

# CAMPBELL COUNTY CORONER'S MASS FATALITY PLAN

## I. SITUATION AND ASSUMPTIONS

A. When a mass disaster takes place numerous deaths may occur. When deaths result from a mass disaster, it is imperative that a thorough and complete investigation of the incident and the resulting deaths be conducted by trained and qualified personnel.

B. The scene must be secured. The bodies must be properly located and their location precisely documented. The bodies must be removed and transferred, in accordance with recognized standards, to an appropriate designated facility for a more in-depth investigation and identification. Evidence must be properly collected and personal effects protected.

C. It is the assumption that when a mass fatality occurs, local resources will be inadequate to provide the necessary personnel and equipment to perform the required tasks that must be undertaken to investigate and identify the deceased.

D. Local authorities may obtain assistance with mass fatalities from the Kentucky State Medical Examiner's Office, the Kentucky State Coroners Association, and the Funeral Directors Association of Kentucky. These agencies have trained qualified personnel and equipment and can respond in a timely manner.

## II. MISSION

The mission of the plan is to support the local coroner who is faced with mass fatalities resulting from a mass disaster by providing trained qualified personnel, equipment and supplies as required; and to conduct a thorough investigation of the deaths and to identify the deceased.

## III. AUTHORITY OF THE CORONER

In accordance with the Kentucky Revised Statutes (KRS 72.020, Sec 1&2) any person finding or having possession of the body of any person whose death occurred under any of the circumstances defined as a coroner's case shall immediately notify the Coroner who shall report to the scene within a reasonable time. No person shall remove a body or remove anything from a body until directed to do so by the Coroner. The Coroner shall take possession of any objects, articles or medical specimens which in his/her opinion may be helpful in establishing the identity and /or cause of death, and he/she can make or cause to be made such tests and examinations of said objects as may be necessary or useful in determining the cause of death.

## IV. DIRECTION AND CONTROL

A. In a major emergency or disaster in the Commonwealth, the Adjutant General, as the Governor's representative during the emergency or disaster is responsible for the overall coordination of state government response and operations. The Executive Director of the Kentucky Division of Emergency

Management (KyEM), the Adjutant General will ensure a timely, coordinated emergency response to any disaster situated within Kentucky.

B. Each state, federal and private agency involved in emergency/disaster response will appoint an Agency Coordinator to coordinate emergency activities of their respective agencies with the KyEM at the State EOC or the Boone National Guard Center in Frankfort.

C. In a major emergency or disaster resulting in mass fatalities, all activities associated with the recovery and identification of the deceased will be in accordance with the policies and procedures of the Incident Command System and National Incident Management System.

#### V. RESPONSIBILITIES OF THE CORONER IN MASS FATALITY INCIDENTS

A. In mass fatality incident, the Coroner/Medical Examiner is responsible for the direction and coordination of all services and functions within their jurisdiction to include the following:

Report to the scene as soon as possible following notification and obtain the following information:

- a. Estimated number of fatalities
- b. General condition of the remains
- c. Exact location of the scene
- d. Access routes to the site
- e. Location of the Incident Command Post
- f. Location of probable temporary morgue site
- g. Location of Staging Area where workers are to report

B. When faced with a mass fatality incident, the Coroner should request assistance from the Medical Examiner Division of the Kentucky Justice Cabinet per the following guidelines:

1. In the event that the Coroner/Deputy Coroner is unavailable, the County Judge, Mayor, Sheriff or Kentucky State Police may request this assistance. Medical Examiner assistance may be obtained by notifying the Frankfort Medical Examiner's Office (502-564-4545).
2. When the Kentucky State Medical Examiner's Office is notified of a mass fatality incident, the Medical Examiner staff will determine the level of assistance that will be required. The appropriate trained and certified personnel will be notified and informed of where they are to report.
3. The Coroner or Medical Examiner will assign and coordinate the activities associated with the search and recovery teams in their efforts to locate, videotape, photograph and document the location of bodies and/or body parts.

