

# Orleans County



## Mass Fatality Response Plan

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**SCOTT M. SCHMIDT**  
Chief Coroner

**PAUL WAGNER**  
Director - Office of Emergency Management

**MARGARET WILEY**  
BT/Public Health Emergency Preparedness Coordinator

## **AUTHORITY/EMPOWERMENT**

**The Coroners Office has the responsibility for the investigation and determination of the cause and manner of ALL deaths including: sudden and unexpected, as well as, unnatural deaths that occur in Orleans County under New York State County Law 17A, paragraphs 670-678.**

## **DEFINITION OF A MASS FATALITY INCIDENT**

**A Mass Fatality Incident is defined as an occurrence of multiple deaths which overwhelms the normal capabilities of the agency. In Orleans County, the threshold is any incident that results in the death of ten (10) or more people.**

## **PURPOSE**

**The Coroners Office and designated Evaluation Team will take charge of the human remains at the site and will be available for evaluation and identification of remains, as well as assisting Police in notifying families of deceased victims. The Coroners Office will prepare death certificates and facilitate ways for preparing, processing and releasing dead human remains to the next of kin under emergency conditions.**

**Greater than 10 cases we will seek additional help as stated below:**

- 1) Call Orleans County Coroners: Scott Schmidt-Chief, Charles Smith, John Thompson, Joseph Fuller via dispatch.**
- 2) Notify Emergency Management Office of County.**
- 3) Christopher Mitchell Funeral Homes, Merrill Grinnell Funeral Homes, Bates Tuttle Funeral Homes, Cooper Funeral Home: they may have additional supplies.**
- 4) Monroe County Medical Examiner's Office**
- 5) Erie County Medical Examiner's Office**

## **CONCEPT OF OPERATION**

When a Mass Fatality Incident occurs, the Coroners Office will aid in estimating the number of dead; the VIP Form will be utilized to collect information. When required, an incident Temporary Morgue will be activated. The remains will be recovered and taken to the morgue site for identification, processing, and preservation for final disposition or shipment as designated by the Coroners Office. Personal effects on the remains will be collected and kept in a secure place. Necessary post mortem information about each victim will be compiled using the VIP Forms and compared with the Ante Mortem information collected at the Family Assistance Center and then processed for the Coroners Office.

## **EVALUATION TEAM**

An evaluation team consisting of three or four individuals from the Orleans County Coroner's Office, the Orleans County Emergency Management Office, and the Orleans County Sheriff's Office will go to the site of the Mass Fatality Incident to evaluate the following:

- A. The scene for possible chemical, radiological, or biological hazards. The need for appropriate level personal protective equipment will also be assessed.
- B. How many fatalities are involved?
- C. Condition of the bodies, (charred, dismembered, etc.)
- D. Difficulty anticipated in the recovery of the bodies and the types of personnel and equipment needed, (SRT's, equipment, etc.)
- E. Location of the incident; accessibility and difficulties to encounter when transporting bodies and personnel from the scene.
- F. Formulate a plan for body recovery, and transportation of bodies from scene to the morgue facility.
- G. List the types and numbers of personnel needed to staff the morgue for identification, examination, evidence collection, and processing through the morgue/preparation/repatriation areas.
- H. Anticipate what type of facility would be the most useful for the families of victims to gather and be interviewed, i.e.; a family assistance center.

**Things to consider:** are most of the victims local, is housing going to be an issue for family members, adequate restrooms, food preparation capability, phone line status, etc.

- I. Establish a system of issuing credentials so that an appropriate security and monitoring systems can be utilized.

### **THREE MAJOR AREA OF OPERATION**

**SCENE:** This will be an ongoing area of body recovery. A coordinator of this area should be established with all contact information as well as a back-up coordinator. Security is paramount because this is a **CRIME SCENE** and everything inside the perimeter is evidence.

**EXAMINATION CENTER/MORGUE:** This will be a restricted and secure area where the bodies will be brought to after recovery. Only Incident workers with appropriate credentials will be allowed into this area and it shall be secured at all times. There shall be a coordinator of this area and this is where all body identification and processing shall be conducted. This shall be one of the areas where the Coroner/Medical Examiner shall maintain an office and have appropriate staffing.

