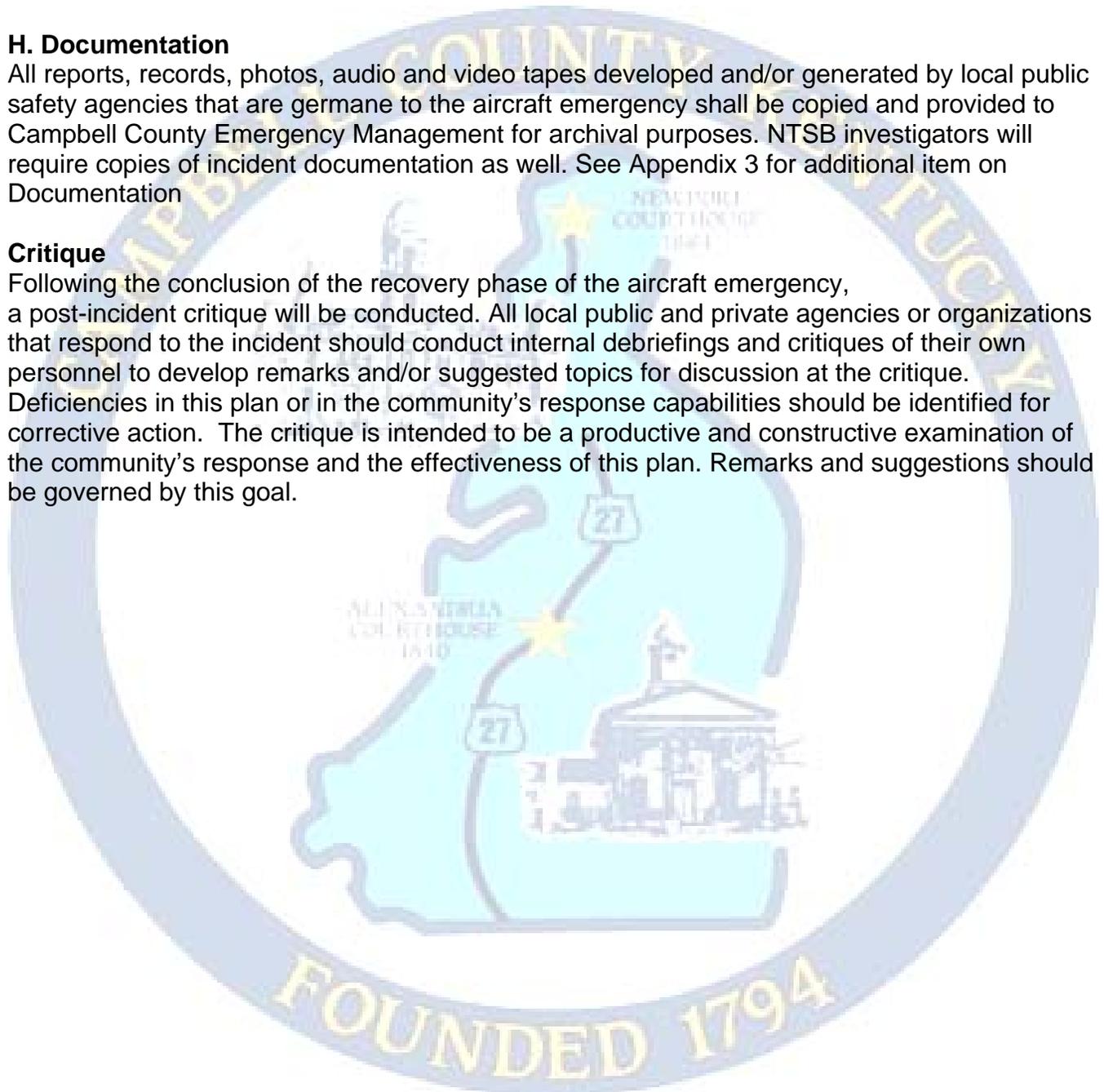
emergency warrant such declarations. These declarations may provide additional reimbursement funding for local governments and disaster assistance for residents or businesses affected by the emergency. Personnel from the Campbell County Fiscal Court's finance office may provide assistance to the incident management system and staff the finance and administration branch.