4. Coordinate all activities associated with the tagging of bodies and associated evidence (i.e. personal effects), placing of bodies in disaster pouches and personal effects in proper containers, the recovery of the bodies and transporting them to a designated receiving area located at the disaster site.
5. To designate a facility to be used as a temporary morgue and to coordinate the activities of the morgue teams in establishing and maintaining the temporary morgue.
6. To arrange for and to coordinate the activities of transporting the bodies from the body recovery station at the disaster site to the temporary morgue site.
7. To establish a comprehensive record keeping system for maintaining all records relating to the investigation and identification of the fatalities.
8. To coordinate all activities associated with the operation of the temporary morgue to include maintaining security, establishing morgue stations and delegating their responsibilities. The procurement of cold storage capabilities and arranging for embalming and body preparation if necessary.
9. To establish and maintain an area for all property and personal effects of the deceased.
10. To establish and maintain an area to receive information pertaining to the deceased and to provide information to relatives and friends of the deceased.
11. To cooperate and coordinate the release of timely information to the media through the utilization of the designated Disaster Public Information Officer and the Joint Information Center (JIC).
12. To maintain communication with the Incident Command Post and JIC and to provide updated status information when requested.
13. To identify all the deceased and to determine the exact cause and manner of death.
14. To ensure that all necessary certification and transport documents are prepared, signed and submitted to the proper authorities.

## **PROCEDURES FOR CONDUCTING MASS FATALITY INVESTIGATIONS FOR CORONERS AND MEDICAL EXAMINERS**

### **I. LEGAL RESPONSIBILITY**

- A. In accordance with KRS 72.020, Sec. 1, it is the responsibility of anyone who has knowledge that a situation exists resulting in mass fatalities to notify the Coroner who is to report to the scene within a reasonable time.
- B. No person is to remove a body or to remove anything from a body until directed to do so by the coroner.

## **II. CORONER NOTIFICATION**

A. When the Coroner is notified of a mass fatality incident he/she should go to the scene as soon as possible.

B. The Coroner should document the following.

1. Name of person giving the notification
2. Title and/or agency they are with (if applicable)
3. Date and time of notification
4. Nature of the incident
5. Location of the incident

C. When the Coroner arrives at the scene he/she should document the following.

1. Time of arrival
2. Exact location of the incident
3. Exact nature of the incident
4. Make a list of the agencies present at the scene
5. Access routes to the scene
6. Weather conditions
7. Type of terrain
8. Approximate number of fatalities
9. General condition of the bodies

D. The Coroner should begin to assess if he/she will need assistance with the mass fatality investigation. If assistance from the State Medical Examiner's Office is to be requested, the Coroner should notify the Frankfort Medical Examiner's Office as soon as possible.

## **III. CORONERS INSTRUCTIONS TO LAW ENFORCEMENT, EMERGENCY & RESCUE PERSONNEL AT THE DISASTER SITE**

The Coroner should instruct law enforcement, emergency and rescue personnel to do the following:

1. To secure the disaster scene as soon as any immediate dangers have been eliminated or reduced to the level that the scene is safe as it can be given the existing conditions.

2. Instruct everyone at the scene that the bodies are not to be touched or moved. That nothing from the bodies is to be removed and that nothing that may be associated with the bodies is to be removed.

3. Instruct law enforcement to have all emergency and rescue personnel who are not actually performing a necessary duty to evacuate the scene so that the site can be video taped and photographed and the necessary documentation of the scene can be started.

4. Emergency and rescue personnel who wish to assist in the body removal process or who want to assist in other aspects of the body identification procedures should report to the designated Staging Area for their assignments.

#### **IV. CORONERS MASS FATALITY SITE COMMAND POST**

A. The Coroner should establish a Coroner's Command Post at the disaster site. Communications should be established at the Coroner's Command Post to allow incoming and outgoing communication.

B. As soon as the coroner has assessed the situation he/she should provide the Incident Command Post the following information.

1. Immediate problems

2. Immediate needs

3. The location of the Staging Area where the workers, who are going to be assisting the Coroner, should report

4. The names of any agencies or individuals that the Coroner needs to come to the disaster site

#### **V. STAGING AREA FOR PERSONNEL ASSISTING THE CORONER**

A. A Staging Area where personnel who are going to be assisting the Coroner with the scene investigation and the temporary morgue operations should be established. All personnel that are going to be assisting the Coroner should report to the Staging Area to receive their duty assignments.

