

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

MORGUE SUPERVISOR

RESPONSIBILITIES:

Provide for safety of staff and students.

Establish and oversee an interim system for managing fatalities resulting from the disaster/event.

Establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.

Supervision of the Morgue area.

ACTIVATION PHASE:

Check with Operations Chief for direction.

If directed, set up morgue area. Verify:

- Tile, concrete, or other cool floor surface
- Accessible to Coroner's vehicle
- Remote from assembly area
- Security: Keep unauthorized persons out of morgue.**

OPERATIONAL STAGE:

Ensure that locations where fatalities are discovered are secured.

Ensure that fatality collection points are established and secured as necessary.

Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner.

Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.

Assist with identification of remains.

Ensure that all media contacts are referred to the Site Information Officer.

After pronouncement or determination of death:

- Confirm that the person is actually dead.***
- Do not*** move the body until directed by the Command Post.
- Do not*** remove any personal effects from the body. Personal effects must remain with the body at all times.

- As soon as possible, ***notify the Command Post*** who will attempt to notify the District EOC of the location and, if known, the identity of the body. They will notify the Coroner.
- Keep accurate records and make available to law enforcement and/or the Coroner when requested.
- Write the following information on two tags.
 - Date and time found.
 - Exact location where found
 - Name of decedent if known.
 - If identified – how, when, by whom.
 - Name of person filling out tag.
- Attach one tag to body
- If the Coroner’s Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.
- Place any additional personal belongings found in a separate container and label as above. Do not attach to the body – store separately near the body.

DEMOBILIZATION STAGE:

After all bodies have been picked up, close down the Morgue.

Return equipment and unused supplies to Logistics.

Clean up area. Dispose of hazardous waste safely.

Complete all paperwork and turn into the Documentation Unit.

EQUIPMENT/SUPPLIES:

- 2” cloth tape
- District Identification Badge
- Duct tape
- Pens/Pencils
- Plastic trash bags
- Plastic tarps
- Stapler
- Tags
- Vest
- Vicks Vapo Rub