**FAMILY ASSISTANCE CENTER:** This shall be a secured area in which only family members of deceased and Incident workers assigned to this area shall be allowed entry. This will be a facility in which the collection of ante-mortem information shall be take place by trained interviewers who will communicate with families and make the necessary referrals for the needed services once an identification of the remains have been made. There also needs to be a coordinator of this area who is well versed in the workings of such area.

**\*\* It is extremely important that there be a coordinator for each of the above areas. It is also important to know and to understand that ALL THREE areas need to be set up and coordinated at the SAME TIME.**

## ADDITIONAL RESOURCES

**IF THIS INCIDENT IS OF SUCH MAGNITUDE THAT IT IS ANTICIPATED THAT PERSONNEL AND EQUIPMENT FROM OUTSIDE THE COUNTY OF ORLEANS MAY BE NEEDED, THE FOLLOWING SHOULD BE CONSIDERED:**

- **MONROE COUNTY MEDICAL EXAMINER-see phone/contact list**
- **NYS FUNERAL DIRECTORS FAMILY ASSISTANCE TEAM**
- **NY STATE EMERGENCY MANAGEMENT OFFICE**
- **U.S. Dept. of HEALTH and HUMAN SERVICES/NDMS FOR THE DISASTER MORTUARY OPERATIONAL RESPONSE TEAM(DMORT)**

**Orleans County contracts with Monroe County for autopsy/toxicology services. They will respond with equipment and personnel, if available [per contract as well as a Memorandum of Understanding (MOU) to assist the Orleans Coroners' if requested.**

**NYS Funeral Directors FAC Team can respond with equipment and personnel to a Mass Fatality Incident where the local resources are over-taxed.**

**NY SEMO is a tremendous resource for ALL incidents and can be of great help in obtaining assistance and supplies from a multitude of agencies.**

**DMORT, which stands for the Disaster Mortuary Operational Response Team, will respond to a mass fatality incident WHEN REQUESTED by the local agency. DMORT is under the direction of the U.S. Dept. of Health and Human Services and will send an evaluation team to the location to help determine the amount of personnel and equipment that may be necessary to take care of the mass fatality incident. They can activate the evaluation team and have experienced reliable individuals on site within 8-12 hours. The DMORT's have three complete portable morgues ready for transport via air or land. Each is packaged and is stored on pallets. One is on the East Coast in Baltimore, MD; one is in Texas, and the other in CA. It is important to note the DMORT assists the local coroner/medical examiner in their efforts. They, DMORT, do not take over any area of operation.**

**DMORT also has a Weapons of Mass Destruction(WMD)Team which renders human remains 'safe' should there be contact with a chemical or biological agent or if there is suspected contact with chemical or biological agents.**

## **THINGS TO GET IN PLACE A.S.A.P. ONCE A MASS FATALITY INCIDENT OCCURS**

- Establish a command center and initiate the ICS (Incident Command System) This may already exist with fire and EMS, but will need to include the coroner/medical examiner once fatalities are discovered.
- Security must be established immediately. A perimeter must be set up around the incident site and must be maintained by security personnel 24/7. There must also be security for the morgue/examination area as well as the family assistance center.
- Identification for scene workers, morgue/examination site workers, and family assistance center workers must be made. There are various levels of admittance during a mass fatality incident and there are certain areas which require restrictions. Proper ID badges **MUST** be worn at all times and **ALL** people involved with the incident **MUST** have ID. **NO EXCEPTIONS!!**
- Access as many body bags as needed for immediate operations and for subsequent operations from local funeral homes first, and then from body bag companies...most funeral homes can assist with this.
- Obtain refrigerated trucks for storage of remains at the morgue/examination site. These need to have metal bottoms and preferably no logos on the side. Logos will need to be covered up should they be the only ones available
- Transportation to and from the scene for personnel. Cars, vans/busses may need to be rented for out-of-town responders. Transportation must also be arranged for the bodies to get from the scene to the morgue/examination site.
- Food procurement and bathroom facilities must be obtained for all the people who will be involved in the incident. Workers need to eat, drink, rest, and use the facilities. Family members will need the same, too.
- Procurement of necessary supplies for workers such as gloves, rain gear, boots, masks, personal protective gear, etc.