B. The Staging Area should be within easy access to the disaster site, but it should not be in a location that would create interference with the incident operations. A local funeral home, or other County Government or state government facility may serve this purpose.

#### **I. SITUATION AND ASSUMPTIONS**

A. Numerous deaths may occur as a result of emergency or disaster incidents. It is imperative that trained personnel remove bodies. Evidence used to identify the dead and establish the cause of death must be properly collected. However, because of the large number of dead, local resources may be quickly overwhelmed, requiring outside assistance.

B. The State Medical Examiner's Office, along with volunteer professionals, can support Campbell County. Manpower and supplies throughout the state may be directed to the scene and provide assistance to help identify victims, establish cause of death, secure evidence and process bodies.

C. Another aspect of a mass fatalities incident is the notification of next-of-kin. This problem may require tracking relatives in other cities/states. In addition, grieving relatives, especially those at the disaster site, may need crisis counseling by clergy, social workers or other professionals.

## II. MISSION

The purpose of this plan is to support local government in management of a disaster that results in mass fatalities by providing professional manpower and supplies as required.

## III. DIRECTION AND CONTROL

A. Kentucky Revised Statutes provide that once the sick and injured are removed from a disaster site, the Campbell County Coroner is in charge of the site until the dead and accompanying evidence are removed. The Campbell County Coroner will direct all operations pertaining to the processing of dead.

B. The Administrator, State Medical Examiner's Program, will coordinate state assistance requested by the County Coroner.

## IV. CONCEPT OF OPERATIONS

A. Faced with a mass fatalities' incident that would overwhelm local resources, the Campbell County Coroner/ Deputy Coroner, may request assistance through the State Medical Examiner's Office. In the event that the Coroner is unavailable, the County Judge Executive, Sheriff or Kentucky State Police may request this assistance. Medical Examiner assistance may be obtained by notifying the Frankfort Medical Examiner's Office (502-564-4545).

B. The Campbell County Coroner will establish a Mass Fatality Morgue at appropriate locations, based on:

1. Incident location
2. Number of fatalities
3. Access to the site

C. The emergency morgue will operate under the control of the Campbell County Coroner. The Coroner will establish morgue hours of operation based upon the number of victims and available staff.

D. Campbell County Government will provide emergency power, security, communications, sanitation and other supplies and equipment to operate the morgue.

E. Once notified, the Campbell County Coroner will determine the level of assistance required and request the State Medical Examiner, other county coroners, private practitioners in forensic sciences,

morticians and other professionals to report to the site established as a temporary morgue. The Coroner will also identify supplies to be needed and coordinate the transportation of the supplies to the site.

F. Refrigerated units may be obtained from local resources.

G. Bodies may be contaminated both internally and externally. Contaminated bodies shall not be decontaminated until authorized by the Campbell County Coroner; decontamination will be conducted in a manner to preserve evidence. The Center for Disease Control (CDC) can provide guidance on how to seal bodies in order to prevent release of contaminants.

H. Bodies removed from the disaster site will be transferred to the temporary morgue before release by the Campbell County Coroner.

I. Under no circumstances should attempts be made to dispose of bodies by burning.

J. The Coroner is responsible for providing the EOC's Communication Officer with daily operational updates for release to the press.

#### V. ADMINISTRATIVE SUPPORT

Campbell County Government will provide administrative support as required, such as clerks, computers, etc. The State Medical Examiners' Office can provide required forms and documentation and supplementing administrative support. County Government or state government facility may serve this purpose

C. Personnel reporting to the Staging Area should be informed of the following.

1. The location of the Staging Area
2. The best way to get to the Staging Area
3. What type of clothing to wear
4. What equipment to bring
5. What time to report to the Staging Area

D. A log should be established and maintained at the Staging Area to include.

1. Names of personnel reporting, their titles and areas of expertise
2. Type of equipment at the Staging Area and the amount available

