

## MORTUARY SERVICES ANNEX

### I. PURPOSE

The purpose of the Mortuary Services Annex is to define, outline, and describe the role and functions served by the Marion County Coroner's Office, who serves the City of Salem, pertaining to location, recovering and processing fatalities that may occur within the City of Salem Limits during a emergency/disaster situation.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. A disaster is any situation where the demand for resources exceeds the available supplies within Marion County/City of Salem.
2. Provided with only minimal manpower, equipment, and resources, any unusual demand would tax the capabilities of the Marion County Coroner's office and require supplementation from external sources.
3. The City of Salem could suffer mass casualties from transportation with major railways and highways within the city limits, weather related casualties such as from tornadoes, industrial casualties could occur with all the industries located in Salem, weapons of mass destruction (WMD) and nuclear incidents could create mass casualties.

#### B. Assumptions

1. First response would be by the Salem Fire Protection District who serve's the City of Salem and the City of Salem Police Department.
2. Initial response from the Marion County Coroner's Office would be form the staff on hand/on call at the time.
3. Supplemental resources would be from the Salem area.
4. More extensive assistance would come from other governmental entities and the private sector.

### III. CONCEPT OF OPERATIONS

Under Illinois Law, the Coroner is responsible for the investigation of unusual deaths. This includes identifying and arranging for the disposition of the remains. As needed, the Marion County Coroner may establish one or more temporary morgues, and call on those state and federal agencies which can assist in identification.

- A. The Marion County Coroner will maintain rosters of his office's personnel and any volunteers that will assist in disaster operations. These will include the local funeral directors who have agreed to assist.
  - 1. Staff personnel will utilize necessary resources to provide needed levels of coverage.
- B. If needed, the Coroner will establish a temporary morgue away from the disaster site.
  - 1. Mortuary services personnel will operate from the site, maintaining communications with the EOC by phone, radio or runners.
- C. Morgue facilities will be provided dependent upon the location, volume, cause and weather conditions present at the of the incident.
- D. The Coroner is responsible for notifying his personnel and determining if the situation warrants 24-hour operations. If around-the-clock operations are required, then available personnel will be assigned to shifts.
  - 1. Staff personnel will utilize necessary resources to provide needed levels of coverage.
- E. Access to disaster teams would be provided by the Coroner's Office staff to secure necessary services from such organizations such as Illinois Coroner's Association and the Illinois Funeral Director's Association.
- F. Responding radiological teams from the State and Federal Government will be consulted to help manage the procedures required for radiological decontamination of response personnel.
- G. Each emergency response organization is responsible for

Identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.

1. The successor's emergency authority will become effective upon the availability of the authority. The authority may upon necessity appoint the successor to fulfill his duties upon his inability to serve such as injury, sickness, or commitment elsewhere.
  2. When a succession has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement to the EOC and having each EOC representative relay the information to their agencies. The alternate method will be to have the DOEM communications center or 911 PSAP make the announcement.
- H. No mutual aid agreements have been negotiated, coordinated or prepared.
- I. Logistical support for operations will be accessed from the City of Salem DOEM office. Support for actual morgue operations will be through the associations.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Coroner has developed SOP's for the coordination of emergency mortuary services, the establishment and operation of temporary morgues, and the identification of remains.
1. The SOP's will be located in the Coroner's office and or EOC.
  2. Basic responsibilities for operation would be divided into locating, recovering, and processing areas which would be overseen by the Coroner's command structure and supplemented by the other government agencies such as police, fire and rescue agencies, the Coroner's association personnel and the Director's association personnel.
  3. Assess to personnel, associations, and resources would be affected by the Coroner's office staff dependent upon the demand at the time.

- B. The responding radiological response teams in conjunction with DOEM, Incident Command, the EOC will make arrangements to provide the Coroner personnel with the necessary protective respiratory devices, clothing, equipment and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.

V. LINE OF SUCCESSION

If the Coroner is not available to direct emergency response operations, the chain of command shall be:

- A. Marion County Coroner
- B. Marion County Deputy Coroner
- C. Designee of the Marion County Coroner.

VI. APPENDICES

- A. Pre-emergency Operations Checklist
- B. Response Operations Checklist
- C. Recovery Operations Checklist
- D. Emergency Mortuary Service Out-of County Call List.

APPENDIX A. PRE-EMERGENCY OPERATIONS CHECKLIST

1. Train assigned mortuary service response staff and voluntary augmenters to perform emergency functions.
2. Maintain personnel list and emergency response resources.
3. Update Mortuary Services Annex as needed based on emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency operations.
4. Negotiate, coordinate, and prepare mutual aid agreements.
5. Identify and make provisions to protect records or other items essential for continuing operations.

6. Develop SOP's to ensure successful response during a disaster.
7. Develop a system to track deployed resources for disaster response.

#### APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Continuing training assigned mortuary service response staff and voluntary augmenters to perform emergency functions.
2. Report appropriate information to the EOC during emergency operations.
3. Obtain necessary protective respiratory devices, clothing, equipment and antidotes for mortuary personnel to perform assigned tasks in hazardous radiological or chemical environments.
4. Expand mortuary services in an emergency.
5. Designate and establish an emergency mortuary to manage organization resources and response personnel and to maintain contact with the EOC during emergency situations.
6. Provide Public Information Officer with necessary information.
7. Provide necessary logistical support for food, water, emergency power, lighting, fuel, etc.
8. Maintain necessary radiation exposure records for all Coroner personnel and require dosimeter readings.

#### APPENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support cleanup and recovery operations during disaster events.
2. Decontaminate mortuary equipment.
3. Release unneeded mortuary personnel

4. Continue mortuary services until last identifications are made and remains released to next of kin.
5. Arrange for appropriated disposal of unidentified remains.

APPENDIX D            EMERGENCY MORTUARY OUT-OF-CITY  
CALL LIST

Call list on file in the resource manual in the EOC and  
Coroner's office.

VII. DEVELOPMENT AND MAINTENANCE OF THE MORTURARY  
SERVICES ANNEX.

- A. The responsibility for revisions, keeping attachments current and developing necessary documents for the annex belongs to DOEM, with information being received by the Marion County Coroner's Office located in the Marion County Courthouse in downtown Salem.

VIII. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (P.A. 87-168, January 1, 1992).
- C. The City of Salem ESDA/DOEM Act Ordinance Number 76-8 Feb. 2, 1976.