### **A. SELECTION OF A MORGUE/EXAMINATION SITE**

In a Mass Fatality Incident, the selection of a morgue/examination site is very important. The ideal situation would be a facility that has hot and cold running water. The floor should be non-porous such as finished concrete or tile. The building should have access from many entrances as well as a freight-type entrance. The view inside should be restricted or be able to be

restricted and the area should be able to be secured. In Orleans County an MOU has been entered into with the Pine Hill Airport on Pine Hill Road in the Town of Barre to use their new aircraft hangar for a morgue/examination site should a Mass Fatality Incident occur in Orleans County. Contact information is located at the end of this document.

## **B. SELECTION OF FAMILY ASSISTANCE CENTER**

The set-up of a family assistance center is best done a fair distance away from the incident site itself. A reminder, that recovery and examination of remains, as well as gathering of ante-mortem information for identification purposed will be done at the same time by many different people. It is best to keep family members a reasonable distance from incident site itself. Preferably, close to a hotel should they need over-night accommodations.

It is important to note that family members may be staying in hotels, (if they're from out-of-town,) for several days. In Orleans County an MOU has been entered into with Hickory Ridge Banquet Facility on Lynch Road, Town of Murray, Holley, to use the large banquet hall for the family assistance center should a Mass Fatality Incident Occur in Orleans County. Contact information is located at the end of this document. This facility has restrooms, a large gathering area which could be sectioned off by partitions if needed. It also has a bar/beverage area as well as a working banquet-size kitchen for food preparation and is a year-'round facility.

## **IMPORTANT SCENE INFORMATION**

**\*GET THINGS ORGANIZED BEFORE MOVING BODIES!\***

**WORKER SAFETY IS PARAMOUNT! ENSURE THAT PROVISIONS ARE IN PLACE FOR THE HEALTH AND SAFETY OF THE SCENE WORKERS SUCH AS PPE, AND SECURITY.**

### **PUT SOMEONE IN CHARGE OF EQUIPMENT & SUPPLIES**

- Protective clothing, gloves, boots, coats, hard-hats, rain suits, etc.
- Body bags-a good heavy bag with 6 handles, envelope or 'c' zipper, lifters and lifter stands.

- Refrigerated trucks with metal walls and floors. Arrange payment particulars for vendor via County administrator.
- Transportation for personnel and for deceased; trucks, vans, cars, busses, P.O.V.'s, hearses from funeral homes.
- Paint-white paint for numbering body bags.
  - Flags and stakes for marking location of bodies, body parts, and personal effects at the scene.
  - Plastic toe tags and 'sharpie' permanent markers to number them. Aluminum tags with a wooden stylus are preferred.
  - Biohazard bags, boxes, and fluid containers-for safe disposal of biohazard debris
  - Stationary supplies-to document EVERYTHING from body location, body parts, personal effects, etc.
  - Computers for entering data taken longhand into the VIP (Victim Information Profile) computer program.
  - FOOD and BEVERAGES- for workers in all areas of operation during the incident.
  - Restroom facilities-for workers in all areas of operation.
  - DEVISE A NUMBERING SYSTEM- All numbers will be assigned at the scene. Use simple numbers such as 1,2,3. Body numbers should be 1,2,3. Body part numbers should be p1, p2, p3. Personal effects numbers should be e1,e2,e3. Make number on body bag 12 inches high with white paint. Place toe tag on bag AND body!

### ESTABLISH SCENE RECOVERY TEAMS

**DOCUMENT EVERYTHING...who, what, where, when, how**

1. **BODY RECOVERY TEAM-** Comprised of one of each of the following: Coroner/Medical Examiner, Coroner/Medical Examiner assistant, scribe, and photographer.
2. **BODY MOVING TEAM-** Comprised of 4 people to move body out of the scene to body staging area or morgue/examination site.

### INITIAL RECOVERY

- Every reasonable effort will be taken to keep the remains unmoved and untouched until direction and approval have been given by the Coroner in charge.