## **MASS FATALITY BODY RECOVERY SITE OPERATIONS**

### **I. RESPONSIBILITIES OF PERSONNEL SEARCHING AND RECOVERING BODIES**

- A. All personnel working at the disaster site should be given a briefing before entering the site. They should be informed of the current situation and given all the information that is known regarding the disaster area. They should be informed as to what they can and cannot do while at the site.
- B. An I.D. procedure must be established for everyone entering the disaster site. Only authorized trained personnel should be allowed to enter the disaster site.
- C. A log of all personnel working at the disaster site should be maintained to include.
  - 1. Name of worker
  - 2. Agency affiliation and title
  - 3. Duty assignment
  - 4. Time the worker entered the disaster site and the time they departed
- D. All personnel who are working at the site should be issued proper protective headgear, gloves and eye protection equipment.
- E. Efforts must be made to ensure that all personnel fully understand their duty assignments and are knowledgeable in performing the assignments.

## **II. PROCEDURES THAT MAY ASSIST WITH BODY RECOVERY**

- A. Aerial photographs should be taken of the disaster site.
- B. The disaster site should be photographed and videotaped.
- C. Gridding the disaster site may be helpful in the process of finding and documenting the location of bodies, body parts and personal effects. Gridding is the process where the disaster site is divided into squares that can be identified by letters or numbers or both. For a large disaster site 20' X 20' squares will work well.
- D. Kentucky State Police traffic reconstructionists or engineers should be utilized when gridding the disaster site.

## **III. BODY SEARCH**

- A. The disaster site should be searched to locate bodies, body parts, personal effects and in some situations to locate aircraft parts and instruments and other debris. All items when located should not be touched or moved.
- B. All items should be flagged so that they can later be photographed and properly documented. Flagging is the process of placing engineer flags next to the item that is to be photographed and documented.



Different colored flags may be used to indicate bodies, personal effects or other items such as aircraft parts and instruments.

C. In the initial search all the bodies may not be found due to the amount of debris that may be present. Body searching dogs may be helpful in locating additional bodies following the initial search.

#### **IV. BODY RECOVERY**

A. By statute (KRS 72.020) the Coroner/designee or Medical Examiner shall make the determination of when a body or anything associated with a body is moved at a disaster site.

B. Bodies that may be recognizable by family members should be photographed, documented, and removed first (as feasible).

C. When the Coroner or Medical Examiner has made the decision to move a body or a body part from the site the following should be performed:

1. Replace the engineer flag and replace it with a marker showing the body number that has been assigned by the Coroner.
2. Photograph the body precisely as it was found making sure that the marker indicating the body number is visible in the photographs.
3. Videotape the body in the same manner as mentioned above.
4. Using a waterproof marking pen, write on a body tag the number that was assigned to this body by the coroner, and attach it to the body.
5. Place the body in a strong body bag with handles.
6. Using a waterproof marking pen, fill out the Body Location Form. Make sure the following information is noted:
  - a. The grid number or other measured means used to determine the location where the body was found
  - b. Sex (if possible)
  - c. Adult or child (if possible)
  - d. List of personal effects and any other items that can be seen at this time that may later assist with the I.D. of the body
  - e. The body number that has been assigned to this body
  - f. Complete vs. fragmented remains

7. Put the Body Location Form in a sealed plastic bag and place the sealed bag in the body bag with the body (or fragmented remains)
8. Do not remove any clothing or personal effects from the body at the disaster site.
9. Close the body bag and tie a body tag indicating the assigned body number on one handle of the body bag and another one on the zipper. Use waterproof marking pens.
10. Place the body bag on a litter for removal.
11. Remove the body to the disaster site dispatching area.
12. Document on the Body Recovery Form the date and time the body was removed and the names of the persons removing the body.
13. Photograph the location from where the body was removed with the marker showing the body number visible in the photograph. Do not remove the marker showing the body number from the location from where the body was found.