H. Documentation

All reports, records, photos, audio and video tapes developed and/or generated by local public safety agencies that are germane to the aircraft emergency shall be copied and provided to Campbell County Emergency Management for archival purposes. NTSB investigators will require copies of incident documentation as well. See Appendix 3 for additional item on Documentation

Critique

Following the conclusion of the recovery phase of the aircraft emergency, a post-incident critique will be conducted. All local public and private agencies or organizations that respond to the incident should conduct internal debriefings and critiques of their own personnel to develop remarks and/or suggested topics for discussion at the critique. Deficiencies in this plan or in the community's response capabilities should be identified for corrective action. The critique is intended to be a productive and constructive examination of the community's response and the effectiveness of this plan. Remarks and suggestions should be governed by this goal.



APPENDIX 1

PHONE LIST



American Red Cross Disaster Services office	(513) 579-3000
Boone County Dispatch	(859) 371-1234
Campbell Co. Consolidated Dispatch Center	(859) 635-3622
CVG Air Traffic Control Tower	(859) 372-6450
FAA	(404)305-5180
FBI Office	
Louisville	(502) 583-3941
Cincinnati	(513) 421-4310
Hamilton County Communications Center	(513) 825-2280
Kenton County Dispatch	(859) 356-3191
Mobile Command Units	
Command 100 -Boone Dispatch	(859) 371-1234
TANK	(859) 578-6950
NTSB Northeast Regional Office	(973) 334-6420
State EOC	(800) 255-2587
State Fusion Center	(866) 393-6659

APPENDIX 2 CHECKLIST FOR DEVELOPING A TEMPORARY MORGUE

Morgue Facility

1. Facility should have room for all important installations on one floor.
2. If possible, the facility should have no steps.
3. All entrances must be secured and attended at all times to restrict access.
4. The facility must have the capability of screening out a general view from the outside, and must have the capability of being sectioned off on the inside.
5. The area holding the bodies must be large enough to be divided into section, e.g., identified male, identified female, unidentified male, unidentified female, sex not readily determined, etc. Refrigerated trucks can also be used for holding bodies.
6. An area must be established for identification work.
7. Area where relatives can view bodies for identification must be established separate from other morgue operations.
8. A separate room or a different facility must be provided for interviews with those individuals seeking missing persons.
9. There must be an area that can be secured for use in holding personal effects.
10. An area for performing autopsies should be provided. This may be done at an area hospital or funeral home, however.
11. There should be a separate room for typists, clerks, and vital statistics personnel. This room should have telephones if possible.
12. An area should be provided for clergy and nurses to help the bereaved. If possible, this area should provide some privacy.
13. A canteen and rest area must be provided. This area should have restroom facilities, if possible.
14. If possible, facilities for embalming bodies should be provided.
15. Facilities for the press should be established at or near the morgue, separated as much as possible so as not to cause interference with

morgue operations.

EQUIPMENT NEEDED FOR MORGUE OPERATION

1. Stretchers and wheeled carriers
2. Body bags
3. Opaque materials for covering windows
4. Sheets or blankets
5. Tags, identification, with cord or wire for attachment
6. Pens, pencils and stationary supplies
7. Plastic or paper bags for personal effects
8. Portable lights
9. Portable generators
10. Rope or barricading tape
11. Surgeon gloves, gowns, masks, respirators
12. Refrigerated trucks and or semi-trailers
13. Tables and chairs
14. Electric cable and extension cords
15. Sign holders
16. Mops and buckets
17. Disinfectants
18. Soap and disposable towels
19. Tape - marking, cellophane, color coding, etc.

APPENDIX 3

Documentation

All initial responders should document all their actions from the time of dispatch to their return to service as soon as practical after the incident.

This should include:

- Their name
- Agency
- Time of dispatch
- Vehicle ID
- Route that you responded to the scene
- Staffing on vehicle
- Conditions upon your arrival at the incident (Fire, Smoke, Victims evacuating etc.)
- Your initials actions and duties
- Documentation of all your actions while on scene.

Your Agency may need to provide:

- Agency capability to respond to an Aircraft Incident
- Training records of personnel at the scene
- Aircraft Incident Response SOP's