- **A survey and assessment of the scene including contaminants will be made by the Coroner in charge. He/she will note the approximate number of dead, condition of the remains, environmental conditions, and type of terrain in order to identify equipment and supplies needed to implement an effective plan. The state of decomposition, location and accessibility and exposure levels including: CBRNE hazards (chemical, biological, radiological, nuclear or explosive) will be evaluated.**
- **Appropriate PPE (Personal protective equipment) will be used along with universal precautions.**
- **Decontamination will be consistent with HAZMAT.**
- **Once emergency workers have reported to the staging area, a briefing will be held, assignments will be given, and, if appropriate, workers will be divided into teams. Teams can work up to 4-hour shifts. Debriefing should occur after each shift if possible.**
- **At the scene, the Report of Death Scene Investigation form (pg. 14-15) will be utilized for the collection of information on each body/body part/possible body part/personal property.**
- **A video, photos and/or a sketch will be made of the site and if applicable, the scene will be divided into sections. The sections will use gridding to help identify where each body, part, or personal item was found.**
- **Suitable stakes or markings will be placed at the location of each body, and a number will be assigned to each body or collection of body parts as directed by the Coroner's Office.**
- **Unattached personal effects found on or near the body will be placed in a container, tagged with corresponding numbers and date reflecting the location and/or surrounding, and secured. Labeling should include the letter "P" for property.**
- **Remains, or remain parts, will be tagged and records kept as to location and/or surroundings in which the remains were found.**
- **When practical, remains and/or remain parts will be containerized, most probably in a body pouch, and tagged with a corresponding number on each pouch.**

- **Valuables, such as wallets or jewelry, that are attached to the body shall not be removed. Such valuables near the body that have potential identification value should be placed in a container and charted as to the exact location where they were recovered.**
- **Everything must be photographed prior to removal.**
- **Remains may then be removed, as authorized, from the initial discovery site to the morgue or incident morgue site. The initial movement shall require litters, stretchers, or other specialized removal equipment.**
- **Logging procedures prior to removal will note the bag number, the vehicle number, who was doing the transportation and the time that the transport was dispatched; this will be done using the Transportation Log (pg. 16).**
- **The entire area will be re-photographed after all removals.**

**EVACUATION TO MORGUE/DESIGNATED FACILITY:**  
**OPERATIONAL GUIDELINES**

- **Points to consider: Requirements of Morgue/Designated Areas:**
  - **Ventilation**
  - **Hot/Cold Water**
  - **Drainage**
  - **Sufficient Electrical**
- **The team will refer to HAZMAT for information regarding hazardous materials and the proper handling and transporting using all proper protocols.**
- **Evacuation operations from the disaster site or staging area will be coordinated by the Coroner in charge in cooperation with law enforcement agencies.**
- **Before operations, a briefing should be held, assignments and directions given.**
- **Debriefings should be conducted after each completed assignment and Mental Health personnel contacted if needed.**

- All body and body parts will be decontaminated, if possible, prior to transport to the morgue.
- Vehicles used for transport should consider using the same route in traveling to the morgue.
- Recommendations include vehicles to travel at a moderate speed, in convoy style, maintaining order and dignity.
- Records will be kept as to the identification of the transport vehicle and its driver, as well as the tag number of the deceased being transported. (See Appendix page 16: Transportation Log)
- Personal belongings will be tagged according to grid location and transported to the morgue for future identification and disposition. All property will be decontaminated prior to being transported to the morgue.

### **IMPORTANT MORGUE/EXAMINATION SITE INFORMATION**

#### **GET PERSONNEL AND EQUIPMENT IN PLACE**

#### **PUT SOMEONE IN CHARGE OF PERSONNEL**

Who, where they're from, and hours they work, etc.

- **SECURITY**-everyone needs I.D. badges
- **REFER TRUCKS**-need ramps/steps into truck trailers
- **PPE**-gloves, scrubs, shoe covers, masks, coveralls, hats, etc.
- **COMPUTERS**- programs, printers, paper products, data entry people familiar with VIP
- **COMMUNICATIONS**-telephones, cell phones, fax machine, P.A.
- **OFFICE EQUIPMENT**-copiers, typewriters, fax machines, etc.
- **RECEIVING AREA**-to receive bodies from the field
- **BODY HANDLERS**-trained people to move bodies
- **BODY NUMBERING SYSTEM**-1,2,3,; p1,p2,p3; e1,e2,e3, etc.
- **LOG BOOKS**-three: one for bodies, one for parts, one for personal effects
- **CASE FILES**-Initiated with body number. File must stay with the body during the entire process. All forms and paperwork used should be available at each station. The case number should be placed on each form as it is used.