#### **V. RECOVERING BODY PARTS AND PERSONAL EFFECTS**

- A. All body parts that are found should be photographed and documented giving the measured location where it was found, type of body part, and its condition.
- B. All body parts should be photographed, documented, tagged, and bagged separately.
- C. All clothing and personal effects that are not attached to a body should be photographed, documented, tagged, and bagged separately.
- D. If more than one team is recovering bodies, body parts, and personal effects, verify there is no duplication of numbers.
- E. Do not remove any body number markers from the disaster site until the investigation and identification of the bodies is completed.

#### **IV. DISASTER SITE DISPATCHING AREA**

- A. An area should be established at the disaster site where the fatalities can be brought and retained until the temporary morgue is established and is ready to receive bodies. If possible, the bodies should be placed where they cannot be seen by the workers at the disaster site. A tent or on-site structure can be used for a dispatching station.
- B. Refrigerated trucks can be brought to the dispatching station if the bodies will need to be kept there for an extended period of time or if it is decided that this would be the best place to put them.
- C. The bodies should be removed from where they were found and taken to the dispatching area. Bodies brought to the dispatching station should be checked for the following.

1. Establish a dispatching log and enter all the body numbers that are brought into the dispatching station
2. Confirm that all the numbers on all the tags attached to the body and the body tag are the same.
3. The body number should be sprayed painted on the body bag (Use a spray paint that is easy to read)

## **VI. TRANSPORTATION OF BODIES FROM THE DISPATCHING STATION TO THE TEMPORARY MORGUE**

- A. Bodies should not be released from the dispatching station until the temporary morgue has been established and is ready to accept them.
- B. When the temporary morgue is ready to accept bodies, vehicles that have been positioned at the Staging Area should be released to the dispatching area, if bodies were placed in the vehicles.

## **MASS FATALITY TEMPORARY MORGUE OPERATION**

### **I. SELECTING A TEMPORARY MORGUE SITE**

- A. The first site that should be considered for a morgue following a mass fatality incident is a morgue that is normally used every day. This may not be practical due to distance from the disaster site to the morgue or the morgue may not be adequate to process the number of fatalities that resulted from the disaster,
- B. Second consideration for a morgue site should be one of the sites designated in the Mass Disaster Plan.
- C. If the above locations are not convenient or are inadequate the following should be considered when making a selection for a morgue site:
  1. Type of facilities that may be used for temporary morgue sites.
    - a. National Guard Armory
    - b. Airport hangers
    - c. Factories having shipping and receiving areas
    - d. Fairground facilities
    - e. Large auto garage
    - f. Large storage facility

g. Large store currently out-of-business

h. Ice rink or roller rink

2. The facility must have the capability of providing the following.

a. Concrete floor

b. Hot and cold water

c. Floor drainage or easy to clean floor

d. Electrical capacity for required equipment

e. Restrooms

f. Heat/air conditioning

g. Office space

h. Area for rest and refreshments

i. Area for press conferences (if possible)

D. The facility must be large enough to adequately accommodate the processing of the number of fatalities and allow the morgue staff adequate room to perform their tasks.

E. The facility should be convenient to the disaster site, but will not interfere with other necessary activities being conducted at the disaster site,

F. Transporting vehicles must have easy access to the facility and it must be easy to secure,

G. The facility must allow all the morgue operations to be conducted on one floor and allow the interior to be sectioned off.

## **II. SETTING UP A TEMPORARY MORGUE OPERATION**

A. The temporary morgue should be set up at the same time the search and recovery of bodies is occurring at the disaster site.

B. The following areas should be considered for activation when setting up a temporary morgue:

1. Area for receiving and releasing bodies

2. Area for body examinations, documentation of injuries, identifying characteristics, clothing and personal effects

3. Area that can be secured for holding personal effects

4. Area for x-raying bodies and body parts
5. Area for dental examination and charting
6. Area for fingerprinting
7. Area for obtaining toxicology specimens
8. Area for conducting autopsies
9. Area for disinfecting and embalming bodies
10. Area for maintaining records and charts relating to the bodies
11. Area for maintaining records pertaining to missing bodies
12. Area for maintaining phone banks for receiving information from the families and friends of the deceased that will assist with the identification of the bodies
13. Area for maintaining fax machines, computer and the general administration of the morgue operations
14. Area for refrigerated trucks
15. Area for rest and refreshments
16. Area for press briefings and meetings
17. Area where families can view photos and provide and receive information

C. Specialist having expertise in a given field of forensic sciences such as forensic pathologist, forensic dentist, forensic anthropologist and fingerprint specialist should be notified to report to the, temporary morgue site and set up their area of operation.

### **III. REQUIREMENTS OF THE INITIAL MORGUE OPERATIONS**

A. An I.D. procedure must be established for everyone entering the temporary morgue. Only authorized trained personnel should be allowed to enter the morgue.

B. Security must be established at the morgue and maintained continually as long as the morgue is in operation.

C. All personnel working in the temporary morgue should be given a briefing before they begin their duty responsibilities. They should be informed of their specific responsibility. Special care should be taken to make sure that each worker is knowledgeable in performing their duty assignment. They should be informed of what they can and cannot do while working in the morgue.

D. All morgue personnel should be informed of the proper precautions to be taken to protect themselves from infectious diseases while working in the morgue. All morgue personnel should be issued proper protective clothing, gloves, masks and eye protection.

#### **IV. MORGUE OPERATIONS AND BODY PROCESSING**

A. Once the morgue specialty areas have been established and the determination made that the morgue is ready to begin accepting bodies, the Coroner or person designated to be in charge of the morgue should notify the dispatching station that the morgue is now ready to start accepting bodies.

##### **B. Morgue Receiving Station**

1. A Receiving Log should be maintained indicating the following:

- a. The assigned body number of the body bag that is being received
- b. The name of the person delivering the body
- c. Names of other persons that may be riding in the vehicle
- d. Signature of person delivering the body signature of person receiving the body
- e. Date and time body was received

2. When a body is received, the following should occur:

- a. Check to make sure that all numbers on the body bag and the numbers on the remains are the same
- b. Place body bags as they are being received in orderly rows in numerical sequence. This can be done in the body receiving area or in refrigerated trucks

##### **C. Morgue Administration Section**

1. All bodies being processed through the morgue should be referred to only by number not by a name. Numbers should be used even after the identification of the body has been established.

2. A file should be maintained for each body. This file will contain all the records and other information that is available relating to the body.

3. A chart should be established and maintained indicating the following:

- a. The location of the body at any given time in the morgue
- b. The sections the body has been processed through
- c. The information obtained relating to the body at each section
- d. Any pertinent information relating to the body

(These charts should be posted in a place of easy reference for observation and updating)

4. The administration section should assign a person to stay with every body that is being processed through the morgue. This person will be given the records relating to the body and will be responsible for knowing where the body and the records are at all times.

5. The person that is assigned to be responsible for a body will sign the body out of the receiving section and will sign the body back into the receiving section when the body has been processed through the assigned stations.

#### D. Clothing and Personal Effects Description and Removal Section

(For security purposes, people working in this section should be from more than one agency)

1. Photographs should be made of the body bag showing the body number.
2. Photographs of the body showing the body number should be made after the body bag is opened.
3. Photographs should be made of the clothing and personal effects.
4. A complete description of each article of clothing should be made to include the following:
  - a. Type of clothing
  - b. Color
  - c. Size
  - d. Labels
  - e. Laundry markings
  - f. Monograms
  - g. Any other identifying characteristics
5. Mild soap and water may be used to wash clothing to reveal identification information.
6. Any identifying characteristics of clothing should be photographed.
7. Remove all items found in the pockets of the clothing. Document the following.
  - a. The type and color of clothing in which the item was found
  - b. What pocket the item was found .
  - c. A description of the item

8. Photographs should be made of any personal effect that will be used in assisting with the identification of the body.

9. All items in wallets and pocketbooks should be documented to include:

- a. A complete list of all money
- b. A list of all credit cards and the card numbers
- c. List any other items that may be useful in establishing identity

10. Mild soap and water may be used to wash the personal effects to assist with the documentation process.

11. All personal effects should be placed in bags and tagged with the appropriate body number.

#### E. Security Area for Personal Effects

1. An area should be established that can be secured at all times where personal effects can be placed until they are released to the proper authority.