- **BODY RECEIVING-Someone MUST be in charge. Each body received should be documented in the log-in book by date, time received, person receiving the body, and the person delivering the body. The person in charge of the bodies must know the location and final disposition of the bodies at all times.**
- **BODY TRACKERS-Personnel to escort the body and all paperwork from station to station in the order so intended.**
- **WORKER SAFETY-Is always a concern and should be emphasized at all times. Provisions should always be made to ensure the health of the workers in the morgue/examination site as well as throughout the whole incident.**
- **MORGUE STATION SET-UP AND PROCESSING WILL VARY FROM INCIDENT TO INCIDENT DEPENDING ON TYPE OF INCIDENT**

### **IMPORTANT MORGUE STATION INFORMATION**

- **ANATOMICAL CHARTING-Personnel needed at this station will be a Forensic Pathologist, a Pathologist Assistant, a personal effects officer, a scribe, and a photographer.**

**IF EVIDENCE IS GOING TO BE COLLECTED, A LAW ENFORCEMENT OFFICER MAY ALSO BE PRESENT AT THIS STATION TO RECEIVE THE EVIDENCE. THE PERSONAL EFFECTS AND CLOTHING SHOULD BE COLLECTED, INVENTORIED, AND BAGGED WITH THE APPROPRIATE CASE NUMBER. ALL PERSONAL EFFECTS AND CLOTHING SHOULD BE PLACED IN A SECURE AREA WITH A DESIGNATED PERSON IN CHARGE OF THE AREA. PICTURES SHOULD BE TAKEN BEFORE CLOTHING IS REMOVED. ALL PAPERWORK GENERATED AT THIS STATION SHOULD BE PLACED IN THE CASE FILE TO GO WITH THE BODY TO THE NEXT STATION.**

- **FINGERPRINTS-Personnel needed at this station will be a fingerprint specialist, FBI Identification squad from Washington, D.C., NYS Police Fingerprint specialist, local law enforcement fingerprint specialist.**

**FINGERPRINT SPECIALISTS SHOULD ATTEMPT TO PRINT ALL BODIES. FINGERS SHOULD ONLY BE REMOVED ON NON-VIEWABLE BODIES AT THE DISCRETION OF THE CORONER/MEDICAL EXAMINER. IF FINGERS ARE REMOVED THEY**

**SHOULD BE PLACED IN A SEALED BAG WITH THE CASE NUMBER AND PLACED BACK WITH THE BODY AFTER PROCESSING.**

- **PHOTOGRAPHY-Personnel needed at this station will be a photographer and two photography assistants.**

**FULL BODY PICTURES SHOULD BE TAKEN OF EACH BODY WITH THE CASE NUMBER IN EACH PICTURE TAKEN.**

- **X-RAY/RADIOLOGY-Personnel needed at this station will be X-Ray technicians and assistants. Equipment that will be needed are portable x-ray units, x-ray film, and developers unless you go digital.**

**TYPE AND NUMBER OF X-RAYS WILL BE DETERMINED DEPENDING ON TYPE OF INCIDENT. ALL X-RAYS SHOULD BE GIVEN TO THE TRACKER TO GO WITH THE BODY THROUGH THE REST OF THE STATIONS.**

- **DENTAL-Personnel needed at this station will be a Forensic Odontologist and dental assistants.**

**JAWS ARE ONLY REMOVED ON NON-VIEWABLE BODIES AND AT THE DISCRETION OF THE CORONER/MEDICAL EXAMINER. FUNERAL DIRECTORS SHOULD BE USED TO DETERMINE IF THE BODY IS VIEWABLE. ALL RECORDS BECOME PART OF THE CASE FILE.**

- **AUTOPSY-Personnel needed at this station will be a Forensic Pathologist, a pathologist assistant, and a scribe.**
- **OPTIONAL STATIONS-Toxicology, Anthropology, X-ray examination area.**