2. A log-in and log-out procedure should be established for all personal effects.

#### F. Documentation of Identifying Body Characteristics

1. After the clothing and personal effects have been removed, the body should be carefully examined and all characteristics deemed important to assist with the identification listed to include.

- a. Race
- b. Sex
- c. Height
- d. Weight
- e. Hair color and length
- f. Eye color
- g. Glasses or contacts
- h. Birth marks
- i. Operation scars
- j. Tattoos



k. Any other identifying characteristics

2. If possible, the face should be washed with soap and water and photographs taken. These photographs may be used for family members for possible recognition of the decedent.

G. Radiology

1. Licensed trained personnel should operate this station.
2. X-ray capability should be acquired. If possible, portable x-ray equipment should be set up in the temporary morgue. If this cannot be done, then arrangements should be made with a facility that has x-ray capability to use their equipment.
3. Head-to-toe x-rays should be taken of all the deceased. These x-rays will be useful to assist with the identification process and with determining the extent of the injuries that may have occurred.

H. Dental Charting and Examination Station

1. Trained forensic dentists should operate this station.
2. The Kentucky State Medical Examiner's Office can provide the expertise needed to perform the necessary task required to maintain this station.

I. Fingerprinting Station

1. Consideration should be given to requesting the services of the FBI Disaster Fingerprint Team to operate this station.
2. Local and state law enforcement personnel can also be utilized to assist with the fingerprinting of bodies.
3. All bodies should be fingerprinted.

J. Toxicology Station

1. If possible, blood, urine and vitreous synovial, tissue samples should be obtained from all bodies and submitted for toxicological analysis.
2. Only trained and qualified personnel should procure toxicology samples.
3. All toxicology samples should be placed in proper containers, properly documented and properly submitted for toxicology analysis.

K. Forensic Autopsy Station

1. The Kentucky State Medical Examiner's Office will provide forensic pathologists to conduct medico legal autopsies.

2. A complete and thorough external and internal examination should be conducted on all bodies and appropriate tissue retained for further analysis.

L. Forensic Anthropology/Assembly Station

1. The Kentucky State Medical Examiner's Office will provide forensic anthropologists to assist with the investigation and identification of all bodies.

2. Forensic anthropologists should be utilized to assist with the investigation, recovery and identification of bodies involved in mass disaster incidents.

3. After initial anthropologic profiles are established, forensic anthropologists will work in concert with forensic pathologists to re-associate fragmented human remains.

M. Preservation and Preparation of Bodies Station

If the determination is made to embalm, prepare, and casket the bodies at the temporary morgue, the Funeral Directors Association Of Kentucky can be notified to activate their mass fatality team to provide this service.

N. Required Permits and Death Certification

1. When mass fatality incidents occur, arrangements can be made with the Kentucky Office of Vital Statistics to set up an office at or near the temporary morgue to issue permits and death certificates.

2. In a mass disaster the coroner in county where the death occurred must certify the death.

**V. TEMPORARY MORGUE ISSUES TO BE CONSIDERED DURING THE OPERATION OF THE MORGUE AND AFTER THE MORGUE HAS CLOSED**

A. Only workers who volunteer and are trained and qualified should be allowed to work in the morgue. No one should be forced to work in the morgue.

B. Periodic checks should be made of all morgue workers to ensure that they are comfortable with their duty assignment and are handling the situation. Any worker who is having a problem with working in the morgue should be given another duty assignment outside of the morgue.

C. Critical Incident Stress Debriefing should be made available to morgue workers during morgue operations.

**VI. MEDIA RELATIONS DURING MORGUE OPERATIONS**

A. All contacts with the media should be coordinated between the Coroner, the Medical Examiner and the Disaster Operations Public information Coordinator.

B. None of the personnel working in the morgue should provide any information to the media without it

being approved by the Coroner, Morgue Director, or the Disaster Operations Public Information Coordinator.

C. No photographs or videotaping should be allowed by anyone other than those persons assigned to this job by the Coroner or Morgue Director.