### **FAMILY ASSISTANCE CENTER**

**A REPRESENTATIVE OF THE CORONER/MEDICAL EXAMINER NEEDS TO BE IN CHARGE DURING THE INITIAL SET-UP OF THE FAMILY ASSISTANCE CENTER. PERSONNEL MAY BE RECRUITED FROM THE NYS FUNERAL DIRECTORS ASSOCIATION, THE LOCAL FUNERAL DIRECTORS ASSOCIATION, AND DMORT. THE FAMILY ASSISTANCE CENTER IS A MULTI-AGENCY ORGANIZATION AND CANNOT BE HANDLED BY THE CORONER/MEDICAL EXAMINER ALONE.**

- 1. Site selection is important. It is important that the FAC be away from the incident site and should be easily accessible for the families.  
Parking should be a consideration. Security for the parking lots should be a concern, as well as security for the inside of the FAC.**
- 2. Coroner/Medical Examiner administration should be present for ante-mortem records, family information, and death notification.**
- 3. The Red Cross/Salvation Army should be present to provide family support, transportation, housing, supplies, equipment, and volunteer coordination.**
- 4. Security should have check points both in and around the FAC and should provide family escorts to various stations within the FAC.**
- 5. Food service should be put into place for workers and for families alike. There should be two separate areas for the consumption of the food items, trying if at all possible to eliminate the families eating with the workers. Workers will need to sometimes ‘vent’ and what comes out during the ‘venting’ session might not be appropriate for the families to hear.**
- 6. Communications such as telephone lines, computers with internet access and cell phones should be made available for families and workers in the FAC.**
- 7. Mental health is important for both the well being of the families and for the workers. Have professionals standing at the ready for family support, staff support and assisting with death notifications.**
- 8. Medical care is essential for both the workers and family members. A staffed medical area would be a good idea to incorporate into the FAC set-up plan.**
- 9. Various members of the faith community should be standing by for family support, staff support and for assisting with death notifications.**
- 10. Finally, you’ll need to have plenty of site support for custodial issues and for site maintenance.**

### **NEWS RELEASES**

**News releases will be designated by the Coroner in conjunction with the PIO or any information and questions posed by the media will be directed and handled by the PIO, IC, and Coroner’s Office.**

## **RETURN TO LOVED ONES**

- **Once the remains have been positively identified and cleared for release by law enforcement and the Coroner, the Coroner will coordinate the release of the remains and personal effects to the next of kin through selected or contract funeral homes. Coroner Release Forms will be filled out by the Funeral Directors, along with the Mass Fatality Release Log. The Mass Fatality Release Log is utilized to track the release of remains for the Mass Fatality incident and keep this information separate from regular daily cases.**
- **In situations where there are unidentified remains, the Coroner shall make the decision and provide direction regarding their disposition. We will notify Social Services in making arrangements according to New York State Law.**

## **POLICY FOR NOTIFYING NEXT-OF-KIN**

- **The Coroners will identify the closest next of kin in conjunction with police. The staff/police will then notify the next of kin by telephone (or in person if possible), keeping the following points under consideration.**
  1. **Verification to be sure that they are speaking to the next of kin of the deceased.**
  2. **State your full name and that you are a representative of the Coroner's Office.**
  3. **State that the Coroner has positively identified their loved one as dead.**
  4. **Discuss the identification process used by the Coroner, i.e., fingerprints, dental and medical records and information sheet.**
- **Notify the Red Cross if additional help is needed with notification of next of kin.**

- **Ask what funeral home they will be choosing and explain that they need to call the funeral home to make arrangements to have the body released.**
- **The standard release authorization will be used to document the process.**
- **Personal property that is not deemed evidence will be signed over to the funeral home at the time that the body is released, this signed log will be kept in the file to document the process on the property release form.**
- **Depending on the nature of the disaster, recommendations for handling the decedents will be provided to the funeral director when releasing the body.**

#### **UNIDENTIFIED REMAINS AND/OR “COMMON TISSUE”**

- **Disposition of unidentified remains and/or “common tissue” is the responsibility of the Coroner’s Office. The guidelines are as follows:**
  - **Under no circumstances should unidentified or unassociated remains or tissue be commingled with identified remains.**
  - **Social Services will be contacted for unidentified remains and/or “common tissue” and will be handled following New York State law.**



**CORONER CONTACT INFORMATION**

**Orleans County Coroners: Available through Sheriff Dispatch 585-589-5527**

**Scott M. Schmidt-Chief Coroner**      **585-589-6337 (HOME)**  
**585-589-4471 (WORK)**  
**585-507-2192 (CELL)**

**Charles Smith, RN**                      **585-798-4055 (HOME)**  
**585-798-2000 (WORK)**  
**585-764-1137 (CELL)**

**John R. Thompson, MD**                **585-798-2346 (HOME)**  
**585-589-0743 (WORK)**  
**585-590-2594 (CELL)**

**Joseph Fuller**                            **585-589-0351 (HOME)**  
**585-589-5626 (WORK)**  
**585-507-7844 (CELL)**

**DISTRICT ATTORNEY: Joseph Cardone: via Sheriff Dispatch**

**Medical Examiners**

**MONROE COUNTY ME OFFICE:**

**Caroline Dignan, MD Chief ME**                      **585-274-7970 (WORK)**

**ERIE COUNTY ME OFFICE**

**James J. Woytash, DDS, MD**                      **632-1310 (HOME)**  
**440-6819 (CELL)**  
**898-5132 (HOSPITAL)**  
**642-6843 (PAGER)**

**Dianne Vertes, PhD., MD**                      **741-1029 (HOME)**  
**913-8213 (CELL)**

## POLICE AGENCIES

All available through Sheriff Dispatch 585-589-5527

ORLEANS COUNTY SHERIFF  
MEDINA POLICE  
ALBION POLICE  
HOLLEY POLICE

## SUPPLY LIST FOR MASS FATALITY RESPONSE TEAM

50	Human remain pouches (Shrouds)
150	Personal plastic Zip-lock bags
20	Waterproof marking –pens
150	Stakes, at least 4-feet in length
100	White bed sheets
10	Transfer litters
50 ea.	Small, medium and large gloves
50	Rubber Gloves
2	Digital camera and several memory cards
50	Files
30	Pens
12	Pads of paper
2	Mallet/Hammer
100	Flags
1	Large gridboard
2	Measuring Tapes

**TRANSPORTATION LOG**

**ALL of the following fields must be completed before the transfer vehicle is released to the morgue. The driver of the transfer vehicle is responsible for the log sheet until he/she releases it to the admitting section leader at the morgue. Additional sheets may be added depending on the number of body bags that are being transferred.**

**EACH BODY BAG NUMBER BEING TRANSPORTED:**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Number of Body Bags:** \_\_\_\_\_

**License Number of the Vehicle:** \_\_\_\_\_

\_\_\_\_\_  
**Driver's Name (Printed)**

\_\_\_\_\_  
**Driver's Signature**

\_\_\_\_\_  
**Date & Time Leaving Crash Site**

\_\_\_\_\_  
**Admitting Section Leader (Printed)  
Signature**

**Admitting Section Leader's**

\_\_\_\_\_  
**Date & Time Vehicle Arrived at the Morgue**



## DMORT VIP FORMS

Victim Information Profile forms are in PDF format and must be downloaded from the website. A copy of the forms is in the hardcopy edition of this plan located with each Coroner and in the Orleans County Emergency Management Office. The website is: [www.dmort.org](http://www.dmort.org) Click on the VIP tab on the left side of the page and follow instructions to print off or load a copy of the program into the computer for real-time use.

## CONFIDENTIAL PHONE NUMBERS

Monroe County ME	585-274-7970
Erie County ME	716-
NYSFDA FAC Team	631-368-1235(h) 631-695-1832(pager)
SEMO	518-457-2200
NDMS(DMORT)	1-800-872-6367 Option 2
NTSB Hotline	202-314-6290
FAA	202-267-3333
FBI	202-324-6700
NY Fence Co.	716-392-3222
Pine Hill Airport-Gene Haines	585-682-3279 or 585-589-7758
Hickory Ridge Hall-Cindy Diehl	585-638-4653 or 585-638-7131

## FUNERAL HOMES

Christopher Mitchell	585-589-4471
Merrill-Grinnell	585-589-4466
Bates Tuttle	585-798-0896
Cooper FH	585-798-4131
Mt. Albion Cemetery	585-589-5416

Signed MOU's with: All above Funeral Homes, Pine Hill Airport, Hickory Ridge Banquet Hall. Monroe ME is under contract with Orleans for all Forensic work and toxicology on an annual basis and will assist with any staff and/or supplies as needed and as available. ALL MOU's are with the hardcopy of this plan.

## **PANDEMIC CONSIDERATIONS**

**In a Pandemic situation, Mass Fatalities will be a major consideration. Once a Pandemic has been identified, the Coroner's Office will work in conjunction with the Public Health Department and local EMS through the Emergency Management Office.**

**BUSINESS AS USUAL WILL CEASE TO EXIST. ASSISTANCE FROM OTHER COMMUNITIES OR AGENCIES WILL BE HIGHLY UNLIKELY AND EACH COMMUNITY WILL BE ON THEIR OWN. THE HANDLING OF DEAD HUMAN REMAINS WILL COME UNDER THE DIRECTION AND AUTHORITY OF THE CORONER'S OFFICE WHICH IS EMPOWERED AS SUCH BY STATE COUNTY LAW ARTICLE 17A.**

- 1. A Temporary Morgue will be set up in the hangar at Pine Hill Airport.**
- 2. ALL deaths in the County will be transported to the Temporary Morgue for evaluation, processing, release, and/or temporary interment.**
- 3. The Public Health Department will make the determination whether or not a Public Health Emergency exists and shall decide upon a moratorium of public gatherings.**
- 4. Special considerations/waivers MAY come into place regarding the completing and filing of death certificates and the issuance of burial/transit permits.**
- 5. As storage space will be limited, in Orleans County temporary interments may be indicated. As of 12/16/07 Mt. Albion Cemetery has approximately 1000 empty grave spaces which are already laid out. The current Superintendent has indicated his willingness to assist in any way possible during a Pandemic Mass Fatality situation.**
- 6. Local and County Law Enforcement agencies may be asked to act in a capacity as Coroner/Death Scene investigators as it may become impractical for a Coroner to respond to each unattended death at home.**
- 7. Local funeral homes and properly trained individuals may be asked to assist in transporting the deceased from the place of death to the Temporary Morgue site as ALL deaths will be funneled through the Temporary Morgue site. Bodies will be released with appropriate release forms signed by the legal next of kin or authorized representative of such.**
- 8. The Coroner will sign out deaths along with a Coroner's physician for all Pandemic related deaths WITHOUT the need for an autopsy. Early**

on in the incident, Autopsies may be done on the first few Pandemic related deaths just establish a base line. This will be decided at the time by the Coroner in Charge and in conjunction with the Monroe County Medical Examiner based on pathologist availability.

9. Religious considerations will be considered and if available, some type of prayers, short ceremony shall be accorded each deceased body based on a Chaplain availability to do.
10. Body bags are in the possession of the Orleans County Emergency Management Office/Orleans County Public Health Department. ALL deceased shall be placed in a heavy-duty body bag...preferably with six handles and an envelope style zipper.
11. ALL deaths occurring in a Medina Hospital or at ANY of the County Nursing Homes or Adult Care Facilities will ALSO be transported to the Temporary Morgue site for intake.
12. SPECIAL consideration shall be given to the two State Prison Facilities and the Orleans County Jail. The procedure for removal of inmates to the temporary morgue will have to be determined at the time based on the whether or not there is a waiver of the NYS Corrections requirement of every inmate dying in a facility MUST have a post mortem examination.
13. Again, DMORT will not be available and each County will be on it's own to handle this incident which could last for weeks/months. Business WILL NOT BE AS USUAL and normal deaths and incidents such as homicides, suicides, and accidents will continue to occur. Every effort must be made to handle each and every death in a respectable, professional, and efficient manner giving proper dignity and respect to the deceased while at the same time respecting the integrity of scene investigation, family dynamics, public health concerns, and overall safety and health of everyone involved.